



REQUEST FOR ADVANCED STANDING EXAMINATION

Office of the Registrar

Lincoln Hall, First Floor

CPO 2168

Berea, KY 40404

859-985-3185

859-985-3918 (fax)

Registrar@berea.edu

Course credit may be awarded through an Advanced Standing Examination administered by an academic department. Students may receive credit for most courses at Berea by completing an Advanced Standing Examination application and receiving approval from the Department Chair.

ADVANCED STANDING EXAMINATION REGULATIONS

1. Examinations may not be taken in an elementary level course in which more advanced courses in the same field have been taken.
2. Examinations may not be taken in a course in which a failing grade, an incomplete, or a conditional grade was given either at another school or at Berea.
3. Applications for examinations shall be made no later than the end of the second full term of enrollment at Berea if the work is to validate work taken at an unaccredited institution. The examination is to be taken and the report filed by the instructor no later than the end of the next full term.
4. Applications for examinations other than validations are not subject to the requirements in number 3. However, the examination must be taken and the report filed by the end of the next full term after the application is filed.
5. The Faculty has stipulated that examinations “shall be made long and searching—much more severe than any examination which would be given to a class having pursued the subject under a teacher’s oversight.” The examination is to cover the entire course.
6. Except for studio work in the arts or practical examinations in the professional areas (Child and Family Studies, Nursing, Technology and Applied Design, or Business Administration), the examinations shall be written.
7. A copy of the examination and an estimated course grade (not entered on permanent academic record) shall be filed with the Office of the Registrar with the report of the instructor.
8. It is expected that the instructor shall not be asked to do tutoring of students preparing for advanced standing examinations.
9. Questions or inquiries should be referred to the Office of the Registrar in Lincoln Hall. Exceptions to the above regulations may be made only with the approval of the Academic Program Council.

Please see reverse side

Student Name _____ B# _____

Date first enrolled at Berea _____

Course in which Advanced Standing Examination is requested:

Subject _____ Course Number _____ Course Title _____

Term in which exam is to be written _____

Purpose of request _____

Prior preparation for examination _____

My signature indicates that I have read and agree to abide by the regulations on the advanced standing examination.

Student signature _____ Date _____

REQUIRED APPROVALS

Department Chair _____ Date _____

Instructor preparing examination _____ Date _____

Dean of Curriculum and Student Success _____ Date _____

RETURN COMPLETED FORM TO OFFICE OF THE REGISTRAR