



EMBASSY COLLEGE

Advanced Standing Guide



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INTRODUCTION

This document contains current information regarding the policies and procedures of Advanced Standing requests and awards to Embassy College students.

Embassy College reserves the right to make necessary changes without notice in its policies, personnel, and costs as listed in this document. Embassy College reserves the right to modify, revoke or add policies and procedures at any time.

Embassy College does not discriminate on the basis of age, gender, race, color, physical disability, national or ethnic origin in the administration of its educational programs, hiring policies, admission policies, and other institution-administered programs.

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ADVANCED STANDING

Students who have completed courses in institutions other than Embassy College or have ministerial experience may receive advanced standing for their work. This requires submission of official transcripts, certificates, diplomas, and/or a ministerial resume to the Academic Team for evaluation.

● GENERAL GUIDELINES

The Academic Team follows these general guidelines in awarding Advanced Standing credits:

- Individuals must be enrolled students before requesting an Advanced Standing evaluation.
- Students may request an Advanced Standing evaluation at any time after enrolling. Students are responsible to gather all transcripts, resumes, certificates, diplomas, etc. for submission to the Embassy College business office.
- Advanced Standing credit is officially applied to the transcript of an Embassy College student only upon completion of the residency requirement of five courses (20 quarter credit units) and payment of transfer fees if assessed.
- Advanced Standing is a digital process only. All forms, documents and transcripts are submitted to Embassy College in a single submission through the college website. Enrolled students should visit the “Enroll” page on the college website for details.
- It is imperative that all appropriate documents be submitted online in a SINGLE request to the Embassy College business office. Additional requests will be assessed a fee of \$25 per additional request.
- A “Request for Advanced Standing” packet with instructions is on the Embassy College website.

NOTE: Official transcripts should be sent to the requesting students not to Embassy College. Embassy College will accept copies for evaluation. The transcripts must be “official” and on appropriate letterhead and with official signatures.

● EVALUATION OF ACCREDITED NON-THEOLOGICAL COLLEGE COURSES

Students having earned college degrees from regionally accredited Colleges or Universities may receive credit for those degrees.

Students having earned credits from non-theological Colleges or Universities but without formal degrees may receive up to eighty (80) quarter credit units. Transferring courses must have a GPA of 2.0 or more (C). Grades of D or below will not be accepted in transfer.

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- **EVALUATION OF ACCREDITED THEOLOGICAL COLLEGE COURSES**

Students having earned college degrees from regionally accredited Colleges or Universities may receive credit for those degrees.

Students having earned credits from regionally accredited theological Colleges or Universities but without formal degrees may receive credit for courses taken.

Transferring courses must have a GPA of 2.0 or more (C). Grades of D or below will not be accepted in transfer.

- **EVALUATION OF NON-ACCREDITED, THEOLOGICAL COURSES**

Students having earned college degrees from non-accredited theological Colleges or Universities may receive full or partial credit for those degrees. Each transcript will be evaluated on a course by course basis by the Academic Team and appropriate credit will be determined.

Students having earned credits from non-accredited theological Colleges or Universities but without formal degrees may receive full or partial credit for courses taken. Each transcript will be evaluated on a course by course basis by the Academic Team and appropriate credit will be determined. Transferring courses must have a GPA of 2.0 or more (C). Grades of D or below will not be accepted in transfer.

- **EVALUATION OF NON-ACCREDITED, NON-THEOLOGICAL COURSES**

Students having earned college degrees from non-accredited non-theological Colleges or Universities may receive full or partial credit for those degrees. Each transcript will be evaluated on a course by course basis by the Academic Team and appropriate credit will be determined.

Students having earned college credits but no degree from non-accredited, non-theological Colleges or Universities may receive full or partial credit for those units. Each transcript will be evaluated on a course by course basis by the Academic Team and appropriate credit will be determined. Transferring courses must have a GPA of 2.0 or more (C). Grades of D or below will not be accepted in transfer.

- **EVALUATION OF MINISTERIAL EXPERIENCE**

Ministerial experience credits may be awarded to Embassy College applicants, especially licensed and ordained ministers. Ministerial experience credit is a maximum award of up to eighty (80) quarter credit units. The evaluation of a ministerial resume, certificates of completion, diplomas, awards, etc., determines the amount of credit awarded.

Students entering the Bachelor of Ministry program may be awarded up to eighty (80) quarter credit units of ministerial experience for eight years of full-time senior pastor experience or its equivalent, and up to eighty (80) quarter credit units of ministerial experience for twelve years of full-time associate pastor ministry or its equivalent.

Students entering the Embassy College Master of Ministry program or higher may be awarded up to twenty (20) quarter credit units of ministerial experience for eight years of full-time senior pastor experience or its equivalent or twenty (20) quarter credit units of ministerial experience for twelve years of full-time associate pastor ministry or its equivalent.

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Ministerial experience credit may also be awarded to Elders, Deacons and Christian Workers. This is reviewed on an individual basis and is a maximum award of up to twenty-four (24) quarter credit units undergraduate or twenty (20) quarter credit units graduate.

In no case shall the maximum number of credits for ministerial experience granted exceed eighty (80) quarter credit units for any student.

- **FEES FOR APPLICATION SUBMISSION (NON-REFUNDABLE)**

There is a one-time fee of \$25 charged with the Advanced Standing application. If further tuition fees are assessed, the application fee will be applied as a credit.

- **FEES FOR ACCREDITED EDUCATIONAL UNITS**

Students receiving advanced standing credit for accredited college, seminary or institute studies are not required to pay a tuition fee per quarter credit unit awarded.

- **FEES FOR NON-ACCREDITED EDUCATIONAL UNITS**

Students receiving credit for non-accredited college, seminary or institute studies, or for special training seminars, conferences, missions, writing or other educational experiences, are required to pay a tuition fee of \$5.00 per quarter credit awarded. These are evaluated very carefully and a limited number of quarter credit units may be earned in this manner.

- **FEES FOR MINISTERIAL EXPERIENCE UNITS**

Students receiving ministerial experience credits are required to pay a tuition fee of \$5.00 per quarter credit awarded. For example, thirty quarter credit units of ministerial experience equal three hundred dollars of tuition fees.

- **ADVANCED STANDING PLACEMENT: RESIDENCY**

Units awarded as Advanced Standing help place the student in an advanced level of his/her program of study. Awarded units will not be applied until all applicable fees are paid, and the student completes twenty (20) quarter credit units of coursework to establish residency. From this point, Embassy College adds the awarded units for prior learning, when all fees have been paid, and the student works forward to the next higher level of study.

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APPLYING FOR ADVANCE STANDING

1. Review the application on the following pages. It outlines all the information you will need to submit the online application to Embassy College. It also follows the order of input in the online form.
2. Complete the reference form so you will have all the information you will need when you go to the online form.
3. Gather all appropriate documents you will need for your admission. Paper documents will have to be scanned and converted into PDF files or image files. The online form will let you upload the files.
4. When you have everything in order for submission, go the “[ACADEMICS](#)” page of the Embassy College website and follow the links and directions to submit your application.
5. The Academic Office of Embassy College will review your online submission and contact you by email with the results of your evaluation. Usual turnaround time is five business days.

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FOR REFERENCE ONLY

Use this form to gather the information and documents you will need to submit the online form on the Embassy College Website.

Embassy College
www.embassy.college

Please refer to the Embassy College Student Catalog for information regarding the contents of this application.

Evaluation of Advanced Standing

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Mobile Phone: _____ Email: _____

Texting? Yes No Other Phone: _____

Gender: MALE FEMALE

Type of Student Enrollment: Solo Student Training Center Cohort Student

If Training Center Cohort Student, Location: _____

Education (Accredited Non-Theological Schools)

Please attach an official transcript for each school listed. For non-US schools, provide information regarding accreditation of the school.

College: _____ Location: _____ Credit Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Location: _____ Credit Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Location: _____ Credit Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

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Education (Accredited Theological Schools)

Please attach an official transcript for each school listed. For non-US schools, provide information regarding accreditation of the school.

College: _____ Location: _____ Credit Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Location: _____ Credit Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Location: _____ Credit Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Education (Non-Accredited, Non-Theological Schools)

Please attach an official transcript for each school listed. Submit information regarding number of class hours or CEUs earned, faculty qualifications, course descriptions, textbooks used, examination procedures, and work required to complete the course(s).

School: _____ Location: _____ Class Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Program: _____

School: _____ Location: _____ Class Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Program: _____

School: _____ Location: _____ Class Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Program: _____

Education (Non-Accredited, Theological Schools)

Please attach an official transcript for each school listed. Submit information regarding number of class hours or CEUs earned, faculty qualifications, course descriptions, textbooks used, examination procedures, and work required to complete the course(s).

School: _____ Location: _____ Class Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Program: _____

School: _____ Location: _____ Class Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Program: _____

School: _____ Location: _____ Class Hours Earned: _____

From: _____ To: _____ Did you graduate? YES NO Program: _____

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Ministerial Experience

Please attach a summary resume of your ministerial experience in chronological order. List positions held by dates, indicating if it is full-time or part-time ministry. Describe the special skills, knowledge, and abilities gained in each position. Attach supporting documents such as ordination or licensing certificates, etc.

Advanced Standing Fees

FEE FOR APPLICATION SUBMISSION (NON-REFUNDABLE)

There is a one-time fee of \$25 charged with the Advanced Standing application. If tuition fees are assessed, the application fee will be applied as a credit.

FEES FOR ACCREDITED EDUCATIONAL CREDITS

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FEES FOR MINISTERIAL EXPERIENCE CREDITS

Students receiving ministerial experience credits are required to pay a tuition fee of \$5.00 per quarter credit unit awarded. For example, thirty quarter credit units of ministerial experience equal three hundred dollars of tuition fees.

Request for Review

I certify that this application is accurate and complete to the best of my knowledge and request a review of this application and the attached documents for Advanced Standing award.

Date of Signature

Signature of Applicant (Seal)

For Embassy College Academic Office

Date of Application Receipt: _____ Date of Application Review: _____

Quarter Units Awarded _____ Reviewer Signature: _____

