

POLICY AND APPLICATION FOR PRIOR APPROVAL TO ENROLL AT A TWO-YEAR COLLEGE

Maranatha Baptist Bible College believes that Biblical principles and philosophy are foundational to all classes it offers. Maranatha degrees consist of more than a collection of credits in required classes. The ethos, values, philosophy and atmosphere of Maranatha are integral to the education of each Maranatha student. Community or junior college courses are viewed to be preparatory or introductory.

Therefore, once a student is enrolled at Maranatha the following will apply:

1. Only six semester hours will be accepted for transfer in any one field of study from any community or junior college.
2. Courses listed *in the Maranatha catalog with a number of 300 or higher* will not be accepted for transfer from a community college or junior college.
3. Only six semester hours from two-year institutions will apply toward the major at Maranatha.
4. A maximum of 12 semester hours will be accepted for transfer from two-year institutions.
5. With the exception of nursing students enrolled in specifically approved courses, enrollment in another institution during the fall and spring semester is not permitted.*
6. Prior approval must be secured from the Registrar's Office *in writing* before enrolling in courses to be transferred to Maranatha from a two-year institution.
7. Credits earned in violation of this policy will not be accepted for transfer to Maranatha.

*Consequently, during the fall and spring semesters, students may not attend college classes at other institutions without securing special permission from the student's (1) academic department chair, (2) the Dean of Students Office and (3) the Vice President for Academic Affairs or the Registrar. Forms for this may be secured in the Registrar's Office. The approval process must be completed before enrolling in the course. Exceptions will be given only for narrowly defined academic necessities and not for financial reasons. The guiding principle will be the best interest of the student both spiritually and academically. On-campus students (except for majors in Nursing Ministries) must secure a pass from the Dean of Students to attend any classes at another college while in residence at Maranatha.

After normal processes have been followed, any appeal for exception to this policy because of extenuating circumstances should be submitted in writing to the Academic Committee through the Vice President for Academic Affairs or the Registrar.

PROCEDURE FOR SECURING PRIOR APPROVAL TO ENROLL AT A TWO-YEAR COLLEGE

(This relates to number 6 above.)

Before you register for a course at a two-year college, you must secure the approval from the Registrar's Office to make certain the course will transfer and apply to your academic program. You must talk with the Registrar or the Assistant Registrar. A student presenting an application does not assure approval by the College. It is the student's responsibility to meet face to face with the person whose signature is required on the form and to submit it to the Registrar's Office for final approval. The required process is as follows:

1. Completely fill in the Application for Prior Approval to Enroll at a Two-Year College.
2. Meet with the Registrar or Assistant Registrar to secure his approval and ask him or her to help you fill in the Statement of Need section on the Application and ask him to sign and date the application in the designated blanks. He will keep the application.

**APPLICATION FOR PRIOR APPROVAL
TO ENROLL AT A TWO-YEAR COLLEGE**
(Please print or type)

Student _____ I.D. number _____ P.O. Box number _____

Classification _____ Major _____

Maranatha Information:

Course catalog number _____ Title _____ Semester Hours _____

Number of semester hours in which I am currently enrolled at Maranatha _____

Last semester GPA _____ Cumulative GPA _____ These are found on your grade report and on the personal copy of your transcript.

Information regarding other College:

Name of Institution _____

Address of Institution _____ Street _____ City _____ State _____

Course catalog number _____ Title _____ Semester Hours _____

Total semester hours I have already completed at a two-year college _____

Statement of Need: (Mark as many as apply *and explain*)

Not offered this semester Conflicts with another required class Need for graduation this May

Signature of Student: _____ Date: _____

REQUIRED APPROVAL (Secure the signature by a personal meeting):

Registrar or Assistant Registrar: _____ Date: _____
