DEFINITIONS, POLICIES & PROCEDURES

1. Advanced Standing refers to waiving a required course from a student’s program. Advanced Substitutes refers to substituting an elective in place of a required course. Advanced Standing is offered for incoming students whose prior education (formal or informal) covered required courses at Western Seminary.

2. In order to have a course waived or to be granted a substitution, a student must demonstrate current competency of course content, typically by examination. The student must possess at least 80% or higher working knowledge of the course material in order for a course to be waived.

3. **Advanced Standing is only permitted prior to or concurrent with the first semester of credit enrollment at Western Seminary.** This applies to non-degree, degree, and diploma students. Should a student request a degree change in the future, whether moving from one degree program to another or from non-degree to degree program status, Advanced Substitutes will be the only option available after the first semester of enrollment at Western Seminary. We highly recommend that non-degree students who might possibly apply for a degree program at a future date also consider pursuing Advanced Standing during the first semester of enrollment.

4. An limited number of degree or diploma requirements may be waived by Advanced Standing: up to 20 credits for M.Div., 12 for M.A. in Marital & Family Therapy, 8 for M.A. in Counseling, 13 for M.A. in Ministry and Leadership, and 14 for M.A. (Biblical and Theological Studies). Up to 6 credits can be waived for the Graduate Studies Diploma.

5. Prior to completing Advanced Standing examination, the student must pay a one-time $60 examination sitting fee which covers all exams. An additional fee of $30 per credit hour waived is due upon successful completion of each exam.

6. Additional information may be found in the current catalog or by consulting the Registrar’s Office.

To learn more about Advanced Standing requirements and options, please feel free to contact Dr. Gerry Breshears at gbreshears@westernseminary.edu. Contact Shanita Gills at (503) 517-1976 or sgills@westernseminary.edu to make an appointment with Dr. Breshears, to ask questions about the process, or to take an exam(s).

Full Name ___________________________________________________________ Student ID _______________________

First		Middle		Last

Course ID ___________________ Course Title __________________________________________

ADVANCED STANDING/ADVANCED SUBSTITUTES PROCESS

**STEP ONE:** Complete a copy of this form for each course you intend to have waived and submit it to Cashier Katy Shaw in the Business Office on the Portland campus. Please note, this step must be completed prior to taking any examination.

**WESTERN SEMINARY**
Attn: Katy Shaw
5511 SE Hawthorne Blvd Portland, OR 97215-3367
(877) 517-1800 or (503) 517-1800
(503) 517-1801 fax

**STEP TWO:** Contact Shanita Gills at (503) 517-1976 or sgills@westernseminary.edu to schedule your Advanced Standing/Advanced Substitutes examination with Dr. Gerry Breshears. Upon completion of your exam, Dr. Breshears will contact the Registrar’s Office on your behalf.

**STEP THREE:** You will be contacted by the Registrar regarding any courses which have been waived through Advanced Standing/Advanced Substitutes. If you have any questions, please contact Reid Kisling at rkisling@westernseminary.edu.

**PAYMENT TYPE:** There is a $60 Advanced Standing examination sitting fee due prior to completing any exam. Additional fees are due upon notification of credit hours waived.

**OFFICE USE ONLY**

Exam Sitting Fee Rec’vd: __________________________

Exam Completed: 

PASS FAIL

Credit hrs. waived: _________

Date: ____________

Student Notified: _________

Payment Amount: _________