**How to Apply for Prerequisite, Advanced Standing and/or Transfer Credit**

Oral Roberts University Graduate School of Theology and Ministry (GSTM)

Students are responsible for applying for prerequisite, advanced standing, and/or transfer credit in the first semester of enrollment. Credit is not guaranteed. Courses must meet specified criteria[[1]](#footnote-1) and are subject to approval by the GSTM Academic Committee. Evaluations and approval for advanced standing/transfer credit will be completed during the first academic year.

**APPLICATION INSTRUCTIONS**

**Step 1: Complete the Application for Prerequisite/Advanced Standing/Transfer Credit** (second page of this document).

* Fill out sections 1, 2, and 3.
* To fill out section 4, “Possible Course Substitutions for Prerequisite, Advanced Standing, and/or Transfer Credit”:
	+ Review degree plan of the desired GSTM program at <http://degreeplansheets.oru.edu/>
	+ Review transcript(s) from undergraduate/other institution(s) for courses that may apply to degree plan and list possible course(s) on the left column; include course number, name, credit hours, and grade.
	+ If needed, review ORU course description(s) in the academic catalog at <http://www.oru.edu/academics/catalog/>. Graduate theology courses begin with GBIB, GTHE, and PRM.
	+ List possible ORU equivalent course(s) in the appropriate column.
* The following documents must accompany the completed application :
	+ Official transcript(s) from other accredited institution(s) (unofficial transcript acceptable from ORU grads).
	+ Course description(s) from institutional academic catalog(s) for all courses for which credit is being requested.\*
	+ Syllabi for all courses for which credit is being requested.\* If the syllabus for the semester/year the course was taken is not available, use a current syllabus.
* Email the application and all required documents to gradtheoacademics@oru.edu .
* Incomplete applications or those lacking required documents will be returned to the student.
* The GSTM Academic Committee will evaluate transcripts and syllabi to determine what courses, if any, qualify for prerequisite, advanced standing, and/or transfer credit.
* A copy of the application, signed by the dean, will be returned to the student indicating the Academic Committee’s decision.
* To expedite enrollment, students should enroll in courses for which prerequisite, advanced standing, or transfer credit approval is *not* pending.
* *\**Course catalog descriptions and syllabi are not required when requesting credit for ORU undergraduate courses.

**Step 2: Submit the signed application for processing**

* If courses are approved by the Academic Committee, the student should sign the returned application form under the dean’s signature, scan it, and submit it to gradtheoacademics@oru.edu for processing.

**GENERAL INFORMATION**

* The GSTM follows the Association of Theological Schools (ATS) guidelines regarding credit for advanced standing/transfer.[[2]](#footnote-2)
* Students may request advanced standing credit for qualifying theology courses earned in an undergraduate degree from an accredited college or university,[[3]](#footnote-3) which may be applied to up to one-fourth of the following degrees:

|  |  |
| --- | --- |
| Degree | Credit Hours |
| Master of Divinity (MDV) | up to 21 |
| M.A. Biblical Literature & M.A. Theological/Historical Studies | up to 12, and possible prerequisite credit |
| M.A. in Missions & M.A. in Practical Theology  | up to 12 |

* Advanced standing for undergraduate courses may not be applied to the M.A. in Christian Counseling degree. All courses for this degree must be taken at the graduate level. Undergraduate theology courses that qualify may be applied to the three prerequisite theology courses (up to 9 credit hours for prerequisites) required for the degree.
* Prerequisite, advanced standing and transfer credit will be applied to a student’s transcript upon approval.
* If a student is asked to meet with the dean, the student may set up an appointment by sending a request to gradtheoacademics@oru.edu.

**Application for Prerequisite, Advanced Standing, and/or Transfer Credit**

Oral Roberts University Graduate School of Theology and Ministry (GSTM)

**Step 1:** Students must submit this completed application along with the following required documents to gradtheoacademics@oru.edu during the first semester of enrollment. **Incomplete applications or those lacking required documents will be returned to the student.**

* Official transcript(s) from previous institution(s) (unofficial transcript acceptable for ORU grads).
* Course descriptions\* from institutional academic catalog for all courses for which credit is being requested.
* Syllabi\* for all courses for which credit is being requested
* \*Not applicable to ORU graduates
1. **Student Information:**

|  |  |  |
| --- | --- | --- |
| Student name:  | Z#  | Phone #  |
| ORU email:  | Other email:  | Date:  |
| Address:  | City:  | State/Zip:  |
|  [ ]  Residential [ ]  Modular | Semester/year to begin at ORU:  |

1. **GSTM Degree Program:**

|  |  |  |
| --- | --- | --- |
|  [ ]  Master of Divinity (MDV) |  [ ] M.A. Bib Lit./Judaic-Christian Studies |  [ ] MCCL/Marital & Family Therapy |
|  [ ] MDV/Pastoral Care & Chaplaincy |  [ ] M.A. Theological/Hist. Studies |  [ ] M.A. in Practical Theology |
|  [ ] M.A. Biblical Literature |  [ ] M.A. in Missions |  [ ] M.A. in Practical Theology/Teaching Ministries |
|  [ ] M.A. Bib. Lit/Advanced Languages |  [ ] M.A. in Christian Counseling (MCCL) |  [ ] M.A. in Practical Theology/Urban Ministry |

1. **Institutional Information:**

|  |  |
| --- | --- |
| Name of Previous Institution :  | Years attended:  |
| Accreditation:  | Degree completed? [ ] Yes [ ] No |
| Degree: Major: Minor: | GPA:  |

|  |  |
| --- | --- |
| Name of Previous Institution: | Years attended: |
| Accreditation: | Degree completed? [ ] Yes [ ] No |
| Degree: Major: Minor: | GPA: |

1. **Possible Course Substitutions for Prerequisite, Advanced Standing, and/or Transfer Credit:**

|  |  |  |
| --- | --- | --- |
| INSTITUTION:  |  | **OFFICE USE ONLY:** |
| Other Institution Course # & Name: |  Cr Hrs | Grade | ORU Equivalent Course # & Name | Cr Hrs | Adv. Standing (AS)Transfer (TR)Prerequisite (PRE) | Approved  |
|  |  |  |  |  |  |[ ]
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|  |  |  |  |  |  |[ ]
| **Total Approved Credits**: [ ]  #Prerequisites: \_\_\_\_\_ [ ]  #Advanced Standing: \_\_\_\_\_\_ [ ]  #Transfer: \_\_\_\_\_\_\_\_ |

(*Use additional sheet if needed*.)

The GSTM Academic Committee approves the course(s) above for the indicated credit hours to be applied toward the student’s degree program.

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Dean’s Signature Date

**Step 2**: **To complete the credit request:** After this application is emailed back to the student with the dean’s signature, the student must sign below, scan the application, and email it to gradtheoacademics@oru.edu for processing.

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Student’s Signature (*to be signed only after the application is returned with the dean’s signature)* Date

1. a) Courses must be equivalent to GSTM graduate courses required in the student’s degree plan. b) Courses must have been taken at a fully accredited college or university (see footnote 3 below). c) A grade of “B” or above must have been earned for the course(s). d) Bible School/Institute courses are not eligible for advanced standing credit. e) Students may transfer a maximum of 6 graduate credit hours in business or 9 graduate credit hours in education. [↑](#footnote-ref-1)
2. ATS Educational and Degree Program Standard ES 7. [↑](#footnote-ref-2)
3. A regionally accredited university or from a college or university fully accredited by The Association of Biblical Higher Education (ABHE). Theology courses from an undergraduate degree earned at a college or university fully accredited by The Transnational Association of Christian Colleges and Schools (TRACS) may also be considered for advanced standing credit. [↑](#footnote-ref-3)