



Print Name _____
Last First Middle

Major _____

gtID# _____

Expected Graduation Date:

Fall

Spring

Summer

Year _____

GPA _____

Academic Standing:

Good

Warning

Probation

I request permission to take an examination for Advanced Standing
in COURSE NAME for the following reason(s):

_____ ac _____

* Attach continuation sheet if necessary.

Instructions and Information

1. Please read all instructions/information before completing the request.
2. For institute policy, reference section XII, item b. of the Student Rules and Regulations in the General Catalog.
3. A fee of \$90.00, per test, is required.
4. A student must be currently enrolled to request an Examination for Advanced Standing. Special Students are not authorized to take Examinations for Advanced Standing.
5. Use a separate request for each examination. (Only one course may be listed on each request)
6. Take this request to the School/Department of Instruction of the course concerned and request the recommendation of the School Director/Department Head.
7. Once the recommendation is obtained, the School Director/Department Head will provide you with a link to make the exam payment through TouchNet.
8. After completion of the examination, the School/Department of Instruction will report the results to the Office of the Registrar on a Non-Resident Credit Report Form. The grade will be reported as "S" or "U" (Satisfactory or Unsatisfactory). The results of all examinations must be reported whether or not the results are satisfactory.

SIGNATURES REQUIRED

Student Signature _____ Date ____/____/____

SCHOOL/ DEPARTMENT OF INSTRUCTION

School Director/Department Head Signature _____

School/Department _____ Date ____/____/____