

Procedure for Applying for Religion 2 (J) Credit (3/12 printing)

Any course considered for transfer must be **comparable** to one of Concordia's Religion 2 Core courses in

- **Content:** Concordia's Religion 300 level J courses explore specific bodies of material and topics in religious studies. Courses that might be approved for transfer must closely correspond to the content of one of the courses in Concordia's Religion 2 curriculum.
- **Approach:** Each of the courses in Concordia's 300J offerings intentionally and specifically employs one of the following **modes of inquiry**: interpretive, historical, comparative, or constructive. A course taken elsewhere must demonstrate a consciousness of one of these modes of inquiry.
The approach to the material or topic must be academic. The academic approach emphasizes scholarly inquiry as distinct from the apologetic, devotional, or catechetical perspectives.
- **Written Expression:** Religion 2 is a writing intensive course. Courses being considered for transfer as Religion 300J courses need to require a minimum of 12-15 pages of writing that is academic in approach and involves some research for its production.

In addition, courses considered for transfer credit must

- carry the same number of credit hours as a full course at Concordia
- be at least at a 300 level
- be taken at an accredited institution of higher learning
- be taken in departments of theology or religion
- be taught by professors of theology or religion
- be taken as classroom courses, not on-line courses
- be taken when the student has at least junior standing

Note: The Curriculum Core Committee adopted the following policy in October 1997: "Junior or Senior class standing is normally required for granting credit for the second core course in religion, as stipulated in *An Agenda for Concordia's Academic Life*, page 26, approved August 1984." This means that religion courses taken during the sophomore year can count towards a religion major or a minor, but not towards the Junior level core requirement. As part of the policy the Core Committee also stipulated, "In unusual circumstances, exceptions to these expectations will be considered through a petition process before the Major/Minor Committee of the Religion Department. The Registrar shall refer all student questions and petitions to this committee. Students seeking an appeal of Major/Minor Committee decisions may bring a petition to the Core Committee."

1. **Prepare a request for transfer credit** with the following

- a cover letter that includes
 - your name, Concordia e-mail address and advisor's name
 - the pertinent information about the course you wish to transfer for core credit, including the course number and title, the name of the college at which the course was taken, the credit hours of the course, and the semester and year you took it
 - a precise statement of the request, e.g., to transfer the course (course number and title) taken at (name of school) in (the year the course is taken) and the specific Concordia Core Religion Course that you is comparable to it.
 - your academic standing when you took the course (i.e., first year, sophomore, junior, senior)

- the syllabus of the course you wish to transfer in for Concordia Religion 2 credit
 - if not included in the syllabus include the following necessary information
 - course description
 - course goals and objectives
 - list of course materials and reading assignments
 - description of course assignments
 - samples of your work in the course
2. **Deliver these materials** to the Religion Department Office (Academy 213). The department review process includes consultation with the faculty member who teaches in the area of the course for which you want to receive transfer Core credit.
- Note:* Requests cannot be considered during the first two and last two weeks of the semester, the week before and the week of registration, during school breaks and over the summer.

Please allow time for the committee members to meet to evaluate your request. Be sure to provide the information needed in order to avoid delays.

You will be informed in writing of the committee's decision. If the committee determines that the course is comparable to one offered at Concordia the committee will notify the Registrar's Office indicating the course number toward which credit will be granted. The Registrar's Office will calculate the transfer credit amount to be assigned (e.g., .5, .75, 1).