

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.

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 [\$175]
When transcript exists, but completed course is <u>not eligible</u> for transfer credit. (Course may be upper-level undergraduate [normally 300 or 400 level], or graduate-level course in area of core requirements. Course may have been used toward another degree.)	<input type="checkbox"/> Submit a course syllabus demonstrating content equivalent to the corresponding College course (ATTACH TO THIS FORM) (no fee) <input type="checkbox"/> Arrange for an official transcript showing satisfactory completion of the course which is being put forward for Advanced Standing to be mailed directly to St. Stephen's College Registrar's Office from the credit-granting institution. <input type="checkbox"/> Check here if the official transcript is already in student file at College (as part of student's application to program)

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.**

Course being used to demonstrate Advanced Standing (where transcript exists)	Course title, year of course, and name of University where course was taken:
St Stephen's College course related to Advanced Standing Application:	Course title/Program requirement:
Elective course student is proposing to take instead:	Course title, and date:

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 via email. Forward this form and copy of email to Asst 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: