Committee. Transfer credit may be granted for previous education in institutions providing similar courses with equivalent standards and requirements. Transfer credits may be accepted from institutions listed in the *Accredited Institutions of Postsecondary Education* [published by the American Council on Education (ACE) in consultation with the Council for Higher Education (CHEA)] as long as the transfer hours are pertinent to the courses offered at Mid-America. No transfer credit is given for baccalaureate courses toward the requirements for the master degree programs. No transfer credit is granted for courses taken by correspondence, extension programs, or distance learning programs unless such courses are included on the official transcript of an accredited institution. Transfer credit is granted only for courses in which the grade is C or higher. No remedial courses will be accepted. The student is allowed to transfer only the amount of electives that are required for their specific program. The Transfer of Credit Form will not be officially reviewed until student has been approved to attend Mid-America. See the Academic Records office for the appropriate form.

Each degree program has a limit on the number of hours that can be transferred from another institution. Sixty-hour associate programs have a limit of thirty, the one hundred twenty-hour bachelor program can transfer in up to ninety, and master level ninety-hour programs are allowed to transfer as many as sixty hours. The last thirty hours of any degree program must be completed at Mid-America.

**Granting of Academic Credit for Previous Non-Academic Experience**

No academic credit is granted for previous non-academic experiential learning activities or for related field experience toward the completion of requirements for any degree program at the Seminary.

**Granting of Academic Credit for Supervised Field Education Projects**

Academic credit may be granted for supervised field education projects such as mission trips, archaeological studies, or hospital chaplaincy programs, provided that the student is enrolled at the Seminary, the field project includes a substantial component of academic requirements, and the field project is supervised and evaluated by an authorized person designated by the Seminary. Requests for specific field education projects for credit must be processed through the dean of the master and undergraduate programs. Students should see the Academics Record office for the appropriate form.

**Advanced Standing**

Advanced standing refers to departmental authorization to substitute advanced courses in the place of certain survey courses normally required in an academic program. Applications for advanced standing based on previous academic training are approved through the departmental chairman. If advanced standing is approved, the
student does not receive academic credit for the basic course from which he or she is exempted; however, the student does receive authorization to substitute for credit other advanced courses in the department.

**Requirements for Advanced Standing**

Students who have completed a parallel college course with a grade of B or better may apply for advanced standing on the basis of their college record. A proficiency examination may be required to demonstrate competency if deemed necessary by the chairman of the department. Students who have not completed a parallel academic course in college may nevertheless apply for advanced standing on the basis of equivalent personal study, but they must demonstrate competency by a proficiency examination.

**Application Procedure for Advanced Standing**

Students who seek advanced standing must make timely application in advance to allow for processing and approval by the department chairman. At the Cordova campus, application forms for advanced standing are obtained from the Academic Records office. The application is submitted to the department chairman for evaluation and determination of conditions under which advanced standing may be granted (on the basis of previous academic record and/or proficiency examination). If advanced standing is granted, the department chairman will prescribe the courses which may be substituted in each individual circumstance. At the Northeast campus, applications for advanced standing are processed through the director’s office.

**Proficiency Examinations for Advanced Standing**

The following proficiency examinations are offered by appointment on the Monday before the first day of registration for each semester:

- Elementary Hebrew (HB 5401–5402)
- Elementary Greek (GR 5801–5802)
- Old Testament Survey (OT 5101–5102)
- New Testament Survey (NT 5601–5602)
- History of Christianity (CH 6001)

In addition to the regularly scheduled proficiency examinations, individual proficiency examinations may be scheduled during the year by appointment with the department chairman. Students who qualify on these examinations must substitute for credit the advanced courses deemed appropriate by the department chairman.

**Exemption from Beginning Greek, GR 5801–5802**

A student who has completed two semesters of college Greek, with the approval of the chairman of the New Testament Department, may be permitted to be exempt from GR 5801–5802 and to enroll in Intermediate Greek, GR 5811.
A student whose transcript does not show acceptable college credit who nevertheless offers strong evidence of expertise in Beginning Greek, may request to take the Greek placement exam with the approval of the chairman of the New Testament Department. With adequate scoring, the student will be allowed to enroll in Intermediate Greek, GR 5811.

**Directed Study**

After completing forty-five semester hours in the master of Christian education, master of divinity, master of missiology and intercultural studies programs or thirty hours in the master of arts in Christian education program, a qualified student may petition the faculty for permission to take a directed study.

Directed studies are available for advanced research in specialized areas of academic pursuit. This program is not designed as an alternative approach for the completion of courses which are available in the curriculum offerings. Students therefore may not take a required course as a directed study. There will be no directed studies during the mini-terms.

The student must have at least a 3.0 on a scale of 4.0 and must submit a request to the dean of the master and undergraduate programs or the director’s office at the Northeast campus. The request must include a recommendation by the department chairman and the professor who will direct the research together with a course syllabus. Requests for directed studies must be approved by the dean of the master and undergraduate programs or, if the request does not meet catalog policy, the Master and Undergraduate Committee. Directed Study Request forms are available from the Academic Records office.

The student will be guided in reading and assignments and will report their progress (related to the syllabus and any other assignments) weekly to the professor. An annotated bibliography will be required for reading that is done for non-language-based directed studies in addition to the research paper.

**Auditing Courses**

Current students may request permission to audit elective courses for personal enrichment without receiving academic credit. Requests must first be approved by the course professor and processed through the office of the dean of the master and undergraduate programs or the director’s office at the Northeast campus for final approval. Students may not audit a non-required course which they intend to take for credit later. Students auditing a course are not required to take the tests in the audited course.

**Class Assignments**

Class assignments must be submitted on or before the due date announced by the professor. Late assignments may be reduced in grade or refused by the professor at his or her discretion. If the reason for the late work is excusable by Seminary definition,