

**NORTHEASTERN OKLAHOMA A&M COLLEGE
APPLICATION FOR ADVANCED STANDING CREDIT BY DEPARTMENTAL EXAM**

TO BE COMPLETED BY APPLICANT:

Name: _____
Last First Middle

Mailing Address: _____
Street or P.O. Box City State Zip

Phone Number: _____ Email: _____

Course Prefix, Number, Name: _____

Signature: _____ Date: _____

APPROVAL TO TAKE THE ADVANCED STANDING EXAM:

Department Chair's Signature: _____

REQUIRED FEE (to be paid at Business Office):

Number of Credit Hours: _____ X \$5.00 per credit hour = Total Fee _____

TO BE COMPLETED BY PERSON ADMINISTERING EXAM:

Verify Fee Paid: _____ Date and Time Exam Administered: _____

Printed Name: _____ Signature: _____

TO BE COMPLETED BY PERSON GRADING EXAM:

Exam Score: _____ Required Score: _____

Credit Granted: _____ Yes _____ No

Printed Name: _____

Signature: _____ Date: _____

Person grading the exam will submit completed form to the Registrar's Office for processing.

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ADVANCED STANDING CREDIT BY DEPARTMENTAL EXAM

Policy:

An academic department can administer an advanced standing exam as determined appropriate. The department chair must give approval for any advanced standing examination in program courses within his or her department.

To receive credit for advanced standing, the student must:

- Be enrolled or be eligible to re-enroll at NEO College.
- Make payment in advance of the assigned fees. No refund will be given once the advanced standing examination has been administered. The advanced standing fee for departmentally prepared examination is \$5.00 per credit hour.
- Pass the advanced standing examination as determined by the department chair approving the advanced standing credit.
- Successfully complete 12 or more credit hours at NEO College before advanced standing credit will be posted to the transcript. Advanced standing credit will be posted with a grade of "P".

Procedure:

1. Student contacts the department chair to determine if he or she can take an advanced standing exam for a specific course or courses.
2. The student completes the first section of the Application for Advanced Standing Credit by Departmental Exam, available on the NEO website under Frequently Used Forms.
3. The student submits the Application to the appropriate department chair for approval.
4. The department chair sends the signed Application and examination to the Center for Academic Success and Advisement .
5. The student pays the fee (\$5.00 per credit hour) to the NEO Business Office.
6. The student makes an appointment in the Center for Academic Success and Advisement to take the exam.*
7. The student presents the receipt for the advanced standing fee and the NEO Student ID or driver's license.
8. The proctor returns the Application form and examination to the department chair for grading.
9. The department chair assigns the final grade and submits the completed application to the Registrar's office for transcription.

*Departments may choose to administer the exam. Students at a distance may make arrangements for a proctor approved by the Vice President for Academic Affairs.