

ADVANCED STANDING

Advanced Standing is not an entitlement and may be withdrawn at any time. Advanced Standing consideration is available for students whose undergraduate cumulative GPA is **3.00 (on 4.0 scale)** or higher, and where courses being considered received a grade of B or higher. Typically, Advanced Standing is granted where the bachelor's degree is from an accredited institution with a major or minor in Bible, Theology, Religion, or a Ministry field. Advanced Standing is available if undergraduate work is deemed comparable to NPTS course requirements and if the following criteria are met.

Advanced Standing applies only to seminary degrees, not to the non-seminary portion of the Dual Degree.

- Advanced Standing does not apply to Field Education.
- The maximum amount of Advanced Standing credit for each degree program follows:
 - Master of Divinity—15 credit hours
 - M.A. in Theological Studies (MATS)—10 credit hours
 - M.A. in Christian Formation (MACF)—10 credit hours
 - M.A. in Christian Ministry (MACM)—7 credit hours
- Students can receive Advanced Standing for no more than **one (1) core course** in each of the areas of Bible (excluding Biblical Languages), Theology, Spiritual Formation, and Church History, and no more than **two (2) core courses** in the areas of Ministry/Christian Formation.
- Additional Advanced Standing, up to **six (6) credit hours**, will be designated as elective credits.
- Courses completed and transcribed more than ten (10) years previously will not be considered for Advanced Standing.
- Courses taken as four (4) quarter hour credits at another institution will be credited as three (3) semester credit hours at NPTS. Courses taken as three (3) quarter hour credits at another institution will be credited as three (2) semester credit hours at NPTS. Courses taken as two (2) quarter hour credits at another institution will be transferred only if they apply to one (1) semester credit hour courses at NPTS.

Applying for Advanced Standing

Current students must request an Advanced Standing evaluation within the first academic year. Normally, Advanced Standing evaluations are not conducted during the Admissions process. Incoming students must have a completed application on file and have received a letter of acceptance before Advanced Standing will be considered. It is the student's responsibility to request an Advanced Standing evaluation from the Seminary Academic Services office. The student must submit the following:

- 1) A web link to the undergraduate catalogue or hard copy of each course description.
- 2) *If requested*, the syllabus for the course(s).
- 3) In some cases, the reviewer may request copies of completed assignments.

Upon completion of the evaluation of a student's previous course work, a copy of the Advanced Standing form indicating awarded courses and a letter from the Seminary Academic Dean will

be sent to the student by email—unless hard copy is requested. Contact Seminary Academic Services at semacademicserv@northpark.edu if there are any questions about the evaluation.

TRANSFER OF CREDIT

Current students and applicants may be eligible for transfer of credit for graduate level study completed at other accredited institutions. Transfer of credit is not automatic. Students seeking transfer of credit, or who wish to transfer to NPTS from another accredited theological institution may be asked to present a letter of good standing from the institution.

Transfer of Credit Policies and Procedures

Policies

- A student may request transfer credit for courses equivalent to courses at NPTS. Only courses with content that closely approximates core courses will be accepted as transfer credit for NPTS' core requirements.
- Courses taken as four (4) quarter hour credits at another institution will be credited as three (3) semester credit hours at NPTS. Courses taken as three (3) quarter hour credits at another institution will be credited as three (2) semester credit hours at NPTS. Courses taken as two (2) quarter hour credits at another institution will be transferred only if they apply to one (1) semester credit hour courses at NPTS.
- No more than one-half of the courses required for a NPTS degree may be granted by transfer of credit. Transfer of credit beyond this limit may be granted only in special circumstances. The request must include a rationale for permitting further credit based on such factors as ministry experience, personal references, academic excellence, or other relevant information. All requests will be reviewed by the Seminary Academic Cabinet.
- Students will complete all requirements for the degree (e.g., candidacy and end of studies reviews) and are required to complete the residency for their degree program. Residency requirements are as follows:
 - Master of Divinity—30 credit hours
 - M.A. in Theological Studies (MATS)—24 credit hours
 - M.A. in Christian Formation (MACF)—24 credit hours
 - M.A. in Christian Ministry (MACM)—21 credit hours
- Courses completed and transcribed more than ten (10) years previously will not be accepted as transfer credit.
- Consideration for transfer of credit is available for students whose cumulative GPA is 2.5 or higher (on a 4.0 scale) at the transfer school and at NPTS at the time of the request; and where courses being considered received a grade of C or higher.
- Field Education credits will be evaluated by the Field Education Office.

- In no case, can a student earn an MDiv degree and a second Seminary level master's degree in less than five (5) consecutive years.

Procedures:

Current Students. A current student may submit a request for Transfer of Credit after completion of their first semester (or four courses) and before the end of their first full year of study (or eight courses). The student must submit the following:

- 1) A web link to the graduate catalogue or hard copy of each course description at the transfer school.
- 2) *If requested*, the syllabus for the course(s).
- 3) In some cases, the reviewer may request copies of completed assignments.

Applicants. In certain circumstances, a transfer of credit review will be completed for an applicant to NPTS, but only after a completed application has been received. Admissions Office personnel will submit a request to the Seminary Academic Services Office for a Transfer of Credit review. In this case, Admissions will provide the following materials.

- 1) Copies of official transcripts. (Note that quarter hours are not computed at par with semester credit hours. Quarter system credit hours are converted to semester hours by dividing the number of quarter credit hours received by a factor of 1.5)
- 2) Access to the applicant's file
- 3) Any special requests such as the need for a speedy review
- 4) The applicant seeking transfer of credit must also submit the following:
 - A web link to the graduate catalogue or hard copy of each course description at the transfer school.
 - *If requested*, the syllabus for the course(s).
 - In some cases, the reviewer may request copies of completed assignments.

Prospective Students. No student receives a transfer of credit review without a completed application to NPTS. However, in rare cases, a prospective student may receive a transfer of credit review before completing an application. Prospective students will be considered on a case by case basis. The prospective student must submit the materials as indicated above.

Upon completion of the evaluation of a student's previous course work, a copy of the Transfer of Credit Form indicating awarded courses and a letter from the Seminary Academic Dean will be sent to the student by email—unless hard copy is requested. Contact Seminary Academic Services at semacademicserv@northpark.edu if there are any questions about the evaluation.