

**LANCASTER BIBLE COLLEGE  
ACADEMIC AFFAIRS POLICY**

TITLE: Transfer Credit  
STATEMENT: Lancaster Bible College transfers credit from other accredited post-secondary educational institutions and from other post-secondary educational institutions after having certified the academic work is at the baccalaureate and post-baccalaureate level.

GUIDELINES:

1. The Registrar's Office (undergraduate) and academic department representatives (graduate and seminary) will evaluate all transcripts and award transfer credit. If there is any question about the transferability of a course, the appropriate department chair will be consulted, or a faculty member in the department, if the chair is unavailable.
2. Only credit for courses in which a "C" or better has been received will be transferred.
3. Only credits are transferred, not the grade and grade points.
4. Only compatible courses and those which fit into the student's curriculum and program requirements will be transferred.
5. The graduation requirements stipulate the total number of transfer credits allowed.
6. Credits for experiential learning which have been accepted by another accredited institution will be transferable to LBC according to the provisions of this policy.
7. Credits from unaccredited institutions that have been certified by LBC will be transferable to LBC according to the provisions of this policy.
  - a. For an unaccredited institution to become certified, the registrar will verify that the course, curriculum structure, classroom contact hours, and faculty credentials are collegial. Note will be given to any non-recognized accreditations the institution may have. After five (5) students have come from an institution and have successfully completed one year at LBC, the institution is eligible for certification. The Registrar and Provost will review the data and make a decision. If positive, the institution will be added to the list of certified unaccredited institutions.
  - b. If the academic standards of an unaccredited institution have not been certified by LBC, provisional transfer credit will be granted. The provisional credit will become permanent following the first year of LBC study, providing satisfactory progress has been made as stated in LBC's academic dismissal policies.

IMPLEMENTATION:

Provost

September 2, 2015