



## TRANSFER CREDIT POLICY

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### OUR FOUNDATION

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Judah Bible College believes that God has been at work in His people long before they ever step foot into one of our classrooms. Many of our students arrive carrying years of preparation — academic study at other institutions, formal ministry training, and seasons of faithful service that have already shaped them deeply.

We honor that. Philippians 1:6 (NLT) declares, *“And I am certain that God, who began the good work within you, will continue his work until it is finally finished on the day when Christ Jesus returns.”* We are not the beginning of any student’s formation, and we are not the end of it. We are one season in a larger story God is writing.

This policy reflects two convictions held in tension: **what God has already built in a student matters**, and **what God has called us to build also matters**. So we accept transfer credit generously when it is earned legitimately — and we preserve a meaningful core of training at JBC so that every degree we confer reflects formation that genuinely happened here.

### 1. OUR COMMITMENT

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Judah Bible College is committed to evaluating every transfer credit request fairly, prayerfully, and without unnecessary delay. We believe Kingdom training should be both excellent and accessible — and that includes recognizing the work a student has already completed elsewhere when that work meets our academic and doctrinal standards. At the same time, we are committed to protecting the integrity of every JBC degree. A diploma from this college means something. It means a student has been formed by our curriculum, our community, and our Spirit-empowered training. For that reason, every program requires a residency portion that cannot be transferred — coursework and gatherings that must be completed at JBC.

## 2. ELIGIBILITY

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Transfer credit may be requested by:

- New students applying for admission to Judah Bible College.
- Returning students who completed coursework elsewhere during an approved leave of absence.
- Currently enrolled students seeking credit for prior coursework not previously evaluated.

All transfer credit requests must be submitted with the proper documentation and the applicable evaluation fee (see Section 9). Credit will not be evaluated based on conversation, memory, or unofficial records.

## 3. ACCEPTED SOURCES OF CREDIT

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Judah Bible College recognizes the following sources of academic credit. The acceptance of credit from any source is always subject to course-by-course review and the standards outlined in Section 5.

Source	Status	Review Standard
Regionally accredited colleges and universities	<b>Accepted</b>	Standard transcript review by the Registrar
Nationally accredited Bible colleges and seminaries (ABHE, TRACS, ATS)	<b>Accepted</b>	Standard transcript review by the Registrar
Recognized non-accredited Bible colleges and ministry training schools	<b>Case by case</b>	Course-by-course review by the Academic Review Committee; syllabi required
Denominational ministry training programs and certificate schools	<b>Case by case</b>	Course-by-course review by the Academic Review Committee; documentation required
Portfolio assessment of prior ministry experience	<b>Limited</b>	Maximum of 15 credit hours; see Section 7

Credit from unaccredited sources is reviewed on its own merit, not dismissed because of its origin. We recognize that some of the most Spirit-led, biblically rich training in the Body of Christ is happening in schools that have intentionally remained outside traditional accreditation structures. Our standard is the quality of the learning, not the prestige of the source.

## 4. MAXIMUM TRANSFER CREDIT

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Each Judah Bible College degree includes a residency requirement — a minimum number of credit hours that must be completed at JBC. This protects the integrity of our diplomas and ensures every graduate has been genuinely shaped by our program.

<b>Degree Program</b>	<b>Total Credits</b>	<b>Max Transfer</b>	<b>Min at JBC</b>
Associate Degree in Biblical Studies	60	30 (50%)	<b>30 (50%)</b>
Bachelor's Degree in Biblical Studies (completion, Years 3–4)	60	30 (50%)	<b>30 (50%)</b>
Bachelor's Degree in Ministry & Leadership (completion, Years 3–4)	60	24 (40%)	<b>36 (60%)</b>

The Bachelor of Ministry & Leadership requires a higher residency portion because it is a formation degree. We are not training students to know about ministry — we are training them to do it under apostolic-prophetic leadership in real time. That formation cannot be transferred from another institution.

## 5. GRADE & DOCTRINAL STANDARDS

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### 5.1 Grade Requirement

Only courses completed with a grade of C (2.0) or higher will be considered for transfer. Courses graded Pass/Fail will be evaluated only when the issuing institution can verify that a Pass represents work equivalent to a C or better.

### 5.2 Doctrinal Alignment

Bible, theology, and ministry courses must be substantially aligned with the Judah Bible College Statement of Faith. Courses taught from a doctrinal framework that contradicts core JBC convictions — including but not limited to denial of biblical inerrancy, denial of the deity of Christ, cessationist positions on the gifts of the Holy Spirit, or rejection of the biblical definition of marriage — may not transfer regardless of the grade earned or the accreditation of the source.

This is not a judgment on the student. It is a stewardship of the JBC degree. We will not credit a student with coursework that taught them to believe the opposite of what we are training them to walk in.

### 5.3 Course Currency

Courses completed more than 10 years prior to the transfer request require additional review for current relevance. Bible content courses generally remain valid indefinitely.

Methodology courses (counseling, leadership, ministry practice) may require updated coursework or supplemental study.

## 6. NON-TRANSFERABLE REQUIREMENTS

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The following requirements cannot be fulfilled through transfer credit, portfolio assessment, or examination. They must be completed at Judah Bible College.

### All Degree Programs:

- All required Dominion Weekend Gatherings for the degree being pursued.

### Associate Degree in Biblical Studies:

- The Holy Spirit & Spirit-Empowered Living
- Spiritual Formation

### Bachelor of Ministry & Leadership:

- The Apostolic & Prophetic Foundation of the Church
- Ministry Practicum I
- Ministry Practicum II

These courses and gatherings represent the formational core of Judah Bible College. They cannot be replicated elsewhere because they are inseparable from the people, the presence, and the prophetic posture of this house. To skip them would be to graduate from a school the student never actually attended.

## 7. CREDIT FOR PRIOR MINISTRY EXPERIENCE (PORTFOLIO REVIEW)

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We recognize that some of our students have served in ministry for many years. They have led teams, preached the Word, planted churches, disciplined believers, and built things of lasting Kingdom value. To require those students to complete coursework on subjects they have already mastered through hands-on calling would be poor stewardship of their time and ours.

However, **experience itself is not credit. Documented learning from experience is credit.** Portfolio review is the process by which a student demonstrates that their ministry experience has produced learning genuinely equivalent to the outcomes of a specific JBC course.

### 7.1 Eligibility

- Student has at least 5 years of documented vocational or significant lay ministry experience.
- Student is currently enrolled at JBC or has been formally admitted.
- The course being challenged appears on the JBC portfolio-eligible list (Section 7.4).

## 7.2 Maximum Portfolio Credit

Up to 15 credit hours (typically 5 courses) may be earned through portfolio assessment. Portfolio credit does not count toward the maximum transfer credit limit established in Section 4.

## 7.3 Submission Requirements

For each course being challenged, the student must submit:

- A written narrative of at least 2,500 words describing the learning gained, how it aligns with the course outcomes, and specific examples of practical application.
- Supporting documentation: sermons preached, ministries led, training delivered, written content, photos or recordings of relevant ministry, and any other evidence.
- Two letters of reference from supervising leaders (pastor, ministry director, or denominational overseer) who can verify the student's ministry experience and learning.
- The portfolio assessment fee of \$50 per course evaluated.

## 7.4 Portfolio-Eligible Courses

The following courses may be challenged through portfolio assessment when the student's ministry experience clearly aligns:

- Evangelism & Discipleship
- Evangelism and Reaching the Lost
- Worship and the Ministry of Music
- Next Generation Ministry
- Pastoral Care and Shepherding
- Building Healthy Ministry Teams
- Ministry Administration and Organization
- Marriage and Family Ministry
- Church Planting and Missional Leadership

## 7.5 Courses Not Eligible for Portfolio

- Any required Bible content course (Old Testament Survey, New Testament Survey, book studies, etc.).
- Any systematic theology, hermeneutics, or biblical theology course.

## 7.6 Review Process

Portfolio submissions are reviewed by the Registrar and Executive Director within 60 days of complete submission. They may grant full credit, partial credit (with the remainder earned through reduced coursework), or deny credit.

# 8. REQUIRED DOCUMENTATION

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All transfer credit requests require the following documentation. Incomplete submissions will not be evaluated.

- Official sealed transcripts mailed directly from the issuing institution to JBC, or sent through an approved electronic transcript delivery service. Transcripts hand-delivered by the student or marked "Issued to Student" are not considered official.

- Course descriptions or syllabi for any course from a non-accredited institution, or for any course taken more than 10 years ago.
- Certified English translation of any transcript issued in another language.
- For portfolio review: all materials listed in Section 7.3.

## 9. EVALUATION FEES

Service	Fee
Initial transcript evaluation (one-time, per institution)	<b>\$25.00</b>
Portfolio assessment (per course evaluated)	<b>\$50.00</b>
Re-evaluation following appeal	<b>\$25.00</b>

*All evaluation fees are non-refundable. Fees must be paid before the evaluation begins.*

## 10. THE EVALUATION PROCESS

1. Submit the Transfer Credit Evaluation Request form along with your admissions application. Currently enrolled students must submit the request by Week 2 of their first term.
2. Pay the applicable evaluation fee.
3. Submit all required documentation per Section 8.
4. The Registrar reviews credit from regionally and nationally accredited institutions within 30 days of complete submission.
5. The Registrar and Executive Director reviews credit from non-accredited institutions and all portfolio submissions within 60 days of complete submission.
6. The student receives a written Transfer Credit Evaluation showing each course evaluated, the credit decision, the JBC course equivalency, and the total credits applied to the program.
7. The student signs the evaluation to accept the determination, and the academic record is updated.

**All transfer credit decisions are final unless appealed in writing within 14 days (see Section 12).**

## 11. TRANSFERRING JBC CREDIT TO ANOTHER INSTITUTION

Students considering transferring Judah Bible College credit to another institution should understand the following:

- Judah Bible College is currently working toward a higher level of accreditation. Until accreditation is granted, the transferability of JBC credit to other institutions is at the sole discretion of the receiving school.
- JBC will provide official transcripts, course syllabi, and instructor credential information at the student's request to support transfer applications.

- Students are strongly encouraged to verify credit acceptance with the receiving institution before enrolling.

The work we do here is real. The training is rigorous. But credit transfer between institutions is governed by the receiving school, and we will not promise what we cannot guarantee.

## 12. APPEALS

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A student who believes a transfer credit decision was made in error may submit a written appeal within 14 days of receiving the evaluation. The appeal must include:

- The student's full name and student ID number.
- The specific course or courses being appealed.
- A clear statement of the reason for appeal.
- Any additional supporting documentation that was not previously submitted.

Appeals are submitted to the Executive Director at [adam@judahbiblecollege.org](mailto:adam@judahbiblecollege.org). The Executive Director will review the appeal in consultation with the Registrar. The decision of the Executive Director is final.

## QUESTIONS

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We want every student to enroll with full clarity and full peace of mind about the credit they are bringing with them. If you have any questions about transfer credit, portfolio assessment, examination credit, or how your prior coursework will apply to a JBC degree — please reach out before you submit.

**Email:** [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org)

**Website:** [judahbiblecollege.org](http://judahbiblecollege.org)