



Registrar's Office
 910 Elliot Avenue
 Minneapolis, MN 55404
 612.343.4409 (p) 612.343.4435 (f)

Advanced Standing Application

Name: _____ Date: _____

ID #: _____ Phone: (____) _____

Address/Box #: _____

Department:	Course #:	Credits:	Course/Title									
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Life Experience Criterion Whereby Advanced Standing Is Granted: *(Check all that apply)* . . .

_____ "In-House" Competency Exam – Administered by _____

_____ "Personal Portfolio" Assessment – by _____

_____ Institutionally-Approved Program Arrangement (specify) . . .

This "Advanced Standing" Fee Is . . .

_____ Standard . . . 1/3 Current Tuition Rate *(Please be reminded that Advanced Standing does NOT qualify for financial student aid and must be paid in full before processing.)*

(_____ Current Tuition Per Credit x _____ (# of Credits)/3= _____ Amt. Due)

_____ Dept Chair's Signature (for course listed above) Approved Denied

_____ Student Accounts Signature Paid

_____ Registrar's Signature Approved Denied

Reason For Denial (if applicable): _____

Date / Academic Credit Is Awarded: _____	Memo Sent ____/____/____ Initials _____
QX _____ Fin Aid _____ Degree Audit _____	

Advanced Standing Application Policy and Procedures

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 Advanced Standing credits is 1/3 the normal cost per credit.

Advanced Standing Policy:

Advanced Standing credits, along with transfer credits, together, may not exceed 6 such credits of the last 33 in one’s program. Therefore, students interested in this sort of credit on their transcript are strongly advised to complete the application process before their senior year. (See NCU catalog for complete Advanced Standing policy)

Advanced Standing Procedures:

Pick up an Advanced Standing Application from the Registrar’s Office

Talk with the Department Chair of the course for which you are applying to receive Advanced Standing credits in.

- Fill out form together.
- Interview and pass the requirements for “Advanced Standing” set by the Department Chair of the course.
- Obtain authorized signature.

Take the Advanced Standing Petition to the Student Account’s Office.

- Compute together the pro-rated tuition, based on the current tuition rate.
- Pay for the “Advanced Standing” credits in the Student Accounts Office.
- Obtain Student Accounts Representative’s signature on the “AS” Application.

Bring the Advanced Standing Application to the Registrar’s Office.

- Upon final approval of the Registrar, your application will be submitted to the Registration Coordinator for processing.
- If currently enrolled in the same course, submit a “Schedule Change Form” to drop that class.*

***PLEASE NOTE: If dropping a course as a result of gaining “Advanced Standing” credits, please note that any tuition refund will be refunded according to the current refund policy as of the date of dropping the course .**