

Credit and Grading

Enrolled students should be encouraged to seek credit and a letter grade. The two types of institute of religion credit are "institute credit" and "transferable credit." Both types can be transferred from one institute to another and applied toward institute graduation. Only "transferable credit" can be transferred to a Church college or university.

Institute Credit

For a student to receive institute credit (which can only be transferred to other institutes, the **student must have a minimum of 75 percent attendance and complete the work assigned by the teacher.**

A letter grade (A, B, C, or D) or a pass grade (P) may be given. A failing grade (E or F) is not appropriate in any institute class. If course work is not completed, an incomplete (I) grade may be given. A pass grade may not be changed to a letter grade once the course is completed, even if additional work is done.

Transferable Credit

In addition to meeting the criteria specified under "Institute Classes" above, for institute credit to be transferable to Church colleges and universities, the following additional criteria must be met:

1. The course number from the approved institute courses list must be between 100 and 499.
2. The student must have a minimum of 75 percent attendance.
3. The teacher must have a bachelor's degree or equivalent experience certified and approved by the area director in writing.
4. The student must declare within the first three weeks of class that transferable credit is desired. This must be noted on the class roll and recorded on the student's enrollment record at the completion of the course. (After the third week of class, a student may not change from institute credit status to transferable credit status. A student may, however, change from transferable credit to institute credit status at any time during the term.)
5. The work assigned by the teacher must include a final examination *and* at least one other basis for judging academic performance (such as readings, quizzes, a midterm examination, or a research paper).
6. A letter grade (A, B, C, or D) must be given. A failing grade (E or F) is not appropriate in any institute class. If course work is not completed, change the student from transferable credit to institute credit status and give an incomplete (I). Pass (P) and incomplete (I) grades are not transferable.

Students should be made aware of the following general limitations on institute credit that can be transferred to Church colleges and universities (they should also obtain a current catalog from the school and carefully review specific religion and residency requirements):

1. Transferable credit may fill specific religion course requirements at the church school or be accepted as general elective credits toward the total number of hours required for graduation, but will not fill residency religion requirements.
2. Transferable credit should only be sent after a student has been admitted to a Church college or university. It may not be transferred and held by the Church school for some future time when a student may apply.
3. When a student transfers from a Church college or university to another college or university, religion credit including acceptable transferable credit received will be included on the student's official transcript. No additional transferable credit can be placed on the Church school transcript, however, once the student leaves the Church school.
4. A quarter credit transfers as two-thirds of a semester credit. If a student transfers only one quarter of a course sequence (such as Religion 121), it will not be considered as having met the semester requirement for that course. If a student transfers two quarters of credit (Religion 121 and 122), it will be counted as fulfilling the Religion 121 semester requirement.