

Advanced Standing Student Portfolio Guide

Name _____

This form is used for undergraduate degree studies only. No credits are allowed for graduate studies or other programs. Below are a number of areas that may be considered for advanced standing. On a separate sheet of paper type specific information that may be pertinent to aiding your advanced standing. Provide as much detailed information as possible. Be sure to attach supporting documentation and your reasons why this experience should be accepted toward advanced standing.

A portfolio assessment fee of \$20.00 is required for each credit converted from experiential and on the job training to college credit. Include with this form the portfolio submission fee of \$35.00.

1. **College/ University:** Official transcripts
2. **Technical/Trade/Vocational Schools:** Certificates and Diplomas (photocopies)
3. **Home Study Courses:** Certificates, Transcripts, Diplomas (photocopies)
4. **Employment, Apprenticeships, Internships:** Letter from employer or supervisor, certificates
5. **On-The-Job training Seminars:** Evidence of participation, letters of confirmation
6. **General Learning:** Explain why credit is justifiable.
7. **Pastoral experience, ministry:** Letter of verification from Bishop, Pastor
8. **Professional Teaching Experience:** Verification from Superior, Bishop, Principal
9. **Military Service:** Military School Certificates, Discharge papers, training
10. **Miscellaneous:** Books, articles published, independent study, reading, travel, awards, licenses, or certificates