

# **THE ALLIANCE FOR AG HIGHER EDUCATION**

## ***ENDORSEMENT CRITERIA***

### ***And Procedural Manual***

***COLLEGE, INSTITUTE, SEMINARY, AND  
DISTANCE EDUCATION LEVEL SCHOOLS***

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***By The Alliance for Assemblies of God Higher Education***

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***By the Executive Presbytery***

***The Alliance For Assemblies Of God Higher Education***

***The General Council of the Assemblies of God***

***1445 N. Boonville Avenue***

***Springfield, Missouri 65802***

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## ***ENDORSEMENT CRITERIA:***

### **THE ALLIANCE FOR ASSEMBLIES OF GOD HIGHER EDUCATION Colleges, Universities, Seminaries, And Institutes**

These Endorsement Criteria are developed and administered by The Alliance for Assemblies of God Higher Education (Alliance) of the General Council of the Assemblies of God under the oversight of the Executive Presbytery.

*The primary responsibility of the Alliance in its field of activity shall be to act as an agency of the church in fulfilling its threefold mission through:*

- (1) Guiding in the development of a higher education system and structure, both traditional and non traditional; and*
- (2) Directing the national promotion of Assemblies of God higher education and developing resources in cooperation with Assemblies of God Financial Solutions for all postsecondary institutions endorsed by The Alliance for Assemblies of God Higher Education.*

In keeping with General Council bylaws, these criteria are for the purpose of reviewing, evaluating, and endorsing Assemblies of God institutions of higher learning at the institute, baccalaureate, and graduate level. The endorsement process is intended to facilitate the development of educational institutions that are committed to the mission of the Church, the integration of faith and learning in the Pentecostal tradition, and academic excellence.

These criteria therefore are intended to focus primarily on issues of importance to the Assemblies of God. They assume, except for institute level schools, that the institution will have satisfied the criteria, or standards, of its accrediting association(s) and attempt to avoid unnecessary redundancy with regard to nonecclesiastical processes already evaluated. Recognition at all levels of endorsement depends on conformity to the following endorsement criteria, completion of an annual report, and periodic endorsement visits from teams representing The Alliance for Assemblies of God Higher Education.

The words “must” and “shall” in these criteria denote mandatory requirements for endorsement by the Alliance. “Should” is to be interpreted as a suggestion.

#### ***1. Mission***

- 1.1. Every institution shall state its mission in printed form and publicly articulate the same. The mission must be in keeping with the stated purposes and objectives of the Assemblies of God as set forth in the Constitution (Articles I-V) and must include a clear identification of the institution with the General Council or a district council, or councils, of the Assemblies of God.

- 1.2. While each institution may state its mission differently, all statements of mission and purpose shall include the following minimal objectives:
  - 1.2.1. The integration of faith and learning.
  - 1.2.2. The formation of mature Christian character and spiritual life.
  - 1.2.3. The inculcation of a strong, fervent interest in the goal of world evangelism.
  - 1.2.4. The commitment to ethnic diversity while preparing students for leadership and ministry in a diverse and globally interdependent world.
  - 1.2.5. The commitment to gender diversity while preparing students for leadership and ministry in a diverse and globally interdependent world.
  - 1.2.6. The development of loyalty to the doctrines and principles of the Assemblies of God.
  - 1.2.7. The preparation of leaders, both lay and ministerial, for the Kingdom of God and the Assemblies of God.

## ***2. Accreditation***

- 2.1. Rationale for Accreditation. Accreditation is to be valued for its emphasis upon excellence in education and for its attestation to various agencies and publics that an endorsed institution has reached commonly accepted standards of educational quality. It is assumed that the criteria and/or standards of the respective accrediting associations will enhance the mission of endorsed institutions and not contravene Christian beliefs and values. However, each endorsed institution shall be finally responsible to demonstrate fidelity to the Assemblies of God and its Christian beliefs and values in all educational activities and operations.
  - 2.1.1. Distinction Between Accreditation and Endorsement. Accreditation involves recognition by an association that has no organic ties to the Assemblies of God. Its review is based on criteria commonly accepted among institutions of higher learning. Endorsement is approval from the Assemblies of God indicating the school has met certain denominationally specific criteria relating to doctrine, polity, and other spiritual values in addition to the academic excellence represented by accreditation.
  - 2.1.2. Nature of Endorsement. The endorsement of an institution by The Alliance for Assemblies of God Higher Education is based solely on a decision that it faithfully reflects Assemblies of God doctrine and polity in its mission, governance, administration and faculty, and curriculum as explained in these Endorsement Criteria. Endorsement involves no assessment of any program, service, or activity of an institution other than those described by these Endorsement Criteria, which pertain exclusively to institutional fidelity to Assemblies of God doctrine and polity. With respect to all other programs, services, and activities the institution shall exercise plenary control. Such other programs, services, and activities shall include, but are not limited to, plant and maintenance, vehicles, employment practices (other than the

assurance of doctrinal and denominational loyalty), safety, travel, athletics, student services, and staff supervision.

- 2.2. Accreditation Requirements. Each endorsed institution shall be accredited by an accrediting association that is a member of the Council on Higher Education Accreditation (CHEA). Applicant and candidate status may be granted as conditional interim recognition to institutions that achieve similar status with a CHEA member association.
- 2.3. Accreditation Status. Each endorsed institution shall file with its annual report to the Alliance, the current letter from its accrediting association(s) disclosing its current status of accreditation. Any change in the status of accreditation may result in a review and possible change in endorsement by the Alliance.
- 2.4. Endorsement Review. To avoid duplication of the evaluation processes of CHEA-approved accrediting associations, the Alliance will review the self-studies submitted to, and the evaluation reports of, the institution's accrediting association(s). However, the Alliance may initiate its own evaluation, followed by appropriate actions, in the case of significant concerns and recommendations stated by the accrediting association(s).
- 2.5. Institute level schools may be endorsed without being accredited. However, the following criteria must be met:
  - 2.5.1. A minimum enrollment of 25 students (FTE) for two consecutive semesters is required for endorsement at the institute level.
  - 2.5.2. Institutes shall give evidence of providing competent teachers and quality educational programs.
  - 2.5.3. In lieu of writing a self-study for an accrediting association, institute level schools must complete the Alliance's *Self-Evaluation Questionnaire for Non-Accredited Schools* prior to each endorsement visit.

### ***3. Governance***

- 3.1. Ownership. Any institution endorsed by the Alliance must be owned and/or controlled by The General Council of the Assemblies of God, or one or more district councils of the Assemblies of God.
- 3.2. The Governing Board. The governing board shall conduct all of its affairs in keeping with generally accepted standards of board governance as articulated in the criteria and/or standards of its accrediting association(s).
  - 3.2.1. Function and Values. The board shall also:
    - 3.2.1.1. Bring to its work the highest standards of Christian ethics and servant leadership.

- 3.2.1.2. Insure the fiscal stability of the institution through responsible stewardship and financial provision.
- 3.2.1.3. Arrange for the on-going development of its members with regard to these skills and values.
- 3.2.2. Appointment and Elections. The governing board (e.g., Regents, Directors, Trustees) shall be elected or appointed by The General Council or district council(s) of the Assemblies of God that sponsor(s) the institution. Some members, not to exceed the number elected or appointed by the General Council or district council(s), may be elected by the Board. All members of the Board shall be affiliated with the Assemblies of God, with the exception that an institution's governing board may choose to have not more than 10 percent of its membership to be Pentecostal but not Assemblies of God, provided the following criteria are met:
  - 3.2.2.1. The person's life and testimony is, and has consistently been, Pentecostal.
  - 3.2.2.2. The person's beliefs are compatible with the Assemblies of God.
  - 3.2.2.3. The person has, and is continuing to demonstrate, a genuine interest in the mission and the ministry of the institution.
  - 3.2.2.4. The above is attested to annually in writing to the Alliance by the chairman of the governing board and the president of the institution.
- 3.2.3. Membership of the President. The president of the institution shall be a voting member of the governing board but shall not serve as its chairperson. Other persons employed by the institution may serve the board but only in a nonvoting, consultative capacity, and at the invitation of the president and the board.
- 3.3. Amenability to The General Council or District Councils. The governing board shall be amenable to The General Council or the district council(s) sponsoring the institution. With regard to the Endorsement Criteria, the institution shall be amenable to The General Council through the Alliance.
- 3.4. The Alliance for AG Higher Education. Amenability to and communication with the General Council of the Assemblies of God shall be effected through the Alliance. Amenability is as defined in these criteria and the Constitution and Bylaws of the General Council. The president of the Alliance, with the assistance of the Director of the Christian Higher Education Department, is the primary liaison with endorsed institutions.
- 3.5. Disclosure and Reporting. Endorsed institutions shall make appropriate disclosure of institutional information relevant to the endorsement process under the same terms as the disclosure standards of their respective accrediting associations. Information that regularly shall be disclosed to the Alliance includes the following:
  - 3.5.1. Annual letters or notifications of accreditation status (see section 2.3).

- 3.5.2. Annual reports as requested by the Alliance with supporting documentation that may include the most recent financial audit reports.
- 3.5.2.1. Institutes: Institutes are not required to submit an annual audit report. However, they must submit documentation demonstrating assurance of financial integrity, such as an annual financial report approved by their board.
- 3.5.3. Any and all self-studies for accrediting visits and/or focused visits that may be required by the institution's accrediting association(s).
- 3.5.4. Any and all reports from accrediting and/or focused visit teams.
- 3.5.5. Documents required in support of periodic endorsement visits as determined by the Alliance.
- 3.6. Relationships with other Assemblies of God institutions. Endorsed institutions shall endeavor to relate positively and constructively to other Assemblies of God institutions of higher learning. All communications with sister institutions having to do with recruitment, personnel, students, information sharing, and so forth shall observe proper protocol. Advertising must not compare other institutions inaccurately or in an unfavorable light.
- 3.7. Relationships with non-Assemblies of God institutions. Assemblies of God institutions should engage in articulation and other collaborative agreements that well serve their students. However, endorsed institutions are strongly encouraged to give priority to sister schools of the Fellowship that offer similar programs and conditions as non-Assemblies of God institutions.
- 3.8. Substantive Change. An institution considering substantive change in its mission, academic programs, or degrees offered, shall notify the Alliance in writing of its intentions. Substantive change shall be interpreted to mean any change that would:
  - 3.8.1. Normally require approval by an accrediting body, or
  - 3.8.2. Bring the institution into noncompliance with the Endorsement Criteria.

#### ***4. Administration and Faculty***

- 4.1. Academic Qualifications: Endorsed institutions shall develop a qualified administration and faculty that meets all requirements of its accrediting association(s).
  - 4.1.1 Institutes: Chief academic officers shall have a minimum of a master's degree. Faculty shall have a minimum of a baccalaureate degree to teach first and second year courses, and shall have a minimum of a master's degree to teach third and fourth year courses. Persons eminently qualified to teach or administer because of previous experience may do so in limited situations if it does not erode the total academic strength of the institution.

- 4.2. Denominational Affiliation and Loyalty. Inasmuch as the institution exists primarily for the education and nurture of persons within, or in sympathy with, the Pentecostal theological and spiritual tradition, the following spiritual and ecclesiastical requirements, interpreted within the context of the *Statement of Fundamental Truths* of the Assemblies of God, shall be met by all full- and part-time administrators and faculty:
  - 4.2.1. Be a born again Christian (John 3:3).
  - 4.2.2. Be personally baptized in the Holy Spirit according to Acts 2:4.
  - 4.2.3. Be a model of the Spirit-filled life (Galatians 5:22-23).
  - 4.2.4. Be a member of and regularly attend an Assemblies of God church.
- 4.3. Annual Loyalty Statement. Each administrator and all full- and part-time faculty must annually sign a statement affirming:
  - 4.3.1. Loyalty without mental reservation to the *Statement of Fundamental Truths* of the Assemblies of God.
  - 4.3.2. He/she personally has been baptized in the Holy Spirit according to Acts 2:4 and lives a Spirit-filled life (Galatians 5:22-23).
  - 4.3.3. He/she willingly influences others with regard to the loyalty and spirituality of the preceding points.
  - 4.3.4. The local church in which he/she is a member, and the extent of attendance and involvement in the life of that church.
- 4.4. Administrative Personnel. Each person associated with the administration of the institution shall be responsible to:
  - 4.4.1. Exhibit concern for, and seek to enhance the spiritual and professional growth and development of, the faculty and staff.
  - 4.4.2. Demonstrate and foster a role model of Christlikeness.
  - 4.4.3. Practice responsible stewardship that reflects faith in God.
  - 4.4.4. Seek to strengthen other Assemblies of God ministries and cooperate with them.
  - 4.4.5. Acknowledge accountability to others and encourage engagement with and service to the community-at-large.
  - 4.4.6. Develop leadership skills and administrative efficiency.
  - 4.4.7. Encourage institution personnel to integrate faith and learning within the context of Assemblies of God doctrines.

- 4.4.8. Cultivate a faculty and staff who can articulate the mission of the church, speak knowledgeably about the ministries of the Assemblies of God, and who are active in a local assembly.
- 4.4.9. Encourage personnel to write papers, articles, and books for the church and wider publics.
- 4.5. Exceptions for faculty. Certain exceptions to 4.2. and 4.3. are possible for faculty but must be documented annually to the Alliance and meet the following guidelines:
  - 4.5.1. Other Pentecostals. An institution shall not have more than 20 percent of its faculty FTE to be non-Assemblies of God. If faculty are non-AG but Pentecostal, such persons may teach Bible and theology courses with the provisions that:
    - 4.5.1.1. Their life and testimony is, and consistently has been, Pentecostal, including regular attendance at a Pentecostal church.
    - 4.5.1.2. Their beliefs are compatible with the Assemblies of God.
    - 4.5.1.3. They have, and are continuing to demonstrate, a genuine interest in the mission and the ministry of the institution.
    - 4.5.1.4. They sign annually a statement like 4.3. as required for Assemblies of God faculty members.
    - 4.5.1.5. Their spiritual and academic qualifications are clearly superior to any viable Assemblies of God applicant applying for the position.
    - 4.5.1.6. The above is attested to in writing on the Annual Questionnaire to the Alliance by the chairman of the governing board and the president of the institution.
  - 4.5.2. Non-Pentecostals. If the faculty members in the 20% non-AG faculty FTE category noted in 4.5.1 above are non-AG and non-Pentecostal, the following restrictions must be observed:
    - 4.5.2.1. These persons are not to teach any Bible or theology courses.
    - 4.5.2.2. They are to be born-again Christians (John 3:3), and their life and testimony are to be consistent.
    - 4.5.2.3. They are to sign annually a statement identifying the Bible-believing church of which they are a member, and the extent of their attendance and involvement.
    - 4.5.2.4. Their beliefs are not anti-Assemblies of God, and they further pledge to be supportive in their respect and appreciation for the Assemblies of God and its doctrines.
    - 4.5.2.5. They have, and continue to demonstrate, a genuine interest in the mission and the ministry of the institution.

- 4.5.2.6. Their spiritual and academic qualifications are clearly superior to any viable Assemblies of God, or Pentecostal but non-Assemblies of God, applicant applying for the position.
- 4.5.2.7. The above is attested to in writing on the Annual Questionnaire to the Alliance by the chairman of the governing board and the president of the institution.
- 4.5.3. Status Changes. A faculty member, originally classified as Assemblies of God but who ceases to regularly attend an Assemblies of God church, shall be classified as part of the number constituting the appropriate exception above.
- 4.5.4. Exceptions to the 20% Rule for non-Assemblies of God Faculty. Part-time faculty teaching three credit hours or less per semester are not to be counted in the calculation of the 20% non-AG faculty FTE allowed in 4.5.1 above.
  - 4.5.4.1. Non-compliance. The board of directors of any school not in conformity with 4.5.1., 4.5.2., and 4.5.4., or any other sections of the criteria, as of September 1, 2003, and forward, shall submit for approval, depending upon its degree of non-compliance, a 1 to 10 year plan to The Alliance for Assemblies of God Higher Education detailing a graduated annual program for conforming itself, within this period of time, to policy; and progress toward the stated goal shall be achieved at each annual level forecast until the school is in full compliance with policy. Failure in any given year to attain that year's goal shall trigger an automatic review by The Alliance for Assemblies of God Higher Education. The Alliance for Assemblies of God Higher Education shall report annually to the Executive Presbytery and the General Presbytery the level of compliance or non-compliance for each endorsed school. Any school reported to the Executive Presbytery as not in compliance with criterions 4.5.1, 4.5.2, and 4.5.4, regarding non-AG faculty, shall have their president and board chairperson meet with the Executive Presbytery. The Executive Presbytery shall determine whether endorsement for that school shall be continued or withdrawn. See Procedural Manual Sections 4.1 through 4.4 for procedures dealing with non-compliance.
- 4.6. Administrator and Faculty Attendance Policies. The institution shall establish written policies duly approved by the governing board with regard to attendance at church, chapel, and other spiritual emphasis activities and shall annually evaluate administrators and faculty with regard to the same.
- 4.7. Seminary Faculty. All full-time seminary faculty shall be required to be credentialed ministers of the Assemblies of God.
- 4.8. The office of The Alliance for Assemblies of God Higher Education shall vigorously develop and maintain a registry of all qualified Assemblies of God potential faculty who may be available for employment by endorsed schools. Endorsed schools not in compliance with the provisions of 4.5.1 and 4.5.2 shall consult with the office of The Alliance for Assemblies of God Higher Education to fill available vacancies prior to offering any faculty position to a non-Assemblies of God person. The office of The Alliance for Assemblies of God Higher Education shall report annually to the Alliance any non-compliance with this provision.

- 4.9. Institutes: Institutes shall have a faculty policy manual including, but not limited to, faculty evaluation and development, syllabi, teaching load, salary schedule and benefits, committee assignments, general policies of the institute, and other obligations and responsibilities.

## *5. Curriculum*

- 5.1. Integration of Faith and Learning. Endorsed institutions shall intentionally and rigorously integrate faith and learning throughout the curriculum and in each course within the curriculum. Each endorsed school shall seek to inculcate Biblical principles for Christian ethics, discipline, marital relationships, parental responsibilities, sexual integrity, and stewardship.
- 5.2. Instructional materials shall be consistent with Assemblies of God beliefs wherever possible and, in any event, each course shall be taught from an Assemblies of God perspective. It is understood that all textbooks may not support every Assemblies of God doctrine, but conclusions drawn by the faculty shall support Assemblies of God doctrinal positions.
- 5.3. All courses included in the curriculum shall be designed to achieve the mission of the institution. Core Bible, theology, and practical theology courses in the curriculum shall be defined as follows:
- 5.3.1. Bible Course. A Bible course is one for which the biblical text is the primary text to be studied throughout the course, with all other texts being supplementary.
- 5.3.2. Theology Course. A theology course is one that requires extensive engagement with and careful exegesis of the biblical text and, in critical dialogue with the historical theology of the Church, synthesizes biblical teachings into a coherent body of doctrine.
- 5.3.3. Practical Theology Course. A practical theology course is one that focuses primarily upon the knowledge and skills required for the practice of ministry and entails reflection upon the biblical and theological content informing such practice.
- 5.4. Basic Curricular Structure. Institutions offering the following curricula shall structure those curricula by the stated criteria:
- 5.4.1. Two-Year Degree Program.
- 5.4.1.1. Programs shall require a minimum of nine (9) hours of Bible and theology with the exception that students transferring into these programs are required to take six (6) hours of Bible and theology.
- 5.4.1.2. All programs leading to ministerial credentials in the Assemblies of God shall include not less than one course on Assemblies of God history and polity.
- 5.4.2. Three-Year Diploma Program.

5.4.2.1. Programs preparing students for full-time preaching ministry (pastor, youth pastor, missionary, or evangelist) shall require not less than 30 hours of Bible and theology, exclusive of practical theology, and not less than 8 credit hours of Practical Theology. Minimum requirements within subject areas are as follows:

<b><u>Bible</u></b>	<b><u>Theology</u></b>	<b><u>Practical Theology</u></b>
<b>Minimally twelve (12) credit hours that will include the following subject areas:</b>	<b>Minimally six (6) credit hours that will include the following subject areas:</b>	<b>Minimally eight (8) credit hours that will include the following subject areas:</b>
<b>Not less than four (4) credits in Old Testament including one (1) survey course</b>	<b>Not less than four (4) credits in Pentecostal doctrine and Pneumatology</b>	<b>Not less than two (2) credits in Preaching</b>
<b>Not less than six (6) credits in New Testament including one (1) survey course and specific studies in Life of Jesus, Acts, and key Pentecostal emphases in 1 Corinthians</b>	<b>Not less than two (2) credits in the classic rubrics of Theology</b>	<b>Not less than two (2) credits in Pastoral Theology</b>
<b>Not less than two (2) credits in Study Methods or Hermeneutics</b>		<b>Not less than two (2) credits in Church Administration</b>
		<b>Not less than two (2) credits in History &amp; Polity of A/G</b>

5.4.2.2. All programs leading to ministerial credentials in the Assemblies of God shall include not less than one course on Assemblies of God history and polity.

5.4.2.3. Programs preparing students for other church-related ministry, i.e., Christian education director, children’s pastor, church music, pastoral care, adult/family life, biblical studies, etc., shall require a minimum of 30 hours of Bible and theology, exclusive of practical theology, and not less than 8 credit hours of Practical Theology pertinent to the major. Minimum requirements within subject areas are as follows:

<b><u>Bible</u></b>	<b><u>Theology</u></b>	<b><u>Practical Theology</u></b>
<b>Minimally twelve (12) credit hours that will include the following subject areas:</b>	<b>Minimally six (6) credit hours that will include the following subject areas:</b>	<b>Minimally eight (8) credit hours that will include the following subject areas:</b>
<b>Not less than four (4) credits in Old Testament including one (1) survey course</b>	<b>Not less than four (4) credits in Pentecostal doctrine and Pneumatology</b>	<b>Not less than two (2) credits in History &amp; Polity of A/G</b>
<b>Not less than six (6) credits in New Testament including one (1) survey course and specific studies in Life of Jesus, Acts, and key Pentecostal emphases in 1 Corinthians</b>	<b>Not less than two (2) credits in the classic rubrics of Theology</b>	<b>Not less than 6 credits of Practical Theology pertinent to the major</b>
<b>Not less than two (2) credits in Study Methods or Hermeneutics</b>		

5.4.2.4. All other programs shall require 18 hours of Bible and theology, exclusive of practical theology. A maximum of one, two- or three-hour course (related to the area of Bible/theology and taught from a Christian perspective) may be substituted for a Bible or theology course. (An example would be philosophy.)

5.4.3. Four-Year Degree Program.

5.4.3.1. Each academic program shall include courses required by the appropriate state and/or accrediting associations.

5.4.3.2. All programs leading to ministerial credentials in the Assemblies of God shall include not less than one course on Assemblies of God history and polity.

5.4.3.3. Programs preparing students for full-time preaching ministry (pastor, youth pastor, missionary, or evangelist) shall require 39 hours of Bible and theology, exclusive of introductory biblical languages and practical theology, and not less than 10 credit hours of Practical Theology. Minimum requirements within subject areas are as follows:

<u>Bible</u>	<u>Theology</u>	<u>Practical Theology</u>
<b>Minimally fifteen (15) credit hours that will include the following subject areas:</b>	<b>Minimally eight (8) credit hours that will include the following subject areas:</b>	<b>Minimally ten (10) credit hours that will include the following subject areas:</b>
<b>Not less than four (4) credits in Old Testament including one survey course</b>	<b>Not less than four (4) credits in Pentecostal doctrine and Pneumatology</b>	<b>Not less than two (2) credits in Preaching</b>
<b>Not less than nine (9) credits in New Testament that will include one survey course and specific studies in Life of Jesus, Acts, and key Pentecostal emphases in 1 Corinthians</b>	<b>Not less than four (4) credits in the classic rubrics of Theology</b>	<b>Not less than two (2) credits in Pastoral Counseling</b>
<b>Not less than two (2) credits in Study Methods or Hermeneutics</b>		<b>Not less than two (2) credits in Pastoral Theology</b>
		<b>Not less than two (2) credits in Church Administration</b>
		<b>Not less than two (2) credits in History &amp; Polity of A/G</b>

5.4.3.4. Programs preparing students for other church-related ministry, i.e., Christian education director, children’s pastor, church music, pastoral care, adult/family life, biblical studies, pre-seminary, etc., shall require 30 hours of Bible and theology, exclusive of introductory biblical languages and practical theology, and not less than 8 credit hours of Practical Theology pertinent to the major. Minimum requirements within subject areas are as follows:

<b><u>Bible</u></b>	<b><u>Theology</u></b>	<b><u>Practical Theology</u></b>
<b>Minimally fifteen (15) credit hours that will include the following subject areas:</b>	<b>Minimally eight (8) credit hours that will include the following subject areas:</b>	<b>Minimally eight (8) credit hours that will include the following subject areas:</b>
<b>Not less than four (4) credits in Old Testament including one survey course</b>	<b>Not less than four (4) credits in Pentecostal doctrine and Pneumatology</b>	<b>Not less than two (2) credits in History &amp; Polity of A/G</b>
<b>Not less than nine (9) credits in New Testament that will include one survey course and specific studies in Life of Jesus, Acts, and key Pentecostal emphases in 1 Corinthians</b>	<b>Not less than four (4) credits in the classic rubrics of Theology</b>	<b>Not less than 6 credits of Practical Theology pertinent to the major</b>
<b>Not less than two (2) credits in Study Methods or Hermeneutics</b>		

5.4.3.5. All other programs shall require 18 hours of Bible and theology, exclusive of introductory biblical languages and practical theology. A maximum of one, two- or three-hour course (related to the area of Bible/theology and taught from a Christian perspective) may be substituted for a Bible or theology course. (An example would be philosophy.)

5.4.3.6. Students transferring are required to take a minimum of Bible and theology credits according to the following scale:

46 or less hours transferred	18 credits
47-62 hours transferred	16 credits
63-77 hours transferred	14 credits
78-93 hours transferred	12 credits
94 or more hours transferred	9 credits

5.4.3.7. Should provide for a supervised internship or practicum in conjunction with the student's major.

5.4.4. Graduate and Seminary Programs.

5.4.4.1. Shall conform to the requirements of their various disciplines and accrediting association(s) with regard to structure, content, and duration.

5.4.4.2. Shall give particular emphasis to the integration of faith and learning within the coursework and structure of each program.

5.4.4.3. Shall give particular emphasis to spiritual formation and understanding of Assemblies of God beliefs and practices.

5.4.4.4. Shall provide for practicums, internships, or supervised ministry as appropriate for the discipline.

## ***6. Student Life and Ministry***

- 6.1. **Spiritual Life.** Every endorsed institution shall establish strong and viable policies to enhance the spiritual formation of its students within the context of the Pentecostal tradition.
- 6.2. **Institutes:** Institute policies regarding students shall include:
  - 6.2.1. **Student Life:** Institutes shall have a student policy manual that clearly outlines policies regarding expectations for student behavior, accountability, rules and disciplinary actions, appeal procedures, and other general expectations for student life on campus.
  - 6.2.2. **Student Personnel Services:** Institutes should have policies and services regarding scholarships and financial aid, employment, health, residence halls, placement, intramural athletics, and counseling services.
- 6.3. **Admissions.** Every endorsed institution shall observe the following admissions criteria for all programs at all levels. Exceptions may be made for distance education studies, degree completion programs, and graduate teacher education.
  - 6.3.1. Every applicant accepted as a student by the institution must testify to being a born-again Christian (John 3:3) and manifest a willingness to be involved in Christian service.
  - 6.3.2. Every applicant accepted as a student must be in sympathy with the accepted essentials of Christian faith as held by the Assemblies of God.
  - 6.3.3. Every applicant accepted as a student must have a pastor's reference as to the applicant's Christian lifestyle.
- 6.4. **Spiritual Growth.** Endorsed institutions in striving toward their spiritual formation goals shall:
  - 6.4.1. Encourage the pursuit of spiritual maturity and excellence.
  - 6.4.2. Encourage the pursuit of the gifts and fruit of the Spirit.
  - 6.4.3. Stimulate an appreciation for the Word of God.
  - 6.4.4. Develop a sense of appreciation for and responsibility to the Body of Christ and the Fellowship of which they are a part.
  - 6.4.5. Encourage the provision of and give emphasis to private prayer in the daily schedule.
  - 6.4.6. Encourage public prayer and worship on the part of both students and faculty.
  - 6.4.7. Hold a minimum of three (3) chapels per week with attendance of all students required. Administration and faculty shall also be expected to attend in keeping with the institutional policy to which they are annually accountable. The primary focus of these

three chapels in terms of time spent and emphasis would be on prayer, praise, and the proclamation of the Word. Class business sessions, student government meetings, and so forth, cannot be counted in the three required chapels. Additional organized opportunities for participation in spiritual enrichment activities such as Bible studies, prayer groups, and student ministries should also be provided and encouraged.

- 6.4.7.1. Graduate, Seminary, and Degree Completion Programs: Compulsory chapel attendance policies are not required in graduate, seminary and degree completion programs. However, schools with these programs are expected to make chapel opportunities and/or other appropriate spiritual formation activities available to students enrolled in these programs.
- 6.4.8. Use students in chapel services as a ministry development opportunity.
- 6.4.9. Include spiritual emphasis weeks in the institution's calendar in which class schedules may be adjusted and evening meetings held.
- 6.4.10. Give strong emphasis to student participation in giving to world ministries causes including education.
- 6.4.11. Encourage the ministry of the Holy Spirit in campus life, including the possibility that classes and the regular program may be suspended for special times.
- 6.4.12. Establish and publish a written policy regarding required chapel and church attendance, to which the students shall be held accountable.
- 6.5. Student Ministries. Every institution shall establish procedures and develop opportunities to encourage the practical application of the principles of the Church in Christian service. As a minimum:
  - 6.5.1. For ministry-related undergraduate majors: Each student shall have documented student ministry activity in at least one half of the semesters in which he/she attends.
    - 6.5.1.1. Distance Education Programs: Each ministry-related undergraduate major shall have documented student ministry activity in at least one-half of the courses in which he/she is enrolled.
  - 6.5.2. For other undergraduate majors: Each student should have documented student ministry activity for at least two semesters in either the junior or the senior year.
    - 6.5.2.1. Distance Education Programs: Each arts and sciences major should have documented student ministry activity during the period of time in which 30 of the final 60 credit hours are being earned.
  - 6.5.3. Graduate, Seminary, and Degree Completion Programs: Formal policies for student ministries are not required for graduate, seminary and degree completion programs. However, those schools are expected to make student ministries opportunities available for their students in keeping with curricular and accrediting criteria.

- 6.6. Each institution should encourage and keep accurate records of the World Ministries giving of the student body.

### ***7. Specific Criteria for Schools with Continuing Education Programs***

- 7.1. The Alliance defines Continuing Education Programs as, “study that does not require a high school or equivalent diploma for admission, and which is not transcribed for college-level credit.” Continuing education programs must meet the following general guidelines:
  - 7.1.1. The programs must not detract from the effectiveness or the financial viability of the school’s regular academic programs.
  - 7.1.2. Advertising and internal documents must clearly indicate the differences between regular academic programs and continuing education programs.
  - 7.1.3. Transcripts and costs for continuing education programs must be different from regular academic programs.
  - 7.1.4. Students in continuing education programs must be reported to the Alliance as such, rather than as regular academic enrollments.
  - 7.1.5. Continuing education programs must have clear mission statements that are in writing and can be evaluated by the Alliance.
  - 7.1.6. Other applicable endorsement criteria of the Alliance must be met.

### ***8. Specific Criteria for Unaccredited Institutes***

- 8.1. Permanent Records: Permanent records should be stored in a fireproof vault on campus or some other secure place off-campus.
- 8.2. Library: The institute must have a library of sufficient quantity and quality to support the areas of academic study offered by the institute. The librarian must have sufficient knowledge in the field to be able to help students in their research. All volumes must be classified and indexed in accordance with Library of Congress or Dewey Decimal systems.
- 8.3. Campus and Buildings: Campus facilities must be adequate to enable the institute to fulfill its purposes.
  - 8.3.1. The campus must be well-kept and neat in appearance.
  - 8.3.2. All buildings must be maintained in a good state of repair, and comply with the appropriate building codes of the area.
- 8.4. Extension Programs: All extension programs must follow policies established by The Alliance for Assemblies of God Higher Education.

- 8.5. Business operations: The institute must conduct its financial affairs according to generally accepted business procedures, including:
  - 8.5.1. Maintain financial reports showing monthly and year-to-date income and expenses.
  - 8.5.2. Maintain policies to keep student accounts payable current and provide for delinquent account collections.
  - 8.5.3. Defer readmission of students whose financial accounts are not current or for which appropriate arrangements have not been made.
  - 8.5.4. Be current in meeting accounts payable and payroll obligations.
- 8.6. Catalogs and other public relations material must accurately reflect the programs and services of the college, and be prepared in an ethically responsible manner.
- 8.7. Non-accredited schools must accurately reflect how credits may or may not transfer to accredited schools.

## ***PROCEDURAL MANUAL:***

### **THE ALLIANCE FOR ASSEMBLIES OF GOD HIGHER EDUCATION**

#### **Colleges, Universities, Seminaries, And Institutes**

The Alliance for Assemblies of God Higher Education (the Alliance) is charged with the responsibility of establishing criteria for institutions of Christian higher education in the General Council of the Assemblies of God that desire endorsement from the Assemblies of God. Endorsement by the Alliance is recognition that the programs of the institution conform to minimal structural, academic, and spiritual criteria pertaining to the doctrine and polity of the Assemblies of God. The Alliance for Assemblies of God Higher Education issues certificates of endorsement, which are generally valid for a minimum of 5 years or longer at the discretion of the Alliance.

The following procedures outline the endorsement process of The Alliance for Assemblies of God Higher Education.

#### ***1. Pre-Endorsement Recognition***

- 1.1 The Alliance for Assemblies of God Higher Education has adopted the following process of pre-endorsement: (1) applicant for endorsement, and (2) candidate for endorsement. Successful completion of the pre-endorsement process will lead to endorsement (see sections II and III.)
- 1.2 Applicant for Endorsement.
  - 1.2.1 Postsecondary schools desiring pre-endorsement recognition, after consultation with the President of the Alliance or the Director of the Christian Higher Education Department, may submit a completed application to The Alliance for Assemblies of God Higher Education.
  - 1.2.2 Alliance staff will review the application, and if it is in order, recommend to the Alliance that a staff visit be made to determine the school's readiness for applicant status. The Alliance for Assemblies of God Higher Education will pay the expenses for the initial staff visit to the school.
  - 1.2.3 A staff representative of the Alliance will visit the campus for 1-2 days and write a report based on the school's potential for meeting the Alliance criteria.
  - 1.2.4 After reviewing the report of the visit, the Alliance will make a decision regarding applicant status for the school.
  - 1.2.5 Schools with applicant status are not eligible for any particular benefits to the institution. Such status indicates the institution is seeking endorsement but in no way guarantees endorsement eventually will be granted.

- 1.2.6. Schools in applicant status will complete annual report forms requesting information for The Alliance for Assemblies of God Higher Education. These forms become a part of the school's continued approval for applicant status.
- 1.2.7. The consultation services of the Christian Higher Education Department will be available to the applicant school.
- 1.2.8. A school would normally not stay at applicant status for more than two years. After two years, the Alliance will reevaluate the status of the school to determine if it is making sufficient progress to host an endorsement visit for candidate status within the third year of applicant status.
- 1.2.9. The Alliance for Assemblies of God Higher Education reserves the right to remove applicant status from an institution should it determine the institution is not progressing satisfactorily toward candidate level endorsement. If applicant status is removed, the school must wait at least one year before reapplying for applicant status.
- 1.3. Candidate for Endorsement.
  - 1.3.1. Candidate status is the intermediate step toward endorsement. While candidacy does not assure endorsement, it does indicate the institution has received applicant status and is progressing toward endorsement under the guidance of the Alliance.
  - 1.3.2. Alliance staff will recommend to the Alliance when a school qualifies for a candidate level endorsement visit (see 1.2.8.).
  - 1.3.3. A school with applicant status must meet the minimum student FTE enrollment requirement of 25 for two consecutive semesters to qualify for a candidate for endorsement visit.
  - 1.3.4. The school must provide the following documents to the Alliance no later than 90 days before the scheduled candidate level visit to the campus:
    - 1.3.4.1. Two copies of the most recent self-study(ies) prepared for the accrediting agencies of the institution (if any) and the responses of those agencies.
    - 1.3.4.2. In addition to the self-study, the school must prepare a document that indicates where in the self-study the major sections of the Alliance criteria are met.
    - 1.3.4.3. Two copies of the institution's catalog, faculty and staff handbook(s), student handbook, and other documents which set forth the operational policies of the institution.
    - 1.3.4.4. Two copies of the institution's master plan for the future development of its programs and facilities.
    - 1.3.4.5. Two copies of a list of all faculty, full- and part-time, their church affiliation and involvement, and course teaching load.

- 1.3.4.6. Two copies of the institution's current constitution and bylaws.
- 1.3.4.7. Institutes: If the institute is not accredited, two completed copies of the Alliance's *Self-Evaluation Questionnaire for Non-Accredited Schools*.
- 1.3.5. The Candidate Level Endorsement Team Visit.
  - 1.3.5.1. The President of The Alliance for Assemblies of God Higher Education shall appoint a team for the visit. Normally the team will be comprised of the President or the Director of Christian Higher Education and one member of The Alliance for Assemblies of God Higher Education.
  - 1.3.5.2. The visiting team shall be appointed at least 90 days before the scheduled visit. The president of the institution to be visited shall be notified upon the appointment of the team and shall have the privilege of responding to the composition of the team.
  - 1.3.5.3. The dates for the visit shall be set by the President of the Alliance and the president of the institution. If the school is accredited, the Alliance may have a joint visit with the school's accrediting association team visit. If a joint visit is not held, Alliance policy is to have the visit in the same school year as the accrediting team visit.
  - 1.3.5.4. Normally the candidate for endorsement visit shall be for 3 days. The schedule of the visit will be decided by the chairperson of the visiting team in consultation with the president of the institution. The schedule should include time for visits with administrators, staff, board members, faculty, students, attendance of classes and chapel while in session, a tour of the buildings and facilities on campus, and an exit interview.
- 1.3.6. After the Candidate Level Endorsement Team Visit.
  - 1.3.6.1. The chairperson of the endorsement team is responsible for the preparation of a written report of the visit to The Alliance for Assemblies of God Higher Education.
  - 1.3.6.2. The president of the institution visited shall receive from the endorsement team chairperson a draft copy of the endorsement team report no later than six weeks from the time of the visit.
  - 1.3.6.3. The president shall respond in writing to the draft team report, with respect to correction of factual errors, within two weeks after it has been received by the school.
  - 1.3.6.4. The chairman of the endorsement team will correct factual errors and prepare the final report of the endorsement team for the President of The Alliance for Assemblies of God Higher Education.
  - 1.3.6.5. The President of the Alliance shall forward the final report to the college president, with a copy to the chairman of the Board of the institution with a request that the president write a response to the Alliance regarding the endorsement report (see 1.3.6.6. below).

- 1.3.6.6. The final report will include commendations, suggestions, and recommendations. Commendations are those things the school is doing that the team finds to be exemplary and for which they are commended. Suggestions are items for which the team offers a suggestion for the school to consider implementing. Suggestions do not require action by the school, nor does the school have to respond to them in writing. Recommendations are references to endorsement criteria with which, in the team's opinion, the school is not in compliance. The president shall include reference to the recommendations in his/her response to The Alliance for Assemblies of God Higher Education. Recommendations are considered action items to which The Alliance for Assemblies of God Higher Education expects progress toward compliance within one year.
- 1.3.6.7. The final report of the endorsement team, together with the president's response, shall be presented to The Alliance for Assemblies of God Higher Education at their next scheduled meeting for a decision regarding candidate level endorsement.
- 1.3.6.8. The president and/or chairman of the Board of the institution shall have the right, but not the obligation, to attend all meetings of The Alliance for Assemblies of God Higher Education at which the institution is being considered for candidate level endorsement. Such attendance shall be at the expense of the institution unless that person(s) are already members of the Alliance..
- 1.3.6.9. The President of the Alliance shall notify the president of the college and the chairperson of the Board regarding the decision of the Alliance. The Alliance's decision may include a request for additional progress reports from the school. If candidate level endorsement is granted, a certificate, valid for up to five years, will be sent to the school.
- 1.3.6.10. One year after the Alliance has taken action regarding an endorsement team report, the president of said college shall submit to the Alliance a written response to the recommendation(s) (if any) in the report. This response shall include the action taken by the college to meet the recommendation(s) of the team report.
- 1.3.6.11. A school will normally progress from candidate status to endorsed status within a four-year time frame. Alliance staff will dialogue with school officials regarding an appropriate time to schedule an initial endorsement visit. If the school is not ready for an initial endorsement visit within the four-year time period, the Alliance will discuss whether the school is making sufficient progress toward endorsement and decide whether to retain or withdraw the school's candidate status.
- 1.3.7. Public Statements Regarding Candidate Level Endorsement.
  - 1.3.7.1. Candidate colleges are to accurately reflect the nature of candidate status in their catalogs and other advertising. The following statement must be used to define candidate status: "(College name) holds candidate status with The Alliance for Assemblies of God Higher Education at the College/Institute level of endorsement.

Candidate status is a pre-endorsement level of recognition leading to endorsement if satisfactory progress is made.”

- 1.3.7.2. If endorsement by the Alliance is referenced on letterhead or other official communications it shall appear as follows: “...endorsed at the College/Institute level (candidate status) by The Alliance for Assemblies of God Higher Education ...”
- 1.3.8. Privileges of Candidate Level Endorsement.
  - 1.3.8.1. The name, location, and other pertinent data regarding the school will appear in the official directory of The Alliance for Assemblies of God Higher Education.
  - 1.3.8.2. The consultation services of the Christian Higher Education Department will be made available to the school.
  - 1.3.8.3. The school will have access to all Assemblies of God periodicals for advertising purposes within the framework of Assemblies of God policy.
  - 1.3.8.4. The school will be eligible for denominational funds available from deferred giving, general fund sources, special fund drives, and Assemblies of God Financial Solutions.
  - 1.3.8.5. Financial contributions from Assemblies of God churches and individuals to the endorsed schools will be recognized for Assemblies of God World Missions and Assemblies of God U.S. Missions giving, provided (a) the offering is channeled through the national headquarters and designated for the school, or (b) the offering given directly to the college or channeled through the district office is reported quarterly by the school to Contributor Services at the General Council.
  - 1.3.8.6. Candidate level endorsed schools also qualify for representation at Alliance meetings according to Alliance policy.
- 1.3.9. Responsibilities of Institutions Endorsed at the Candidate Level.
  - 1.3.9.1. Each endorsed institution of the Assemblies of God is required to submit an annual service fee to the Christian Higher Education Department. This fee is \$15 per institution plus one dollar (\$1.00) per full-time equivalency student enrolled in the fall semester.
  - 1.3.9.2. Each school will complete Parts I and II of an annual report containing important statistical data for The Alliance for Assemblies of God Higher Education each academic year. Completion of the annual report is required for continued endorsement by the Alliance.
  - 1.3.9.3. At the request of the Christian Higher Education Department the institution shall make available other documents including self-studies prepared for accrediting agencies, catalogs, audit reports, faculty and staff manuals, student handbooks, etc.

- 1.3.10. Responsibilities of the Christian Higher Education Department to Institutions Endorsed at the Candidate Level.
  - 1.3.10.1. Provide editorial and promotions assistance to the schools that may wish to advertise in Assemblies of God publications.
  - 1.3.10.2. Coordinate special efforts to promote the cause of higher education in the Fellowship.
  - 1.3.10.3. Publish materials to promote higher education, such as the *Assemblies of God College Guide*, pamphlets, and brochures.
  - 1.3.10.4. Receive and disburse funds as designated for the various institutions and disburse on a pro rata basis those funds which are not designated.
  - 1.3.10.5. Serve as a resource for advice and consultation to the institutions when requested.
  - 1.3.10.6. Maintain a referral service to assist the institutions in locating personnel and helping qualified persons find employment.
  - 1.3.10.7. Assist student recruitment efforts of the schools through advertising in the publications of the Assemblies of God and through special promotions.

## ***2. Initial Endorsement and Reaffirmation of Endorsement***

- 2.1 Preparation for the Initial Endorsement Visit or the Reaffirmation of Endorsement Visit.
  - 2.1.1. After a school receives candidate level endorsement, it will be evaluated for initial endorsement and reaffirmation of endorsement at the intervals noted below. The initial endorsement visit is scheduled when the candidate level school qualifies (see 1.3.6.10.). If the school is accredited, the initial endorsement visit or the reaffirmation of endorsement visit is made in the same school year as the accreditation association makes its visit. If the school is not accredited, visits are made every five years, or at the discretion of the President of the Alliance in consultation with the Executive Committee. If a college is accredited by more than one accrediting association, the President will recommend to the Alliance when the endorsement visits to those colleges will be made.
  - 2.1.2. The President of The Alliance for Assemblies of God Higher Education shall notify the institution's president approximately one year in advance of their initial endorsement visit or reaffirmation of endorsement visit.
  - 2.1.3. In preparation for the initial endorsement visit or the reaffirmation of endorsement visit, the institution is responsible to send to the Alliance the following documents no later than 90 days before the scheduled visit:
    - 2.1.3.1. Two copies of the most recent self-study(ies) prepared for the accrediting agencies of the institution, and the responses of those agencies.

- 2.1.3.2. In addition to the self-study, the school must prepare a document that indicates where in the self-study the major sections of the Alliance criteria are met.
- 2.1.3.3. Two copies of the institution's catalog, faculty and staff handbook(s), student handbook, and other documents which set forth the operational policies of the institution.
- 2.1.3.4. Two copies of the institution's master plan for the development of its programs and facilities.
- 2.1.3.5. Two copies of a list of all faculty, full- and part-time, their church affiliation and involvement, and course teaching load.
- 2.1.3.6. Two copies of the institution's current constitution and bylaws.
- 2.1.3.7. Institutes: If the institute is not accredited, two completed copies of the Alliance's *Self-Evaluation Questionnaire for Non-Accredited Schools*.
- 2.2. The Endorsement Visit
  - 2.2.1. The President of The Alliance for Assemblies of God Higher Education shall appoint a team for the initial endorsement team visit or the reaffirmation of endorsement team visit. Normally the team shall be composed of the President or the Director of Christian Higher Education and one member of The Alliance for Assemblies of God Higher Education.
  - 2.2.2. The visiting team shall be appointed at least 90 days before the scheduled visit. The president of the institution to be visited shall be notified upon the appointment of the team and shall have the privilege of responding to the composition of the team.
  - 2.2.3. The dates for the visit shall be set by the President of The Alliance for Assemblies of God Higher Education and the president of the institution. The Alliance may have a joint visit with the school's accrediting association team. If a joint visit is not possible, or is not preferred by the college, Alliance policy is to have the endorsement visit in the same school year as the accrediting team visit.
  - 2.2.4. Normally the endorsement visit shall be for three days. The schedule of the visit shall be decided upon by the chairperson of the visiting team in consultation with the president of the institution. The schedule should include time for visits with administrators, staff, board members, faculty, students, attendance of classes and chapel while in session, a tour of the buildings and facilities on campus, and an exit interview.
- 2.3. After the Initial Endorsement Visit or the Reaffirmation of Endorsement Visit.
  - 2.3.1. The chairperson of the endorsement team is responsible for the preparation of a written report to The Alliance for Assemblies of God Higher Education.

- 2.3.2. The president of the institution visited shall receive from the endorsement team chairperson a draft copy of the endorsement team report no later than six weeks from the time of the visit.
- 2.3.3. The president shall respond in writing to the draft team report, with respect to correction of factual errors, within two weeks after it has been received by the college.
- 2.3.4. The chairman of the endorsement team will correct factual errors and prepare the final report of the endorsement team for the President of The Alliance for Assemblies of God Higher Education.
- 2.3.5. The President of the Alliance shall forward the final report to the president, with a copy to the chairman of the Board of the institution with a request that the president write a response to the Alliance regarding the endorsement report (see 2.3.6.).
- 2.3.6. The final report will include commendations, suggestions, and recommendations. Commendations are those things the school is doing that the team finds to be exemplary and for which they are commended. Suggestions are items for which the team offers a suggestion for the school to consider implementing. Suggestions do not require action by the school, nor does the school have to respond to them in writing. Recommendations are references to endorsement criteria with which, in the team's opinion, the school is not in compliance. The president shall include reference to the recommendations in his/her response to The Alliance for Assemblies of God Higher Education. Recommendations are considered action items to which The Alliance for Assemblies of God Higher Education expects progress toward compliance within one year.
- 2.3.7. The final report of the endorsement team, together with the president's response, shall be presented to The Alliance for Assemblies of God Higher Education at their next scheduled meeting for their decision regarding initial endorsement or reaffirmation of endorsement.
- 2.3.8. The president and/or chairman of the Board of the institution shall have the right, but not the obligation, to attend all meetings of The Alliance for Assemblies of God Higher Education at which the institution is being considered for initial endorsement or reaffirmation of endorsement. Such attendance shall be at the expense of the institution unless the president or the chairman of the Board are members of the Alliance.
- 2.3.9. The President of the Alliance shall notify the president and chairperson of the Board of the school regarding the decision of the Alliance. The decision of the Alliance may include a request for additional progress reports from the school. The Alliance will issue a certificate of endorsement to the school.
- 2.3.10. One year after the Alliance has taken action regarding an endorsement team report, the president of said college shall submit to the Alliance a written response to the

recommendation(s) in the report. This response shall include the action taken by the college to meet the recommendation(s) of the team report.

- 2.3.11. If initial endorsement status is not granted, candidate status may be retained and recommendations for further action will be made by the Alliance. The institution must submit a report of the progress it is making to meet these recommendations no sooner than one year and no later than three years after the decision of The Alliance for Assemblies of God Higher Education to retain candidate status. Upon receipt of the report the Alliance will take action regarding the endorsement status of the school.
- 2.3.12. The institution, in consultation with Alliance staff, may reapply for initial endorsement when it appears the recommendations of the Alliance have been satisfied.
- 2.3.13. The Alliance for Assemblies of God Higher Education reserves the right to remove an institution from candidate status should it determine the institution is not progressing satisfactorily toward initial endorsement. Should that happen, the school must wait one year before reapplying for candidate status.
- 2.4. Costs of the Evaluation Visit.
  - 2.4.1. Each member of the Alliance shall be assessed annually an endorsement team visit fee of \$200 to be submitted with the Annual Report to the Christian Higher Education Department.
  - 2.4.2. The Christian Higher Education Department will be responsible for paying from the money received in 2.4.1. above, all travel and lodging expenses associated with team visits. The schools visited will be responsible for providing meals on campus and the first meal of the endorsement visit when the team meets the administration.

### ***3. Privileges and Responsibilities of Endorsement***

- 3.1. Privileges of Endorsement.
  - 3.1.1. A certificate of endorsement, valid for up to 5 years or at the discretion of the Alliance, will be issued by the Alliance, granting the privilege of listing the endorsement in all publications and official documents of the school. The proper form of such announcement is: "(name of institution) is endorsed by The Alliance for Assemblies of God Higher Education of the General Council of the Assemblies of God."
  - 3.1.2. The name, location, and other pertinent data regarding the school will appear in the official directory of The Alliance for Assemblies of God Higher Education.
  - 3.1.3. The consultation services of the Christian Higher Education Department will be made available to the school.

- 3.1.4. The school will have access to all Assemblies of God periodicals for advertising purposes within the framework of Assemblies of God policy.
- 3.1.5. The school will be eligible for denominational funds available from deferred giving, general fund sources, special fund drives, and Assemblies of God Financial Solutions.
- 3.1.6. Financial contributions from Assemblies of God churches and individuals to the endorsed schools will be recognized for Assemblies of God World Missions and Assemblies of God U.S. Missions giving, provided (a) the offering is channeled through the national headquarters and designated for the school, or (b) the offering given directly to the college or channeled through the district office is reported quarterly by the school to Contributor Services at the General Council.
- 3.1.7. Endorsed schools also qualify for representation at Alliance meetings according to Alliance policy.
- 3.2. Responsibilities of an Endorsed Institution.
  - 3.2.1. Each endorsed institution is required to submit an annual service fee to the Christian Higher Education Department. This fee is \$15 per institution plus one dollar (\$1.00) per full-time equivalency student enrolled in the fall semester.
  - 3.2.2. Each school will complete an annual report, Parts I and II, containing important statistical data for The Alliance for Assemblies of God Higher Education. Completion of the annual report is required for continued endorsement by the Alliance.
  - 3.2.3. At the request of the Christian Higher Education Department the institution shall make available other documents including self-studies prepared for accrediting agencies, catalogs, audit reports, faculty and staff manuals, student handbooks, etc.
- 3.3. Responsibilities of the Christian Higher Education Department.
  - 3.3.1. Provide editorial and promotions assistance to the schools that may wish to advertise in Assemblies of God publications.
  - 3.3.2. Coordinate special efforts to promote the cause of higher education in the Fellowship.
  - 3.3.3. Publish materials to promote higher education, such as the *Assemblies of God College Guide*, pamphlets, and brochures.
  - 3.3.4. Receive and disburse funds as designated for the various institutions and disburse on a pro rata basis those funds which are not designated.
  - 3.3.5. Serve as a resource for advice and consultation to the institutions when requested.
  - 3.3.6. Maintain a referral service to assist the institutions in locating personnel and helping qualified persons find employment.

- 3.3.7. Assist student recruitment efforts of the schools through advertising in the publications of the Assemblies of God and through special promotions.

#### ***4. Loss of Endorsement***

- 4.1. Any deviation from the Criteria by an institution requires annual review and approval of The Alliance for Assemblies of God Higher Education. Each endorsed school must continue to be in basic compliance with the Criteria or be subject to losing its endorsement. The steps to loss of endorsement are (1) caution, (2) probation, and (3) withdrawal. If a school is not in basic compliance with the Criteria after being cautioned and placed on probation, endorsement will be withdrawn.
- 4.2. **Caution.** When the President of the Alliance is of the opinion that a school is out of compliance with any part(s) of the Endorsement Criteria, he/she will so notify the Alliance at its next meeting. The Alliance will review the seriousness of the non-compliance and either, a) in the case of less serious non-compliance, ask for a Progress Report, stating the date the Progress Report is due back to the Alliance, or b) in the case of more serious non-compliance, send a letter of Caution to the president and the chairperson of the Board of Directors, noting the school is being placed in a Caution status with the Alliance. The letter of Caution will state specifically what the school must do to bring itself into compliance with the criteria, and by what date. The institution must then prepare a written report, ‘detailing a graduated annual program for conforming itself to policy.’ (See Criteria 4.5.4.1) Upon receipt of the more serious non-compliance letter, and after the preparation of the written report ‘detailing a graduated annual program for conforming itself to policy’, the president and chairperson of the board will be asked to meet with the Executive Presbytery. If a school continues to make satisfactory progress as outlined in its graduated annual program for conforming itself to policy, no further action on those points will be taken by the Alliance. The Caution status will be removed and the school so notified when all non-compliance issues have been resolved. If, however, a school fails to meet its graduated annual program goals, it will continue to be out of compliance with the Alliance endorsement criteria and placed on Probation status, see Section 4.3 below.
- 4.3. **Probation.** If a school continues to be out of compliance with the Alliance criteria, does not meet the conditions noted in its Caution status letter, and does not make satisfactory progress as specified in its ‘graduated annual program for conforming itself to policy,’ the Alliance will take action to place the school on Probation. The president and the chairperson of the Board of Directors of the institution will be notified in writing that the institution is being placed on Probation and its status of endorsement is in jeopardy. The letter notifying the school of Probation status will clearly indicate the steps necessary, and the time frame, for the school to be taken off Probation. The Alliance for Assemblies of God Higher Education may also request that an evaluation team visit the school and report to the Alliance concerning the school’s progress toward complying with the Criteria. Schools on probation will submit annual reports to the Alliance regarding their progress in bringing the school

into compliance with the Alliance standards. When a school is placed on Probation status, the Alliance will officially notify the Executive Presbytery of that action.

- 4.4. **Withdrawal.** If, after having been cautioned (and the president and board chairperson have met with the Executive Presbytery), and placed on probation, an institution has not complied with the Criteria, and has not made the progress specified in its plan submitted to, and approved by, the Alliance, (See Criteria 4.5.4.1.), its endorsement may be Withdrawn. The decision to recommend withdrawal will be made by a majority secret ballot vote of the members of The Alliance for Assemblies of God Higher Education. If a majority of the Alliance votes to recommend that membership be withdrawn from the school, the president and chairperson of the board of that school will be asked to meet again with the Executive Presbytery. The Executive Presbytery shall make the final decision as to whether membership will be withdrawn.

### *5. Levels of Endorsement*

- 5.1. The Alliance for Assemblies of God Higher Education has established Criteria for Endorsement that includes criteria for four levels of institutions: institute, distance education, college, and seminary. It is understood that college may include graduate programs other than seminary.
- 5.2. The Alliance for Assemblies of God Higher Education recognizes that an institution might desire to move from one level to another (e.g., from institute to college). Therefore, the following procedures apply to the institution, which seeks endorsement at a different level than that which it has been granted.
- 5.2.1. Upon written notification to the President of The Alliance for Assemblies of God Higher Education, and upon the favorable action of The Alliance for Assemblies of God Higher Education, the institution may be granted candidate status for the new level of endorsement.
- 5.2.2. An institution moving between levels of endorsement shall be fully recognized as endorsed at the original level while a candidate for endorsement at the new level. Candidacy for the new level of endorsement shall not preempt that full recognition.
- 5.2.3. The institution shall prepare a narrative report, documenting their compliance with the level of endorsement being sought. If the institution has prepared a self-study for its accrediting agency which certifies its compliance with the Criteria, that, along with the accrediting agency's response, may be submitted in lieu of the narrative report.
- 5.2.4. The Christian Higher Education Department shall prepare a report for The Alliance for Assemblies of God Higher Education, a copy of which shall be sent to the president and chairperson of the Board of Directors of the institution early enough for a response to be prepared for the next Alliance meeting. The Alliance for Assemblies of God Higher Education shall make the final decision as to endorsement of an institution at a level different from that which the institution has been granted. The President of The Alliance for Assemblies of God Higher Education shall notify the

institution through the president and the chairperson of the Board of Directors of the decision of the Alliance.