



## Advanced Standing Request

---

Student Name

Student ID Number

---

Program

Student Signature (for student-initiated requests)

Date

### Advanced Standing Codes and Required Documentation:

**WE:** Written Examination (exam on file)

**EL:** Experiential Learning / Written Work Sample (list of course competencies met on file)

**PE:** Performance Examination (course competency checklist on file)

**WX:** Work Experience (course competency list signed by employer on file)

**TC:** Training Course (as listed in ACE Manual. For advisor use only.)

**HS:** High School Articulation (For advisor use only.)

**ST:** Standardized Test (CLEP, AP, etc. For advisor use only.)

**MC:** Military Credit (as listed in ACE Manual. For advisor use only.)

| Code  | Credits | Name of Advanced Standing Course Requested | Course Number | Instructor or Advisor Signature | Date  |
|-------|---------|--|---------------|---------------------------------|-------|
| _____ | _____   | _____                                      | _____         | _____                           | _____ |
| _____ | _____   | _____                                      | _____         | _____                           | _____ |
| _____ | _____   | _____                                      | _____         | _____                           | _____ |
| _____ | _____   | _____                                      | _____         | _____                           | _____ |

Documentation used by instructor to approve Advanced Standing must be on file with program Dean. Documentation used by the academic advisor to approve Advanced Standing must be maintained in the student file. Upon approval of the Advanced Standing, the student will be invoiced for 25% of the course tuition/fees. Upon receipt of the Advanced Standing fees, the Advanced Standing will be posted to the student's transcript. (Fees do not apply for TC, HS, ST, and/or MC.)

---

Dean Signature (for WE, EL, PE, WX)

Date

---

Registrar Signature

Date

### Information for Students Requesting Advanced Standing

- Students must be currently admitted to a Nicolet degree, diploma, or certificate program to request Advanced Standing.
- Only required program courses or elective courses that apply toward the student's designated Nicolet degree, diploma, or certificate will be posted to the transcript.
- The program academic advisor will assist the student in identifying courses for which Advanced Standing can be attempted via written or performance examination.
- The program academic advisor will provide the names of all instructors available to evaluate requests for Advanced Standing through experiential learning or work experience.
- It is the responsibility of the student to contact the instructor, verify eligibility to attempt Advanced Standing, and make arrangements with the instructor to complete the evaluation of the course competencies.
- Written examinations and performance examinations (including skill tests and demonstrations) may only be taken once.
- An Advanced Standing fee of 25% of the current course tuition/fees must be paid at the Welcome Center before the credits will be posted to the transcript. There is no fee for Advanced Standing through training courses, high school articulation, standardized tests, and/or military credit.
- If the student is already enrolled in the course, the Advanced Standing evaluation must be completed and submitted to the Registrar during the first 14 calendar days of the semester, the first 7 calendar days during the summer session, or the first 15% of the class hours for non-semester-length courses. If successful, the student will be withdrawn from the course and issued a refund of 75% of the tuition/fees paid.
- Students who are receiving financial aid and are already enrolled in the course(s) for which they are requesting Advanced Standing should check with the Financial Aid Office prior to attempting Advanced Standing to determine if Advanced Standing will impact financial aid eligibility or disbursement.
- Credits earned through Advanced Standing are not graded and are not included in the calculation of GPA (grade point average).
- Students who are not satisfied with the outcome of their request for Advanced Standing may appeal, following the Nicolet College Student Complaint and Grievance Procedure.