Advanced Standing refers to departmental authorization to substitute advanced or intensive courses in the place of certain survey courses, normally required in a student's academic program. Student applications for advanced standing are approved through the departmental chairman, based upon previous academic training and/or equivalent personal study. If advanced standing is approved, the student does not receive academic credit for the by-passed course. However, he or she does receive authorization to substitute for credit other advanced or intensive courses in the department or as otherwise stipulated. Please refer to the Catalog for full description of the requirements and procedure.

**COURSE IN WHICH ADVANCED STANDING IS REQUESTED:**

Course Number: ___________________ Course Title: ___________________

**BASIS UPON WHICH ADVANCED STANDING IS REQUESTED (CHECK ONE):**

_____ A. Previous Parallel Course in Another Institution

Name of Institution: ___________________
Course Number: ___________________ Course Title: ___________________
Textbook Used: ___________________
Author: ___________________ Course Grade: ___________ Year Taken: ___________

_____ B. Previous Independent Study

Text Used: ___________________
Author: ___________________ Year Studied: ___________
Study Procedure Followed: ___________________
Additional Comments by Student: ___________________

Student's Signature ___________________ Program ___________________
RESULTS OF THE INTERVIEW WITH THE CHAIRMAN OF THE DEPARTMENT (CHECK ONE):

___ A. Request approved on the basis of previous academic record and personal interview.

___ B. Request denied on the basis of previous academic record and personal interview.

___ C. Student instructed to take the proficiency examination for further evaluation of comprehension of the course material.

RESULTS OF EVALUATION OF THE PROFICIENCY EXAMINATION BY THE CHAIRMAN OF THE DEPARTMENT (CHECK ONE):

___ A. Request approved on the basis of the proficiency examination.

    Date of Examination ___________________________ Grade ____________________________

___ B. Request denied on the basis of the proficiency examination.

    Date of Examination ___________________________ Grade ____________________________

FOLLOW-UP INSTRUCTIONS FROM THE CHAIRMAN OF THE DEPARTMENT (CHECK ONE):

___ A. The student must take the survey course as normally required in the Catalog for this academic program.

___ B. The student is approved for advanced standing in the following:

    Course Number ___________________________ Course Title ____________________________

    No academic credit is given for the by-passed course of study. However, the student is authorized to substitute the following course or courses in place of the above-stated survey course normally required in the Catalog for this academic program:

    Course Number ___________________________ Course Title ____________________________

    Course Number ___________________________ Course Title ____________________________

    Course Number ___________________________ Course Title ____________________________

    Course Number ___________________________ Course Title ____________________________

APPROVALS

Chairman of the Department ____________________________________________ Date _____________

Director/Masters & Associate Programs __________________________________________ Date _____________

Posted to Academic Records ____________________________________________ Date _____________

2/14/13