

Advanced Standing Process

Important Advanced Standing Notes:

- Advanced Standing credits do not count towards credits for financial aid
- Advanced Standing may not be attempted if you are enrolled in the course
- If you do not successfully pass the Advanced Standing attempt, you are still responsible for the Advanced Standing fee
- You are only allowed to attempt Advanced Standing one time per course; tests may not be retaken

Student's Responsibilities:

- Print out attached form and fill out the top portion
- Bring form to the division you are requesting Advanced Standing from
 - Go to www.fvtc.edu/staffdirectory to find division contact information
- If Advanced Standing is based on Work Experience, page 3 must be completed
- Complete the Advanced Standing process per division's instructions
- Pay the \$26 per credit fee once Advanced Standing Staff notifies you the charge is on your account
 - Advanced Standing credits are not posted on your student record until payment has been processed
 - Payments may be made through your MyFVTC account with an eCheck (free service) or Credit Card (2.75% fee is added). Cash and checks are accepted at our locations.

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
- Advanced Standing forms will NOT be processed unless they come directly from the instructor

Advanced Standing Staff's Responsibilities:

- Post fee to student's account
- Email the student when the fee has been posted
- Once the fee has been paid, post the Advanced Standing credits on the student's record (if the student passed and Advanced Standing is earned) and image the form
- Email student once the process is complete

Please contact Enrollment Services if you have any questions via email registrar@fvtc.edu or call (920) 735-5645.

Advanced Standing Form

Student Name: _____	Student ID #: _____
Phone Number: _____	Last 4-digits of SSN: _____
Date of Birth: _____	

Please complete page 3 if Advanced Standing is being requested based on Work Experience

8-Digit Catalog Number	Course Title	Credits	Fee (\$26/credit non-refundable)	Test Date	Results: Passed/Failed

Comments: _____

Instructor's Signature

Print Instructor's Name

Date

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

Office Use Only:

Initial and date:

_____ AS form received: interoffice, email or brought in to ES by: _____

_____ Work Experience included (pg. 3)

_____ Fee posted on student's account

_____ Student paid fee

_____ AS posted on student's record (if awarded)

_____ Student notified: Email Phone

_____ Imaged

Advanced Standing Based on Work Experience

Student Name: _____ Student ID #: _____

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:

Provide the Following Information:			
Employer/Supervisor Name (print name)	Phone Number	Email Address	Requested Course (8 digit catalog number)