

Advanced Standing Petition Request Process for MDiv, MAM, and MA Students

Students can petition for Advanced Standing for individual courses after they have confirmed their acceptance of admission into a degree program. Students must submit their request during the first calendar year in which they are enrolled. Petitions will be reviewed September–May each year.

LSTC will allow up to 5 credits for an MDiv degree and 3 for an MAM or MA degree. Students can transfer in core and elective credits, with the faculty determining the level at which the advanced standing will be granted.

Courses for consideration need:

- To be from a degree completed in the last 5 years.
- To have received a grade of “B” (3.0) or higher.
- To be 300-level or higher.
- To be from a regionally accredited institution.

If students need assistance with the completion of the forms, they can contact the Dean of Student Services. Petitions will be reviewed by faculty representatives from each academic division.

If the credits are accepted as Advanced Standing, the Registrar's Office will update the student's record to reflect the appropriate credit for prior learning.

Petition forms are available outside the Registrar's Office and on the web at MyLSTC.

Biblical Languages:

Entering students who have earned undergraduate credit for Greek or Hebrew may qualify for Advanced Standing if in addition to the considerations above:

- They have earned at least 2 full semesters of undergraduate or graduate credit from a regionally accredited institution.
- Courses were in ancient or Biblical Greek or Hebrew (Intro and Grammar).

Fees and Payment:

Students will pay \$250 per course requested as Advanced Standing (MDiv students will not exceed \$1,250 for all courses; MA students will not exceed \$750). Charges will be placed on the student's account ***when the petition is received***. Students will be charged regardless of the outcome of the petition.

Students cannot use LSTC scholarship dollars to cover this fee. Students can work with the Office of Financial Aid to review options for payment.

Frequently Asked Questions:

1. *Who is eligible to participate in Advanced Standing?*

The Advanced Standing Policy was approved to begin in the fall of 2019. Eligible students are those starting in or after September 2019 and pursuing an MDIV, MAM, or MA degree.

2. *Where can I find the learning outcomes for the MDIV, MAM, and MA programs?*

The degree outcomes can be found in the Masters Program Manual at MyLSTC.

3. *How can I show that I have demonstrated competencies toward these degree outcomes through my undergraduate coursework?*

The Dean of Student Services can assist with questions.

3. *Can I get Advanced Standing credit for Greek and Hebrew and five additional courses?*

No. If you receive credit for Greek or Hebrew, it will count toward the overall maximum number of five credits you may receive through Advanced Standing.

4. *What if I haven't saved any of my work from a course?*

We are not expecting graded copies of submitted coursework that contain instructor feedback. We would like to see a copy of a paper or a project you submitted for each course. If you are unable to locate such examples, please contact the Dean of Student Services to discuss your options.

5. *What if I can't find a syllabus for my course?*

Contact your former institution or faculty member for a copy.

6. *How long will it be until I receive a decision regarding my petition?*

The faculty will meet monthly (September through May) to review requests. Therefore, students should expect a 2–4 week turnaround.

7. *Can I appeal the decision?*

The student can work with the petition committee to appeal a decision. Appeals need to be made to the petition committee within 15 days of the initial decision. The faculty will review the appeal and make a final decision.

8. *When do I need to do this?*

It is recommended that you do this after you have started in the Ministerial Leadership I course and review the competency rubrics for your degree. You can only submit a petition for one calendar year after you begin. For example, if you begin your studies in the fall term, you must submit a petition prior to the start of the next fall term.

9. *What type of courses are eligible?*

Courses in the following concentrations will be considered: Biblical Languages (Greek and Hebrew); Religion; World Religions; Bible; Theology; Church History; Ethics; Philosophy; and Ministry Courses. Feel free to ask the Dean of Student Services if you have a question about eligibility of a course.

10. Can I do this as a transfer student from another graduate institution?

You may, if you do not exceed the limit in transfer courses allowed (up to two-thirds of the total number of courses for the MDiv, MAM, and MA) and you have not exceeded the time frame of five years for the undergraduate courses.

11. What do you mean by 5 years?

The five years is calculated as the time between the graduation date from the undergraduate institution to the matriculation date at LSTC. This time span cannot exceed five years. Faculty reserve the right to exclude courses that were completed significantly prior to your graduation date at your undergraduate institution.

12. Why do I have to pay?

This process requires services and support, along with faculty and staff time.

13. Do I have to pay even if my petition is denied?

Yes, because the same amount of resources will be utilized in the process, regardless of the outcome.

14. Is this required of all students?

No. Students have the opportunity to complete a petition, but are not required to do so.

15. What happens if I take more credits than needed for graduation because of the courses I transfer into LSTC?

You can choose to do so. If you receive a scholarship as a part of your acceptance to LSTC, however, you will only be able to use your scholarship to cover the total number of courses required for a degree (27 for MDiv students; 16 for MAM and MA students).

16. Can I use my scholarship to cover the costs for petitioning for Advanced Standing with credit?

You cannot use your scholarship to cover the costs of courses already completed (which includes the fee for the Advanced Standing courses).

17. What process leads to my approved credits being recorded on my LSTC transcript?

After approval, the faculty committee will forward their decision to the Director of the MDiv and MA Programs, who in turn will write you an official letter, copying the Registrar. The Registrar will then record your advanced standing on your transcript.

18. How will my approved credits appear on my LSTC transcript?

This will appear on your transcript under a separate Advanced Standing Term entry.