**Advanced Standing Petition Request Process**

Students can petition for advanced standing for individual courses after they have submitted an admissions deposit and official final college transcript. Students must submit their request during the first calendar year in which they are enrolled. Petitions will be reviewed September–May each year.

Luther Seminary will allow up to 5 credits for an MDIV degree and 3 for an MA degree. Because the signature courses are unique to Luther, students ***will not be able*** to receive advanced standing for courses to meet these requirements. Students can transfer in core and elective credit, with the faculty determining which type 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.

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 from the Registrar’s Office and on MyLutherNet at <https://myluthernet.luthersem.edu/ICS/Registration/Forms.jnz>

**Greek Credit:**

Entering students who have earned undergraduate credit for Greek may take a proficiency exam to satisfy the requirement if:

* 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 (Intro and Grammar).
* They have earned a grade of “C” (2.0) or higher.
* They have completed courses within five years of starting at Luther Seminary.

If a student receives credit for their Greek courses, this credit will be considered toward the maximum credits allowed.

**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 Luther 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 2015. Eligible students are those starting in or after September 2015 and pursuing an MDIV or an MA degree.

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

The degree outcomes can be found in the academic catalog: http://www.luthersem.edu/catalog/

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

No. If you receive credit for Greek, it will count toward the overall maximum number of credits you can transfer to Luther Seminary.

***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 you submitted for each course. If you are unable to locate such examples, please contact the Registrar 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 within your first year of studies. 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; Bible; Theology; Ethics; Philosophy; Children, Youth and Family Ministry; and Ministry Courses.

Feel free to ask the Registrar 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 (half of the total number of courses for the academic MA and MDiv, one third for the professional MA) and you have not exceeded the time frame from the undergraduate courses. For example, you can transfer in five courses from a graduate institution and still petition for three courses for advanced standing if you are completing an academic MA at Luther Seminary.

***11. What if I took a course 6 years ago?***

This course is not eligible for consideration.

***12. 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 Luther Seminary. 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.

***13. Why do I have to pay?***

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

***14. 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.

***15. Is this required of all students?***

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

***16. What happens if I take more credits than needed for graduation because of the courses I transfer into Luther?***

You can choose to do so. If you receive a scholarship as a part of your acceptance to Luther Seminary, you will be able to use your scholarship to cover the total number of courses required for a degree (30 for MDiv students; 16 for MA students).

***17. Can I use my scholarship to cover these costs?***

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

***18. How will my approved credits appear on my Luther Seminary transcript?***

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