

Policy on Evaluating Transfer Credits (S6.6)

Foundation Baptist College exists to train future pastors and strengthen members of local churches for God's glory. Because our mission is to develop students rather than to duplicate learning they have already successfully completed, the College seeks to recognize legitimate prior post-secondary study whenever it is appropriate to do so. The needs are urgent for pastoral ministry in our context and the mandate to strengthen members of local churches is serious. We believe that responsible transfer of credit honours the time, effort, and resources students have invested in their education, removes unnecessary barriers to completing their academic goals, and allows students to continue forward in active ministry. Accordingly, the College maintains a presumption in favour of awarding transfer credit whenever previous learning is demonstrated to be of appropriate academic quality and can reasonably contribute to a student's program of study.

For these reasons, Foundation Baptist College seeks to recognize legitimate post-secondary learning completed at other institutions. Transfer credit is evaluated on the basis of the quality, level, scope, and applicability of previous learning rather than on institutional reputation, delivery format, or differences in course design.

General Principles

- Transfer credit will normally be awarded when previous coursework represents legitimate post-secondary study and is reasonably comparable to Foundation Baptist College's curriculum or can appropriately contribute to a student's program.
- Courses do not need to be identical to Foundation Baptist College courses to receive transfer credit.
- When a direct course equivalent is not appropriate, the College may award subject-area or elective credit where the learning is academically valid.
- Each transfer-credit decision is made on its own merits using the academic evidence available.

Evidence Considered

The College will use the documentation that is reasonably available to determine the nature and quality of previous learning. Evidence may include (in order of highest to lowest priority):

- Official transcripts
- Instructor qualifications
- Course descriptions or academic calendars
- Syllabi
- Learning outcomes
- Textbooks or reading lists
- Assignments, examinations, or other student work
- Direct evaluation of the student's knowledge and proficiency

No single document is required in every case.

Older Coursework

The College recognizes that students may not be able to obtain complete documentation for coursework completed many years earlier. The absence of a syllabus or written learning outcomes will not, by itself, prevent the award of transfer credit. The College will evaluate older coursework using the best evidence reasonably available.

Additional Documentation

If the available documentation does not provide sufficient information to determine the academic level, content, or applicability of a course, the College may request additional supporting materials or even assessment before making a final decision.

Consistency

The College maintains records of previous transfer-credit evaluations where practical. Once a course has been evaluated, that decision may be used as a precedent for future evaluations unless there has been a significant change in the sending institution's course or in Foundation Baptist College's curriculum.

Appeal of Transfer-Credit Decisions

A student who believes a transfer-credit decision does not accurately reflect previous academic work may submit a written appeal to the Registrar within 30 days of receiving the evaluation.

The appeal should identify the decision being challenged and may include additional supporting documentation, such as a syllabus, course description, textbooks, assignments, examinations, or other evidence of the course's content and academic level.

Appeals will be reviewed by the Academic Dean or a faculty member designated by the Academic Dean who was not solely responsible for the original evaluation. The reviewer may consult additional faculty members as appropriate.

The College will communicate its decision in writing. The decision of the Academic Dean shall be final.