

## **TRANSFER OF CREDITS: GRADUATE STUDIES/LINCOLN SEMINARY**

Current students and applicants who have completed courses at other accredited graduate institutions may receive transfer credit for comparable course offerings in Lincoln Seminary curriculum. According to the established practice in higher education, receipt of credit from other institutions is neither automatic nor obligatory. The receiving institution has the exclusive right to accept or reject credits earned at other institutions. Transfer of credits is conditional upon approval by the Seminary Office in consultation with the faculty as described below.

1. Lincoln Seminary at Ozark Christian College will accept credit for equivalent courses for degrees offered at Lincoln from other institutions accredited by accrediting organizations recognized by CHEA (Council for Higher Education Administration).
2. Academic transcripts from previous colleges will be evaluated by the Seminary Office. Official transcripts must be sent to the Ozark Christian College Registrar's Office directly from the college(s) and/or university(ies) previously attended. The transcripts must be official, authentic, signed, and affixed with the school seal. Transcripts may be faxed to the college; however, they will be considered unofficial documents only, pending the official, authenticated, signed, and sealed documents received in the mail or via an electronic transcript service used by the other institution.
3. Determination of equivalency will be made by the Seminary Office in conjunction with the faculty. Students may be asked to submit a course description, course syllabus, and completed assignments to evaluate equivalency of course work.
4. Students must have earned a grade of at least 2.000 on a 4-point scale.
5. Lincoln Seminary measures all courses in semester/term credits. Transferred courses that were transcribed using a quarter system will be converted to semester/term credits.
6. Courses completed more than ten years previous may not be accepted unless continued academic capacity can be demonstrated.
7. For students enrolling in master's degree programs, a maximum of 50% of transfer credits can be accepted toward a master's degree.
8. Transfer credit will not be accepted for the certificate programs.

Upon completion of the evaluation of a student's previous course work, a copy of the Transfer of Credit Form indicating awarded courses will be sent to the student by email.

(See Academic Catalog for Advanced Standing information)