

COS Transcript Evaluation Policy

1. Evaluation of transcripts for the purpose of transferring credit to the Course of Study shall be done by the professional staff of the Division of Ordained Ministry only at the request of the conference Board of Ordained Ministry. Copies of the evaluation are sent to the official making the request. Credits are not finalized until accepted by the Conference Board of Ordained Ministry.
2. Transcript evaluation requests shall be accompanied by the official transcript(s) to be evaluated and a general description of the applicant's educational background. When it is not possible to send an official transcript, a photocopy may be submitted.
3. Transcripts from graduate schools and schools of theology recognized by the University Senate of The United Methodist Church shall be acceptable for evaluation and the transfer of credit.
4. Credit received from a graduate school or seminary not recognized by the University Senate for the COS will be evaluated on a case by case basis.
5. Credit received from all other sources shall be reviewed and approved by the conference Board of Ordained Ministry and the Division of Ordained Ministry.
6. Credit may only be granted for a course of one and one-third semester hours or two quarter hours or more when the content and objectives of the course are substantially the same as the purpose and goals of a similar course in the Course of Study and the course has been taken in the last 10 years. Exceptions to this policy will be considered only at the request of the conference Board of Ordained Ministry and on a case by case basis.
7. Credits can be granted for the Advanced Course of Study if the credits are from a University Senate recognized graduate school of theology or seminary. (See ACOS Guidelines)
8. Undergraduate credit is not applied to COS credit. For missional reasons, exception may be considered when requested in writing by the conference Board of Ordained Ministry. If an exception is granted, regular maximum credit shall be six (6) courses.
9. Undergraduate credit received from institutions outside of the United States will be evaluated on a case by case basis. If an exception is granted, regular maximum credit shall be ten (10) course.
10. When credit is requested for courses that have been taken at undergraduate institutions or non-University Senate approved theological schools, course credit will not be given for the following courses under any circumstances: 223: Worship and Sacraments; 224: Administration and Polity; 422: Wesleyan Movement; and 524: Theological Reflection: Practice of Ministry.
11. Undergraduate credit or seminary credit for courses with grades of less than "C" shall not be allowed as applicable to the Course of Study or Advanced Course of Study.