



WEST INDIES SCHOOL OF THEOLOGY

TRANSFER OF CREDITS
POLICY

2011

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The transfer of credits to the West Indies School of Theology is not automatic.

Credit transfer is determined by the following:

1. Transfer Procedure
2. Institutional Credibility
3. Basis For Credit Evaluation
4. Maximum Transferable Credits.
5. Limitation of Transfers
6. Upgrading Of Work
7. Transfer Fees

1. TRANSFER PROCEDURE

Students desirous of transfer of credits should be guided by the following procedures.

- 1.1 Confirmation of prior Academic Performance via transcripts.
- 1.2 Submission to the office of the Director of Education a Request for Transfer of Credit Form.
- 1.3 Submission of a profile of life experience (where applicable).
Note: Transfer of credit form should be submitted at the time of registration. Evaluation of student requests for credit transfers and life assessment are expected to be completed by the Academic Committee within six (6) weeks of the request transfer.

2. INSTITUTIONAL CREDIBILITY

- 2.1 WIST will transfer credits from any institution that is accredited by a bona fide accrediting body.
- 2.2 WIST will accept credit transfers from school accredited by:
CETA - Caribbean Evangelical Theological Association
NIHERST – National Institute for Higher Education Research Science and Technology
ICAA – International Christian Accrediting Association
UCJ – University Council of Jamaica
ATS – Association of Theological Schools
ABHE – Association of Biblical Higher Education

WIST may also accept credit transfers from institutions with candidacy status for accreditation. Credits may also be transferred from institutions possessing affiliation and articulation agreement with accredited institution.

- 2.3 WIST will accept limited credits from credible church based schools prior learning experiences and general courses.

3. BASIS FOR CREDIT EVALUATION

- 3.1 The credit hours and level of the course must be compatible.
- 3.2 In some cases upgrading work must be done.
- 3.3 A case by case evaluation and assessment.
- 3.4 Only courses with a “B+” grade and upward would be considered for evaluation.
- 3.5 Credible church based schools would be assessed on the following:
- Length of time in existence
 - Faculty credentials
 - Course syllabus
 - Course Text
 - Contact Hours
 - Course Requirements

4. MAXIMUM OF TRANSFERABLE CREDITS

- 4.1 A maximum of 6 credits from church base programs to the Diploma Program.
- 4.2 A maximum of 12 credit hours from non-Theological Program to the Diploma Program.
- 4.3 A maximum of 12 credits from WIST Extension Program to the Diploma Program.
- 4.4 A maximum of 24 credits to Bachelor program for Non-theological persons as graduates.
- 4.5 A maximum of 75 credits for WIST Diploma graduates (before 1974)
- 4.6 A maximum of 81 credits for WIST Diploma graduates (as applicable) to the Bachelor’s Programme.
- 4.7 A maximum of 6 credits to the Diploma or Bachelor Program for persons in Christian Ministry consecutively for 7 - 12 years and over.
- 4.8 A maximum of 12 credits to the Diploma or Bachelor Program for persons in Christian Ministry consecutively for 13 years and over.

5. LIMITATION OF TRANSFERS

Notwithstanding the above policies the following limitations are to be noted

- 5.1 A minimum of 33 of those 48 credits, or (1)year, must be completed at the school in order to earn the BA.
- 5.2 Diploma graduates who are completing the BA may transfer a maximum of fifteen (15) credits, inclusive of credits for ministry experience, towards the completion of the degree.
- 5.3 Diploma students who are completing the BA will be granted a maximum of six (6) credits for ministry experience.

6. UPGRADING OF WORK

- 6.1 Students requesting transfer of credit of courses compatible to WIST credit hours but whose course content may be lacking a component, may be asked to do upgrade work.
- 6.2 Students requesting transfer of credit for courses lacking in credit hours would be required to do make-up work e.g. A student who did a course previously for 2 credits must do upgrade work for the additional credit/s, should that course be offered for more credits at WIST.
- 6.3 All students lacking in one credit must fulfill at least 15 classroom contact hours and 35 non-contact hours of work. Each student is required to keep a log of non-contact hours of work

7. TRANSFER FEES

- 7.1 The Administrative committee shall set the fees to be charged for each credit hour transferred.