

Complete, print, sign and submit the form by one of the following methods: Fax (470) 578-9097; mail: Office of the Registrar, 585 Cobb Avenue, MD 0116, ATTN: Advanced Standing Processing, Kennesaw, GA 30144-5591; scan and email form to registrar@kennesaw.edu; or bring the form to: **Kennesaw Campus** - GATES (a division of the Office of the Registrar) or **Marietta Campus** - Building B, M-F, 8 am to 5 pm.

**APPLICATION FOR ADVANCED STANDING EXAMINATION
KENNESAW STATE UNIVERSITY**

NAME _____ KSU ID # _____
_____ Marietta Campus
Email Address _____ @ students.kennesaw.edu Phone Number _____
_____ Kennesaw Campus
Course Title (eg., Fitness for Living) _____
Course Name and Number (eg. HPS 1000) _____ Credit Hours _____

Description of Qualifications in this area _____

INSTRUCTIONS

STUDENTS WHO WISH TO TAKE AN ADVANCED STANDING EXAMINATION SHOULD FOLLOW THESE STEPS:

1. Meet with the Department Chair for the course in which testing is desired. The Department Chair will evaluate your qualifications to take an Advanced Standing examination.
2. Take the signed application (by the Department Chair) to the Office of the Registrar for an official review of your eligibility to take an Advanced Standing examination - you will leave the form in the Registrar's Office. You will be contacted once a decision is reached. **If approved, a non-refundable fee will be applied to your student account.**
3. Go to the Bursar's Office and pay the appropriate fee.
4. Return the form to the Department Chair and make arrangements for testing. The Department Chair will report your examination grade to the Registrar and you will receive official notification from that office.

Approval is granted for the above named student to take an examination for advanced standing in the course cited above.

Department Chair Signature _____ DATE _____

The above named student is eligible to receive credit for the course shown above by passing an approved examination for Advanced Standing.

Registrar's Office Signature _____ DATE _____

The student named above has paid the required non- refundable fee for an Advanced Standing examination.

Bursar's Office Signature _____ DATE _____

REPORT TO THE REGISTRAR: The student above has taken the Advanced Standing exam for the course listed above.

The examination grade is _____ Satisfactory _____ Unsatisfactory _____

Department Chair Signature _____ DATE _____

POLICIES

1. Credit by CLEP, AP, Institutional Advanced Standing examination or other examinations may not impinge on Major Residency requirements.
2. Authorization **will not** be given for a course under any of the following circumstances.
 - A. If the course has been previously audited.
 - B. If the course has been previously scheduled and failed.
 - C. If the course has been previously scheduled, but the student has withdrawn after two calendar weeks from the day the semester begins.
 - D. If the student is currently enrolled in the course.
 - E. If the course is an introduction to a course for which the student is currently enrolled. (This provision does not apply to skill courses such as Physical Education or Music, for example).
3. Credit earned by the Institutional Advanced Standing examination may neither be used to satisfy Residency requirements nor used to satisfy more than one-half of the major field or minor field requirements in a program of study.
4. **In general**, a passing grade for an Institutional Advanced Standing examination is a grade of 75% or higher for a lower division course and a grade of 80% or higher for an upper division course. **However**, an academic department may create a higher standard for passage.
5. A **non-refundable** fee will be assessed for each Institutional Advanced Standing examination attempted; no course may be attempted more than once.
6. A student must be admitted to Kennesaw State University at the time of the application for Advanced Standing examination and must be enrolled in the university to receive credit for a course by Advanced Standing examination.
7. If a student transfers to another university, it is the decision of that institution as to whether or not the examination credit will transfer.