

## Knox College – Policies & Procedures

Policy: **Substitution and Transfer Credits**

Applies to: BD students

Approval & Responsible Individual: Faculty

Reference information: TST Basic Degree Handbook, Section 4.5-4.7

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### **Policy**

It is the policy of Knox College that students can apply for substitutions and transfer credits.

### **Process**

#### Transfer Credits – General.

The main policies on Transfer Credits may be found in the TST Basic Degree Handbook, section 4.5-4.7. Specific procedures used at Knox are spelled out below.

In applying for a transfer credit students are responsible for the basic outcomes of the credit which is being applied for at Knox College. For example, in applying for a transfer of an introductory preaching course, students would be meeting the basic requirements as outlined in the *Theological and Practical Curricular Outcomes*. This can be found via the [M.Div. webpage](http://www.utoronto.ca/knox/pages/Academic%20Programs/mdiv.htm) - <http://www.utoronto.ca/knox/pages/Academic%20Programs/mdiv.htm>

Similarly, students applying transfer of NT Introduction, OT Introduction, Global Christianity, etc. are responsible for the outcomes of these introductory courses in that specific discipline.

Transfer credits can only be allowed for certain courses. For the particular program you are in (M.Div., M.T.S., M.R.E.) please confer with the Director of Academic Programs.

All such courses require a B average for substitutions to be granted. Normally substitutions are granted for courses done within the last ten years.

### **Substitutions**

Substitute credits may be granted on a limited basis for some work done at the University undergraduate level (B.A., B.Sc.). All such courses must have a B average.