



RECOGNITION OF LEARNING: PRIOR LEARNING ASSESSMENT AND RECOGNITION, TRANSFER CREDIT, LETTERS OF PERMISSION AND ADVANCED STANDING POLICIES: Seminary			
Policy Type	Academic	Initially Approved:	
Policy Sponsor	Vice-President, Academic Affairs	Last Revised:	February 2023
Administrative Responsibility	Executive Director, Enrolment Management and Registrar	Review Scheduled:	2028
Approver	General Faculties Council		

A. Purpose

This policy identifies mechanisms by which academic recognition is done at Ambrose Seminary including the identification, assessment, and recognition of skills, competencies, and knowledge, that a student has acquired in contexts outside the Ambrose program to which they have applied or in which they are currently enrolled.

B. Scope

This policy distinguishes between three kinds of prior learning:

- Formal: Acquired at other accredited post-secondary institutions;
- Non-Formal: Through unaccredited institutions, non-credit courses, in on-the-job training, and in professional workshops;
- Informal: Experiential learning acquired through life and work experience.

This policy applies to all seminary programs at Ambrose University.

C. Process for the Assessment of Prior Learning

Formal Prior Learning is assessed through the process of Transfer Credit for individual courses, institutional agreements that recognize transfers of a block of courses, Advanced Standing (with or without credit) and Letters of Permission.

Non-formal Prior Learning assessment and recognition is guided by the Recognition of Prior Learning: Advanced Standing (with or without Credit) information.

At the present time, Ambrose University does not have the capacity to recognize Informal Prior Learning.

The application for recognition of prior learning is made to the Office of the Registrar, who will bring a recommendation to the appropriate Academic Affairs committee. There is a fee for this assessment.

D. Recognition of Prior Learning

Transfer Credit

A new student may apply for transfer credit for previous graduate-level studies at recognized accredited institutions. The Office of the Registrar, in consultation with the relevant faculty as needed, will evaluate the application for transfer credit and official transcripts upon a student's admission to a program. The student is responsible to provide Ambrose with an official English translation of a transcript and course syllabus.

To be considered for transfer, a course must be equivalent or near to the equivalent of a degree requirement, or fit within the maximum number of elective credits allowed in a degree. The earned grade in the transferring course must meet the minimum grade requirements of the degree. While there is no limitations to the age of courses accepted for transfer credit, older course content may be assessed to be out of date, rendering certain courses inadmissible for transfer credit.

Letters of Permission

A current degree-seeking student may apply for a Letter of Permission, which permits them to take a course at other accredited institutions for transfer into an Ambrose degree program. Such permission is subject to approval by the Office of the Registrar. A Letter of Permission may be granted if the student has earned at least 15 credits at Ambrose, with a minimum cumulative GPA of 2.7. Students under Academic Probation are not eligible for Letters of Permission.

In any given semester, without special permission, a student may not enrol in more credits as a visiting student in other institutions than they do at Ambrose University.

Conditions of Transfer Credit and Letters of Permission

Credit is given for formal prior learning at accredited seminaries through transfer credit or letters of permission subject to the following limitations:

- A student must meet Ambrose's residency requirements to graduate from Ambrose: complete a minimum of 30 credits for all 60 credit Master's degree programs and 45 credits for Master of Divinity programs at Ambrose Seminary;
- All transfer credit evaluations are program specific. A change of degree program may therefore result in changes to transfer credits awarded;
- Earned a grade of no less than 'B' (according to the Ambrose grade scale) in the course being transferred;
- Experiential learning courses such as practicums, internship, and field placements may be considered as specialized or open electives only, but not as practicum, internship or coaching credit;
- Transfer credits will not be awarded towards any Seminary certificate or diploma program;
- Letters of Permission will not be granted during the final Winter semester of study;
- Grades from transfer credits are not noted on transcripts and are not considered when calculating the student's GPA or cumulative GPA.

Recognition of Prior Learning: Advanced Standing without Credit

Advanced Standing provides for the recognition of prior course work that overlaps significantly with the content of required courses in a degree program. Assessments are completed by the Office of

the Registrar in consultation with relevant faculty as needed. Credit is not granted for previous course work, but a higher level course may be used as a substitution for the required course. Substitutions are done with the approval of the Registrar. When awarding Advanced Standing without Credit, consideration is given to the previous course's content and level of study, the grade achieved, and the date of study. If enrolment in an Ambrose program is not continuous, the Advanced Standing status will be re-evaluated upon re-admission to the program.

Recognition of Prior Learning: Advanced Standing with Credit

Advanced Standing with Credit may be considered if the student can demonstrate completion of equivalent work in a non-formal educational setting, or in the case of graduate programs, from undergraduate programs. Such considerations will typically be made on a course-to-course basis. Recognition for unaccredited programs or non-credit courses may be sought with documentation of the courses. The conditions of recognition are evaluated in consideration of the course description and learning outcomes of the syllabus of the most recent offering of the equivalent Ambrose course. When awarding Advanced Standing with Credit, consideration is given to the previous course's content and level of study, the grade achieved, and the date of study. If enrolment in an Ambrose program is not continuous, the Advanced Standing status will be re-evaluated upon re-admission to the program.

Ambrose Bachelor of Arts Christian Studies and Master of Divinity

Students who complete the 90-credit (concentration) or 120-credit (major) Bachelor of Arts Christian Studies at Ambrose University will receive 30 credits of Advanced Standing with Credit in the Master of Divinity at Ambrose Seminary.

Arrow Leadership Program

Students who complete the graduate level of the Arrow Leadership Program, will be assessed and may receive up to 12 credits as electives in ED, MI, PT and/or Open Electives.

Master of Theological Studies in Chile

Ambrose Seminary is offering the Master of Theological Studies (MTS) at The Seminario Teológico Alianza (STA), located in Temuco. STA supports the educational goals of The Christian and Missionary Alliance (C&MA) Church in Chile, in which there are a cohort of students who are currently seeking an academic research degree from an accredited Seminary affiliated with The C&MA. Ambrose Seminary does not intend to establish a satellite campus or have an on-going presence in Chile. Ambrose Seminary offers its MTS curriculum through STA in the native language of Spanish to support one cohort of students seeking an MTS degree. Tutoring and library services are available in Spanish through STA (with additional access to the digital resources available through Ambrose's Library).

Recognition of Prior Learning: Life and Work Experience

At present, Ambrose University does not have the capacity to recognize experiential learning acquired through life and work experience. The mature student admission policy for Ambrose Seminary facilitates the demonstration of academic skills equivalent to an undergraduate degree. Although similar in function to such a policy, it is not an informal prior learning recognition process.