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.
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 __________