

## Dual Enrollment

Students who desire to enroll in a graduate program and who have up to six credits to complete before they receive their undergraduate degree may concurrently enroll in a graduate degree program and register to take up to six credits per semester for a maximum of two semesters.

Students must meet (no exceptions) the cumulative GPA requirement for admission in good standing into a graduate program to be eligible to register under dual enrollment for that program. Students must meet all other admissions requirements as stated herein.

Students must provide, along with their application, a current official undergraduate transcript (sent directly from their school to the Registrar's Office), a letter from their current Registrar's Office indicating their current Grade Point Average (GPA), the specific degree they are pursuing, the estimated date of undergraduate graduation, and the number of remaining credit hours for degree completion. Students must complete the *General Petition Form* requesting Dual Enrollment and submit it to the Registrar's Office for final approval. Once all documents are received by the Registrar's Office a decision will be made by the Academic Dean.

## Exceptions to General Admissions Requirements

Applicants for the degree programs may apply for an exception to the General Admissions Requirements by submitting a detailed explanation in the Admissions and Exception Petition Form to the Admissions Office for approval from the Admissions and Exceptions Committee. Details must contain:

1. What exception is requested
2. Rationale why Grace should grant the request

## Transfer of Credit

Grace School of Theology makes all attempts to be just, equitable, and apply the guidelines for transfer equally. The school generally accepts transfer credit from institutions of higher education that have accredited or pre-accredited status through an accrediting agency that is approved by the U.S. Department of Education, or its equivalent, such as qualified foreign institutions of higher education. The accredited status of the institution is important when considering the transfer of credit, but it is not the sole determining factor.

The passage of time is not a factor when determining the transferability of credits. However, students desiring to transfer in biblical languages may do so if the courses completed are within ten years of applying to Grace. Students who have completed biblical language credits more than 10 years ago may take a challenge exam and thus enable Grace to accept those credits previously completed if the exam is passed.

Transfer from unaccredited institutions is typically difficult unless Grace has already verified comparability. The Provost's Department has a list of such schools that have been verified. Students should be aware that there are limits to the number of transfer credits. In general, up to 50% of any given graduate program and 75% of any undergraduate program can be transferred. For the maximum allowable transfer credit for each program, please refer to the appropriate academic program description. Any undergraduate credit awarded by examination, on the bases of certificates, or by assessment of prior learning, must be within the guidelines of the Council for Adult and Experiential Learning (CAEL). Results will be added to the student's permanent file. Grace does not award any credit for prior experiential learning at the graduate level.

Students are responsible for ensuring that official transcripts of their credit are sent directly from the institution to the Registrar. Unofficial transcripts will not be officially evaluated. Students should be aware that reasons for the refusal of transfer credit are course-to-course incompatibility, the institution's accredited status, course description and requirements, final grade, etc. No credit will be awarded until official transcripts have been received and evaluated. Current students who desire guidance on transferring Grace credit to another institution are encouraged to contact the appropriate Dean or the Registrar's Office. The acceptance of the transfer of credit from Grace is determined by the receiving institution and not by Grace.

Transfer of credit will be determined based on an evaluation of the course description and/or course syllabus and its comparability and equivalency with coursework and/or the purpose of the program at Grace. Coursework must be validated through an official transcript and must be for work of "C" grade (2.0 on a 4.0 scale) or higher for graduate (MM, MA(BS), and MDiv) and undergraduate credit and a "B" grade (3.0 on a 4.0 scale) or higher for ThM and DMin credit.

Exceptions to these guidelines may be granted. Questions regarding the transfer of credit should be addressed to the Academic Dean. Students may appeal the evaluation of transfer of credit. Please see the section in this Catalog entitled *Academic Appeals Process*.

## Articulation Agreements

Grace School of Theology has articulation agreements with the following institutions:

- ❖ Chafer Theological Seminary
- ❖ Escola de Pastores da Primeira Igreja Batista de Atibaia, Brazil
- ❖ Grace Biblical Seminary
- ❖ Instituto Ministerial Rios de Aceite
- ❖ Maryland Bible College –Seminary
- ❖ New Brunswick Bible Institute, Canada
- ❖ New Tribes Bible Institute
- ❖ New Tribes Mission Missionary Training Center
- ❖ Ohio Theological Institute
- ❖ Seminario Evangélico de Caracas, Venezuela
- ❖ Woodlands Seminary

## Diploma and Transcript Verification

As a direct response to the increase in the number of online high school and college diploma-issuing companies (diploma mills), the federal government has suggested that each Title IV-issuing educational institution develop a standard policy to better identify valid high school and secondary education transcripts. While we are fully aware that a traditional high school degree may not be obtainable for all, we strongly suggest completing a state-issued GED as an alternative if the traditional high school completion option is not realistic.

If we suspect that a transcript submitted is not from a legitimate school (such as a diploma mill/degree mill), we will proceed in the following manner:

1. If the applicant is applying to be a part of the Graduate Program, the Registrar's Office will look up on the Council for Higher Education Accreditation site ([www.chea.org](http://www.chea.org)) for the name of the school where the Applicant received his/her bachelor's degree. If the name of the school does not appear on the list, then the Registrar will research further to verify accreditation and then supply the official transcript to the Graduate Dean for further evaluation.
2. If the applicant is applying to be a part of the Undergraduate Program, the Registrar's Office will supply the Applicant's official transcript to the Undergraduate Dean for further evaluation.
  - ❖ Below are some key items that must be listed on the high school transcript for Grace to certify it as valid:
    - Name, address and phone number of the high school from which the applicant graduated
    - Four (4) years of high school credits
    - Graduation date
    - School seal and/or signature of school official
    - High school diplomas may only be used for verification of high school completion if special circumstances prevent the submission of the official high school transcript.
  - ❖ There are also some key items that Grace will look for in determining the validity of an online diploma:
    - Was the diploma obtained from an online high school that does not operate in the state of the applicant's primary residency?
    - Did the student pay a sum of money (other than standard transcript request fee) in order to obtain the diploma?
    - Was any work required in obtaining the diploma and can the student show proof of the work that was completed?
    - Is the high school accredited by an agency approved by the U.S. Department of Education or another equivalent accrediting body?
    - Is the diploma recognized or approved in the state from which it was granted?

If it has been determined that an applicant's transcript is submitted from a school that is not legitimate, then the Admissions Committee Representative will contact the applicant and let him/her know about the discovery. Grace reserves the right to be cautious in accepting high school transcripts that may not meet the requirements as put forth by the federal government in helping to determine eligibility for Title IV funding. The applicant may be instructed to submit a petition to be accepted under the Ability to Benefit status.

## Advanced Standing

Applicants who have graduated from a Bible college with a degree in Bible or biblical studies, or possess an equivalent biblical studies degree, and who enroll in the Master of Arts in Biblical Studies (MA(BS)) program may be eligible for up to 12 units of advanced standing, and students who enroll in the Master of Divinity (MDiv) program may be eligible for a maximum of 24 units of advanced standing, based on courses taken at the undergraduate level. Successfully completed courses comparable to the 500-level courses in the MA(BS) or MDiv programs at Grace may receive advanced standing. Courses for which advanced standing is sought must be equivalent in both content and theological viewpoint to courses taught at Grace, and been earned with a grade of C+ (2.5 on a 4.0 scale) or better.

## Transfer of General Education (GENED) Credit

Students may transfer an appropriate number of General Education credits into the AABS and BABS Degree Programs. The AABS requires that students complete 18 credits, and the BABS requires that students complete 30 credits of GENED. The general education core includes a minimum of three semester hours in each of the humanities/fine arts, behavioral/ social sciences, communications, and natural sciences/math.

Core Components	Sample courses that qualify	Minimum Number
Humanities/Fine Arts	Humanities, Music, Art, Philosophy, Foreign Languages	3
Behavioral/Social Sciences	Anthropology, Economics, Geography, Government, Psychology, Sociology, History	3
Communications	English, English Composition, Speech, Communications	3
Natural Sciences/Math	Any Mathematics, Biology, Chemistry, Geology, Environmental Studies, Physics	3
Other acceptable GENED transfer credit	Accounting, Computer Technology, Literature	

# Registration and Enrollment

## Enrollment Deadlines

The **self-registration period** normally begins nine weeks before the first day of the coming semester and lasts seven weeks.

The **assisted-registration period** begins two weeks before the first day of the coming semester. Once this begins, registration can only be completed by contacting the Registrar's Office at registrar@gsot.edu.

During fall registration, students register for Modules 1 and 2 classes. During spring registration, students register for Modules 3 and 4. During summer registration, students register for Module 5.

## Enrollment Process

A student is enrolled in a course when he/she has registered and has final approval from the Registrar. The registration process includes the following steps:

1. Self-register in Populi during the self-registration period or email the Registrar once the assisted-registration period has begun.
2. Once enrolled, the Registrar will verify that the courses selected are within the student's academic program and still needed. If there are questions regarding the student's choices, the Registrar will notify the student's Academic Advisor for advice, clarification, and approval.
3. Once final approval is given by the Registrar, the student is billed and notified by the Bursar. Registration is not complete until all invoices are paid (current) unless acceptable arrangements with the Bursar have been made.

## Adding and Dropping Courses

The processes are important for enrolling and withdrawing (adding and dropping) students from a course according to rules formulated to maintain orderliness and academic quality, with lawful refunds of tuition and fees when applicable. No late fees will be charged against a student during the self-registration period.