WESTERN SEMINARY

# 2018-19 Advanced Standing/ Advanced Substitutes Request

## 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. Please see Western Seminary catalog at https://www.westernseminary.edu/catalog/policies/academic-policies/advanced-standing.
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 Sandy Phillips at (503) 517-1976 or sphillips@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 Sandy Phillips on the Portland campus. You can also email the forms to AdvancedStanding@westernseminary.edu. Please note, this step must be completed prior to taking any examination.

WESTERN SEMINARY
Sandy Phillips
5511 SE Hawthorne Blvd Portland, OR 97215-3367
(503) 517-1976

STEP TWO: Contact Sandy Phillips at (503) 517-1976 or sphillips@westernseminary.edu to schedule your Advanced Standing/Advanced Subsitutes 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 Subsitutes. 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. Addtional 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: _____