

ADVANCED STANDING

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing. Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University.

Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an Advanced Standing: Credit/Exemption Form and submit it to the SCS Student Services and Support office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).
Note: Summary course description(s) are **not** acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the SCS Student Services and Support office.
5. If required, students are responsible for submitting any additional supporting documentation to the SCS Student Services and Support office.

The application for Advanced Standing Request form can be found on the Recognition of Prior Learning site. It is also available at the SCS Student Services and Support office.

Exemption by Examination for Students of the School of Continuing Studies

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;
- or
- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain relevant information from the Recognition of Prior Learning site. Students interested in the Exemption by Examination test

should contact the SCS Student Services and Support office for further details.

Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.