

ADVANCED STANDING APPLICATION

St. Stephen's College
8810 112 Street
Edmonton, AB T6G 2J6

Full Name of Student	
Student Program	

Advanced Standing refers to decisions about a student's competence when **no transcript of graduate credit is presented, or when completed courses are not eligible for transfer credit**. Advanced Standing for individual courses may be granted to students who can demonstrate an acceptable level of mastery of the course content as described in the St. Stephen's College Academic Calendar. The process requires:

<input type="checkbox"/>		Consultation with Department Chair.
<input type="checkbox"/>	When no transcript of graduate credit exists:	If deemed necessary by Department Chair or Associate Chair, submission of a 10-page paper addressing knowledge of the course content as described in the St Stephen's College Academic Calendar, along with payment of an Advanced Standing non-refundable reviewer's fee of \$175
<input type="checkbox"/>	When transcript exists, but completed course is <u>not eligible</u> for transfer credit [ie. undergraduate-level course in area of core requirements, or course was used toward another degree]:	<ul style="list-style-type: none">- Present an official transcript showing satisfactory completion of the course which is being put forward for Advanced Standing (mailed directly to St. Stephen's College from credit-granting institution)- Submit a course syllabus demonstrating content equivalent to the corresponding College course [course may be upper-level undergraduate or graduate, and may have been used toward a prior degree] (no fee)

The privilege of seeking Advanced Standing for a course is limited to students enrolled in a St Stephen's College degree, diploma or certificate program. Students wishing to apply for Advanced Standing must **consult with their Department Chair or Associate Chair prior to submitting the application for Advanced Standing**. Advanced Standing is granted without credit, and does not reduce the total number of academic credits required for the degree, diploma or certificate. It will exempt students from taking the corresponding College course; **an elective course, chosen in consultation with the Department Chair or Associate Chair, must be taken instead**.

St Stephen's College course related to Advanced Standing Application:
Student comments (if applicable):

Recommendation		
<input type="checkbox"/>	APPROVED	
<input type="checkbox"/>	NOT APPROVED	If not approved, provide reason:

Signature of Student's Department Chair or Associate Chair
(Department of Psychotherapy and Spirituality, or Department of Theology)

Date

OFFICE USE ONLY

1. Chair/Assoc Chair: inform student of decision, forward form to Assistant Registrar
2. Official Transcript (if applicable) arrives at College; forward to Assistant Registrar
3. 'Advanced Standing Granted for SSCxxx', 0 credit, grade S entered into database

ADVANCED STANDING ENTERED
IN STUDENT RECORD

Date: