

## Advanced Standing Petition

College credit in the form of “Advanced Standing” (AS) may be granted for life experiences that “translate” into similar competencies gained through specific coursework at NCU. The tuition for all AS credits is 1/3 the normal cost per credit.

The *procedure* for documenting such competency levels is as follows . . .

- 1. Pick up an Advanced Standing Petition from the Registrar's Office**
- 2. New and Re-Admitted Students – Talk with your Admission's Counselor**  
**Returning Students With Declared Major – Talk with your Dept. Chair**  
**Returning Students Without Declared Major – Talk with your Advisor**
  - a. Fill out form together
  - b. Interview and pass the requirements for “Advanced Standing”
  - c. Obtain authorized signature
- 3. Take the Advanced Standing Petition to the Cashier's Office**
  - a. Compute together the pro-rated tuition, based on the current tuition rate
  - b. Pay for the “Advanced Standing” credits
  - c. Obtain Cashier's signature on the “AS” Petition
- 4. Bring the Advanced Standing Petition to the Registrar's Office**
  - a. Obtain the Registrar's signature on the Petition
  - b. Turn form in to the Registration Coordinator for processing (Academic credit will be awarded immediately with this process)
  - c. If currently enrolled in the same course, submit a “Schedule Change Form” to drop that class
  - d. Also, if dropping a course in order to obtain “Advanced Standing”, any tuition refund is subject to the normal timing of the pro-rated refund policy

**Advanced Standing Application**

Date of Application: \_\_\_\_\_ ID # \_\_\_\_\_

Student Name: \_\_\_\_\_

Course/Title For Which "Advanced Standing" Is Requested:

\_\_\_\_\_

Department:

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Course #:

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Credits:

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Life Experience Criterion Whereby Advanced Standing Is Granted:

*(Check all that apply) . . .*

1. \_\_\_\_\_ "In-House" Competency Exam – Administered by \_\_\_\_\_

2. \_\_\_\_\_ "Personal Portfolio" Assessment – by \_\_\_\_\_

3. \_\_\_\_\_ Institutionally-Approved Program Arrangement (specify) . . .

\_\_\_\_\_

This "Advanced Standing" Fee Is . . .

\_\_\_\_\_ Standard . . . 1/3 Normal Tuition Rate

*(Please be reminded that Advanced Standing does NOT qualify for financial student aid and must be paid in full before processing.)*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Department Chair

Current tuition rate: \$ \_\_\_\_\_ / credit. Amount for above course: \$ \_\_\_\_\_.

Cashier's Signature: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

DAS  QX  FA  DB Date / Academic Credit Is Awarded: \_\_\_\_\_

Processed By: \_\_\_\_\_