



JAMAICA THEOLOGICAL SEMINARY

Transfer of Credits

JTS policy on the admission of advanced standing students is clearly defined and found in admissions material such as the *Catalogue* and brochures (please see Appendix XI). The policy provides that transfer students are to send transcripts of credits earned from all colleges previously attended to the Admissions Office. Credit is awarded for individual courses that parallel JTS requirements for course content, level of instruction, and preparation of faculty teaching the course, provided a grade of B or better was earned in the course. Transfer coursework that does not have a specific JTS equivalent may be recorded as elective credit provided it is appropriate to the curriculum.

JTS' system for evaluating transcripts from other institutions does not provide for all students to be informed of the amount of credit that they would transfer prior to their enrollment; this is largely due to the multiple demands placed on the Registrar's time. However, once enrolled their applications for evaluation of credits are dealt with by the Registrar in consultation with the Academic Dean. Following this assessment the recommendations are taken to the Academic Affairs Committee for ratification. The Registry is then responsible to send letters to all transfer students.

Students are allowed to apply for credit by examination for any tertiary-level course at JTS on the basis of prior education. The student must be enrolled in the course and apply within two weeks of the beginning of the semester. The examination criteria are determined by the department head and may consist of a comprehensive written test and/or an oral test. Proficiency credit by examination will be given on a pass/no pass basis only, and is only identified on the student transcript by virtue of the pass/no pass grade as opposed to the standard grade designations.

The option of credit for life experience is available to applicants. The process is explained in the *Catalogue* and other official publications. The award of credit through these means does not duplicate credit already awarded or credit for remaining courses planned for the student's academic program. Credit awarded appears on the student's transcript as earned through prior learning. Students pursuing credit for life experience must complete an application process including the application form, submission of a portfolio, attending an interview in order to secure approval.

The granting of credit and the amount of such credit granted based on the previously discussed options is in accordance with consistent, acceptable practice in higher education. The institution carefully observes objective criteria in assigning such credit. All credit is pertinent to the student's course of study by virtue of fulfilling requirements of the curriculum. The Registrar and other transcript analysts, and the Curriculum Management Committee ensure compliance with institutional policies. Final management level supervision of the process is vested in the Academic Affairs Committee.