



Advanced Standing/Advanced Substitutes Request for Northern California Campus Students

Definitions, Policies & Procedures

1. Advanced standing refers to waiving (exempting) a student from a required course. Advanced substitutes refers to substituting an elective in place of a required course.
2. In order to be waived from a course or granted a substitution, a student must demonstrate current competency of course content, most typically by examination. The student must possess at least 80% or higher working knowledge of the course material in order to be waived from the course.
3. Advanced standing is only permitted prior to or concurrent with the **first** semester of enrollment at Western Seminary. A student must either be enrolled in a degree program or actively seeking degree admission.
4. An upper limit of 1/6 of degree requirements may be waived by advanced standing (15 credits for M.Div., 11 for MAMFT, 10 for MASM, and up to 30 for MAET).
5. The student must pay a \$25 per course examination fee prior to completing any examination. Students taking 4 or more examinations may request that the Business Office charge no more than \$100 total.
6. Additional information may be found in the current catalog or consult the Registrar's Office.

Full Name (please print clearly) _____ Student ID _____

Course ID _____ Course Title _____

There is a \$25 per course examination fee that must be paid prior to completing any examination. Please enter your payment information below.

Payment Type: Check Enclosed VISA Discover MasterCard Amount Western Seminary is authorized to charge: \$25.00

Card Number _____ Expiration Date _____

Signature _____ Date _____

Please send this form to the attention of Dr. Gerry Breshears at the fax number or address below. After submission of this form, please contact Dr. Gerry Breshears (877.517.1800 x1870 or gbreshears@westernseminary.edu) to schedule an appointment for your examination.

Portland Campus

Attn: Dr. Gerry Breshears
5511 SE Hawthorne Blvd.
Portland, OR 97215
(503) 517-1859 fax

Office Use Only

Examination Outcome: PASS FAIL

Examining Instructor _____ Date _____

Registrar _____ Date _____