

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. Complete the personal identification items requested.
7. Make a concise statement concerning why you think you are qualified to take an Examination for Advanced Standing in the specific course.
8. Take this request to the School/Department of Instruction of the course concerned and request the recommendation of the School Director/Department Head.
9. Once the recommendation is obtained, take the request to the Bursar's Office (at Lyman Hall) and pay the \$90.00 fee. Be sure that the Bursar's Office records the course number on the receipt.
10. Submit the request form and fee receipt to the Registrar's Office in room 103 of Tech Tower .
11. Registrar personnel will enter the fee receipt number on the request and return the receipt to student. The authorized request form will be left in the Registrar's office.
12. Registrar personnel will verify the request, and send a copy to the student's post office box or mailing address, and to the School/Department of Instruction.
13. Upon receiving the authorized copy, the student will schedule the examination with the School/Department of Instruction.
14. 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.
15. Only courses with satisfactory results are recorded on the student's academic record, and are classified as resident credit.



Print Name _____
Last First Middle

Major _____

Expected Graduation Date:

Fall

Spring

Summer

Year _____

GPA _____

Academic Standing:

Good

Warning

Probation

gtID# _____

Mailing Address _____

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

* Attach continuation sheet if necessary.

SIGNATURES REQUIRED

Student Signature _____ Date ____/____/____

SCHOOL/ DEPARTMENT OF INSTRUCTION

School Director/Department Head Signature _____

School/Department _____ Date ____/____/____

REGISTRAR'S OFFICE ONLY

Bursar Fee Receipt No. - date _____ - ____/____/____ Verified by _____

Registrar's Signature _____ Date ____/____/____

