



## Prairie Bible College Distance Education **Course Exemption Policy & Application**

### **What is a “course exemption”?**

You may have the right kind of experience and training to be “exempted” from a Prairie Bible College course. This means that if you can show that you have learned *outside the classroom* the knowledge and experience required in a course, you can apply for an exemption. If you receive an exemption from a three-credit course, you do not receive academic credit but must take another three-credit course in place of it. Choose another course that is of special importance and of more value to you in helping to continue your personal growth and enhance or prepare for your ministry. The replacement course must be in the same area of study as the exempted course. For example, if you were exempted from Introduction to the New Testament, you would be required to take another New Testament course such as *Romans* or *James*.

**If you have ministry experience**, you may want to apply for exemption from such courses as: *Internship Seminar, Spiritual Formation & the Church* and *Evangelism in Ministry*. Apply for experience credits if you think you can demonstrate that in your ministry you have accomplished the majority of requirements for specific courses.

There is *no fee* for applying for and receiving an exemption. If you are exempted from a course that is required in a program, you may use *transfer credits* to replace it. Such transfer credits must be in the same subject area

### **How to apply for an exemption**

**An application based on your ministry experience.** Prepare an itemized list of ministries in which you have been involved. Include in the list the names, places and dates of ministry, a brief description of each ministry (such as, local church, missions, or prison), and a brief description of your involvement and responsibilities. Include any special classes, seminars and training sessions you have attended or taught that might apply toward any of the related three credit courses. Submit this list to Prairie Distance Education for evaluation by the Field Education Director. If approved, you will be advised of the next step.

### **An application based on a specific course syllabus**

**Step One.** If you are applying for exemption from a course not closely related to vocational ministry, as are those listed above, your application should be based on a specific course syllabus. Ask the folks in the Prairie Distance Education office for a copy of the syllabus for the course from which you wish to be exempted. Study the requirements for the course. If you think you have already met the requirements, state the grounds on which you believe you do. You can apply to be exempted from any course offered in the regular residence College catalogue.

**Step Two.** Make a list of all of the experiences, training and personal study that you think has helped you meet those course requirements. This list may include: ministry involvement, seminars, training of various

kinds you have either received or given others, reading you have completed, studies you have taught, and so on.

**For example . . .**

If you have led a Bible study or preached a series of sermons on the book of *Romans*, you may be able to receive an exemption from Prairie's *Romans* course.

You may have leadership experience in a church or another organization that has helped you meet the qualifications for a particular course. If your grounds for exemption are based on this kind of experience, be sure to note the time period of your experience or training. Tell us also the roles you played, your title during this involvement, the tasks you completed and the things you learned. The more information you provide, the better we are able to assess an exemption for you. Be sure to note the time periods of the activity, training and studies.



## Prairie Bible College

# Course Exemption Cover Sheet

To: **Prairie Distance Education**

Name: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Academic program: \_\_\_\_\_

I hereby apply for exemption from the following courses:

Course ID	Course Title

### Check

- ✓ I am applying *on the basis of my ministry experience* and have listed the ministries in which I have been involved. Included are the names, places and dates of ministry, a brief description of each ministry and of my involvement and responsibilities. Described also are related classes, seminars and training sessions I attended or taught.

My application is based *on the requirements of the specific syllabus* of the course(s) listed.

- ✓ I have clearly stated the grounds on which I believe I should be exempted from the course(s).
- ✓ I have also listed and dated all the experiences, training and personal study that has helped me meet the course requirements. This includes ministry involvement, seminars, training and teaching I have received or given, and reading done.

### Some advice . . .

Provide a short description of your specific learning experiences that relate to each course. What was it? What was covered in it? When did you have it? Where? Under whose auspices and whose supervision? How long did it last? Did it include any means of testing or verifying level of mastery, competence or skill? And so on.

Detail *how* you have met *each* of the specific objectives for a course, as they are described in the syllabus. Include, if applicable, any documentation that provides evidence that you have obtained the objective. All experience should have been attained at the college level. This could include certificates, evaluative letters or reports, job performance reports, copies of papers or publications, work samples, and learning logs.

Submit your documentation to [distance.ed@prairie.edu](mailto:distance.ed@prairie.edu)

Mail to: Prairie Distance Education, PO Box 4000, Three Hills AB T0M 2N0 Canada