



ADVANCED STANDING EXAMINATION

Return to:
Registrar's Office
1025 North Broadway
Milwaukee, WI 53202-3109

Fax: (414) 277-6914
Phone: (414) 277-7215

Procedures for requesting and taking an advanced standing examination:

1. The student must first talk to the department chairperson in the area in which he or she would like to take an examination to determine if the student has sufficient background to be eligible for an exam of this nature.
2. The department chairperson is responsible for selecting the instructor who will administer the examination.
3. The instructor should review the course outline and the general content of the examination with the student in advance of the examination date.
4. The fee must be paid to the Student Accounts Office prior to the examination. For the current exam fee, please visit www.msoc.edu/campus/tuitfees.shtml.
5. A copy of the graded final examination should be forwarded to the Registrar's Office. The final grade must be 77 or above for advanced credit to be awarded.
6. Exceptions to the above listed policies may be reviewed through the Student Advancement Committee only.

Section to be completed by student

Name _____ Student number _____

I am requesting that I be able to take an advanced standing examination for the course _____, which I did not receive credit for when I entered MSOE. I have attached a supporting letter confirming background in course subject matter.

Student signature _____ Date _____

Section to be completed by department chairperson

Instructor who will administer advanced credit examination _____

Chairperson's signature _____ Date _____

Section to be completed by Student Accounts Office

This student has paid the exam fee for his or her advanced standing examination and should be allowed to take the examination.

Student Accounts signature _____ Date _____

THIS FORM SHOULD NOW BE GIVEN DIRECTLY TO THE INSTRUCTOR WHO WILL BE ADMINISTERING THE EXAMINATION.

Section to be completed by instructor administering the examination

_____ has just completed the advanced standing examination for the course _____ and received a grade of _____ (must be 77 or above), and should should not be awarded advanced credit for the course.

The examination should be sent to the Registrar's Office to be kept on file.

Instructor signature _____ Date _____

Department chairperson approval _____ Date _____

THIS FORM SHOULD NOW BE FORWARDED TO THE REGISTRAR'S OFFICE

Section to be completed by the Registrar

_____ should be paid for administering this advanced credit
Instructor
examination for _____
(Course)

Registrar's signature _____ Date _____