



Institutional Policy for the Awarding of Transferred Credit

Fully Equipped Bible Institute

Purpose

The purpose of this policy is to establish clear and equitable guidelines for the awarding of transfer credit at Fully Equipped Bible Institute (FEBI), ensuring alignment with best practices in higher education.

Policy Statement

FEBI is committed to recognizing students' prior academic achievements while maintaining the integrity of its academic programs. This policy ensures transparency, consistency, and fairness in evaluating and awarding transfer credit.

1. Guiding Principles

- **Fair and Equitable Evaluation**

FEBI evaluates transfer credits without bias toward the type of institution or mode of instruction in which the credit was earned. This is true whether the learning was acquired at another institution, as part of a high school dual-enrollment program, during on-the-job training at an employer or in the military, or through experiential learning. The award of credit is independent of the learning modality by which it was acquired.

- **Relevance to Program Objectives**

Transfer credits will be awarded when they are directly applicable to the requirements of FEBI's academic programs. Courses should support the institution's goals of fostering biblical and theological literacy, leadership skills, and Christian ministry.

- **Transparency**

FEBI provides clear and accessible information on its transfer credit policies, criteria, and procedures to all prospective and enrolled students.

- **Student Success**

FEBI commits to aim to maximize the amount of credit applied to fulfill requirements on the path to a student's chosen degree or credential. Transfer credit decisions prioritize the academic success and progression of students, ensuring a seamless integration of prior learning into FEBI's programs.

2. Evaluation Criteria

FEBI will award transfer credit based on the following criteria:

- **Accreditation and Recognition**
Transfer credit will be considered from institutions accredited by agencies recognized by the U.S. Department of Education or CHEA, or from other credible educational and professional organizations.
- **Course Content and Learning Outcomes**
The content, learning outcomes, and credit hours of the transfer course must closely match FEBI's course requirements.
- **Grade Requirements**
Only courses with a grade of "C" or higher will be eligible for transfer credit. Pass/fail courses may be evaluated on a case-by-case basis.
- **Age of Credit**
Credits earned more than 10 years prior to application may require additional review to ensure relevance to current academic and industry standards.
- **Nontraditional and Experiential Learning**
FEBI may consider awarding credit for nontraditional learning, including military training, professional certifications, and other experiences, based on CHEA recommendations or similar evaluative frameworks.

3. Transfer Credit Limitations

- **Credit Hour Cap**
A minimum of 25% of credits required for a degree or certificate program must be earned through FEBI.

4. Procedures for Transfer Credit Evaluation

- **Submission of Documentation**
Students seeking transfer credit must submit transcripts, certificates, diplomas, and, if requested, detailed course descriptions or syllabi. Students may be required to write papers illustrating learned knowledge or take assessment tests in order to receive credit.
- **Faculty and Academic Review**
Transfer credit evaluations are conducted by FEBI faculty or designated academic personnel to ensure alignment with program outcomes and academic integrity.
- **Appeals Process**
Students who wish to appeal a transfer credit decision may do so in writing to the Academic Affairs Office within 30 days of receiving the evaluation decision.

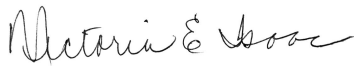
5. Communication of Transfer Credit Decisions

FEBI will communicate transfer credit decisions within 10 business days and provide a written evaluation outlining which credits are accepted, how they apply to the program of study, and any additional requirements.

6. Continuous Review and Improvement

This policy will be reviewed annually to ensure alignment with evolving educational standards, institutional goals, and student needs.

Effective Date: November 20, 2024

A handwritten signature in black ink, appearing to read "Victoria E. Isaac".

Approved By: Dr. Victoria Isaac, President

Next Review Date: November 20, 2025

This policy reflects FEBI's commitment to upholding academic excellence, fostering student success, and supporting the diverse educational journeys of its students.

Policy Guidance Source: Council for Higher Education Accreditation, American Council on Education, and the developed by the American Association of Collegiate Registrars and Admissions Officers. Retrieved 11/20/2024 from: <https://www.acenet.edu/Documents/2021-Joint-Statement-Award-of-Credit.pdf>