

2020-21 Advanced Standing/ Advanced Substitutes Request



DEFINITIONS, POLICIES & PROCEDURES

- 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.
- 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.
- **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.
- A limited number of degree or diploma requirements may be waived by Advanced Standing. Please see Western Seminary catalog at <https://www.westernseminary.edu/catalog/policies/academic-policies/advanced-standing>.
- 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. Fees will be charged directly to a student's account and can be paid through S.I.S. once charges are posted.
- 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 the team at AdvancedStanding@westernseminary.edu 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

1. Complete a copy of this form for each course you intend to have assessed and email the forms to AdvancedStanding@westernseminary.edu or mail in using the address below. Please note, this step must be completed prior to taking any examination.

*Western Seminary
Advanced Standing Coordinator
5511 SE Hawthorne Blvd Portland, OR 97215-3367
(503) 517-1976*
2. Schedule your Advanced Standing/Advanced Substitutes exam by emailing AdvancedStanding@westernseminary.edu or calling (503) 517-1976. Upon completion of your exam, we will notify the Registrar's Office on your behalf.
3. Submit payment the one-time examination sitting fee of \$60, which covers all exams.
4. Take the exams.
5. Once exams are completed, you will be contacted by the Registrar regarding any courses which have been waived through Advanced Standing/Advanced Substitutes.
6. Once you are notified, submit payment of \$30 per credit hour waived via S.I.S.

OFFICE USE ONLY

Date Exam Sitting Fee Received: _____ Date Exam Completed: _____ PASS FAIL
Total Credit Hours Waived: _____ Date: _____
Date Student Notified: _____ Payment Amount: _____ Date Payment Received: _____