ADVANCED STANDING PROCEDURES

Student’s Responsibilities:

- Advanced Standing may not be attempted if you are enrolled in the course.
- Print out attached form and fill out the top portion.
- **Note:** If Advanced Standing is being requested based on Work Experience, page 3 must be completed.
- Bring form to the division you are requesting Advanced Standing from.
  - Go to **www.fvtc.edu/staffdirectory** to find division contact information.
- Complete the Advanced Standing process per division’s instruction.
- **Note:** If you do not successfully pass the Advanced Standing attempt, no refund is given. You are only allowed to attempt Advanced Standing one time per course.
- Pay the fee once Advanced Standing Staff notifies you the charge is on your account.
- **Note:** Advanced Standing credits are not posted on your student record until payment has been made. Payments may be made through your MyFVTC account at any time with an eCheck (free service) or Credit Card (Visa is not accepted and a 2.75% fee is added). Cash and checks are accepted at most of our locations.

  ***Advanced Standing credits do **NOT** count towards credits for financial aid***

Division’s Responsibilities:

- Work with Student seeking Advanced Standing for course(s).
- When testing is complete, fill out the Results Section stating the Student either Passed or Failed Advanced Standing attempt AND print name of staff approving results.
- Send the completed form **via interoffice mail to Enrollment Services or scan and email to registrar@fvtc.edu** for processing and advise the Student the appropriate charges will be posted on their account.

  ***AS forms will **NOT** be processed unless they come directly from the instructor***

Advanced Standing Staff’s Responsibilities:

- Post charge to student’s record.
  - Student Financials> Charges and Payments> Post Student Transactions
- Email the student when the fee has been posted.
- Once the fee has been paid, post the Advanced Standing on the student’s record (if the student passes and AS is earned) and image the form.
- Email student.

If you have any questions please email registrar@fvtc.edu or call (920) 735-4720
**Advanced Standing Form**

Student ID: ___________________________ Date: ________________

Student Name: _________________________ Birthdate: ________________

First | Last

Student Phone Number: _______________________

*Advanced Standing tests may not be retaken*

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<thead>
<tr>
<th>8 Digit Catalog Number</th>
<th>Title</th>
<th>Credits</th>
<th>Fee ($26/credit non-refundable)</th>
<th>Test Date</th>
<th>Results Passed/Failed</th>
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**If Advanced Standing is being requested based on Work Experience, page 3 must be completed**

Comments (if applicable):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Instructor’s Signature ___________________________ Print Name ___________________________ Date ________________

***AS forms will NOT be processed unless they come directly from the instructor***

For Office Use Only:

Initial and date: ___________________________ AS form received: interoffice, email or brought in to ES by: ___________________________

Work Experience Included (pg. 3) ___________________________ Instructor’s name

 Fee posted on student’s account ___________________________

Student paid fee ___________________________

AS posted on student’s record (if awarded) ___________________________

Student notified: email or phone ___________________________

Imaged ___________________________
Advanced Standing Form Work Experience

Student ID: ___________________________ Date: ________________

To obtain Advanced Standing for work experience, the following must be submitted along with any additional division requirements:

- Brief paragraph explaining how you have met the competencies through work experience for each course listed.
- Proof of competencies, i.e. samples of work, portfolio of work, performance appraisals, resume, certificates, detailed description documenting master of the competencies.
- Contact information for employer/supervisor of positions being used to obtain Advanced Standing for work experience. **FVTC will contact your employer to confirm accuracy of documentation you provide.**

Describe Work Experience: ____________________________________________________________

Employer/Supervisor Name (print name) | Phone Number | Email Address | Requested Course (8 digit catalog number)
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