



# Advanced Standing/Advanced Substitutes Request for Portland Campus Students

## DEFINITIONS, POLICIES & PROCEDURES

1. Advanced Standing refers to waiving (exempting) a student from a required course. Advanced Substitutes refers to substituting an elective in place of a required course. Advanced Standing is offered for incoming students whose prior education (formal or informal) covered required courses at Western Seminary.
2. In order to be waived from a course or granted a substitution, a student must demonstrate current competency of course content, most typically by examination. The student must possess at least 80% or higher working knowledge of the course material in order to be waived from the course.
3. Advanced Standing is only permitted prior to or concurrent with the first semester of credit enrollment at Western Seminary. This applies to both non-degree and degree program students. Should a student request a degree change in the future, whether moving from one degree program to another or from non-degree to degree program status, Advanced Substitutes will be the only option available after the first semester of enrollment at Western Seminary. We highly recommend that non-degree students who might possibly apply for a degree program at a future date also consider pursuing Advanced Standing during the first semester of enrollment.
4. An upper limit of 1/6 of degree requirements may be waived by Advanced Standing: up to 15 credits for M.Div., 10 for M.A. in Counseling, 10 for M.A. in Specialized Ministry, and 30 for M.A. (Biblical and Theological Studies). To learn more about Advanced Standing requirements and options, please feel free to contact Dr. Gerry Breshears at [gbreshears@westernseminary.edu](mailto:gbreshears@westernseminary.edu).
5. The student must pay a \$25 per course examination fee prior to completing any examination. Students taking 4 or more examinations may request that the Business Office charge no more than \$100 total.
6. Additional information may be found in the current catalog or by consulting the Registrar's Office.

Full Name \_\_\_\_\_ Student ID \_\_\_\_\_  
First Middle Last

Course ID \_\_\_\_\_ Course Title \_\_\_\_\_

**STEP ONE:** Pay the \$25 examination fee to our Business Office. Please note, this step must be completed prior to taking any examination.

Business Office Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP TWO:** Meet with Dr. Gerry Breshears. Professor \_\_\_\_\_ has been assigned to administer the examination.

Dr. Breshears' Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP THREE:** Meet with the examining instructor. This student has **PASSED/FAILED** (circle one) the examination.

Examining Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**PORTLAND CAMPUS**  
 Attn: Dr. Gerry Breshears  
 5511 SE Hawthorne Blvd.  
 Portland, OR 97215  
 (503) 517-1859 fax

## OFFICE USE ONLY

The student has been notified of the examination outcome, and appropriate notation has been made in the student's record.

Registrar \_\_\_\_\_ Date \_\_\_\_\_

Assistant Registrar \_\_\_\_\_ Date \_\_\_\_\_