



Course Evaluation Policy

Undergraduate & Master's Level Programs

The Southern Baptist Theological Seminary

Students wishing to take a course for transfer of credit to Boyce College or Southern Seminary should request a course evaluation prior to registering for the course.

The following information is required to evaluate a course:

1. The Course Evaluation Request form
2. A catalog description of the course to be evaluated
3. A syllabus of the course to be evaluated

Once the course has been evaluated the student will be notified if the course can be considered for transfer of credit. Due to varying factors, approval of a course does not guarantee that transfer of credit will be granted. Transfer of credit is only granted after the course has been successfully completed, and a request for transfer of credit has been received with the required documentation.

For persons who are not currently students, but wish to have courses evaluated there will be a \$100 non-refundable fee. However, if the person matriculates within three semesters the fee may be applied to their student account.

Course evaluations are conducted in the order in which they are received; however, requests from current students will take priority. Course evaluations are not intended to evaluate an entire program; we reserve the right to limit the number of courses evaluated.



**Southern Baptist Theological Seminary
Academic Records**

2825 Lexington RD., Louisville, KY 40280
502-897-4209, 1-800-626-5525

transfercredit@sbts.edu

Course Evaluation Request

Name _____ Date _____

Social Security # _____ Degree Program/Track _____

Address _____

Phone Number _____ E-Mail Address _____

Catalog Year _____ Anticipated graduation date _____

Name and address of school where you intend to take course:

Title of course _____

Which course do you want to substitute this for? _____

A catalog description and course syllabus must be provided for processing this request.

Please refer to the current catalog regarding accreditation and other requirements.

Please submit all information to Academic Records at least two weeks prior to the date response is needed. Request for transfer of credit must be made upon completion of course, using the Transcript Evaluation Request form. Approval of course does not guarantee transfer of credit will be granted.

I have read and understand the above and authorize the information regarding this be sent to me.

Signature _____

Signature of Dean of School _____

(If required; refer to online catalog)

Academic Records Use Only

Date all materials received _____

Approved _____

Not Approved _____