



Reference No.	ITP 130F
Effective Date	August 29, 2007

ADVANCED STANDING

A student must be admitted to advanced standing in order to register for Industrial Technology courses at the 200 level or above. Completion of the advanced standing prerequisites is intended to predict success based on academic and technical aptitudes as shown by performance in representative areas of the BSIT curriculum.

Prerequisites for Advanced Standing

To be eligible for advanced standing, a student must have completed or be currently enrolled in the courses as listed below with a **cumulative GPA of 2.5**, calculated using the highest grade in categories 1 – 4 and all grades for courses in category 5.

Area	Courses
1. Communication (<i>one course</i>)	ENG 151 or 152 or 153 or COMS 103
2. Quantitative (<i>one course</i>)	MATH 163A or 263A or 250
3. Physical Science (<i>one course</i>)	CHEM 121 or 150 or 151 or PHYS 201 or 251
4. Business (<i>one course</i>)	ACCT 101 or MGT 202 or BUSL 255
5. Industrial Technology (<i>four courses</i>)	IT 100 and 101 and 111 and 112

Admission to Advanced Standing

A student will be admitted to advanced standing upon completion of the prerequisites. Advanced Standing status will be shown on the student’s DARS report and will allow the student to register for all IT courses at the 200 level and above.

Students may pre-register for courses requiring advanced standing while currently enrolled in any prerequisite courses **if they have been "Conditionally Approved"**. To receive "Conditional Approval" the student must: complete the Application for Advanced Standing, have a calculated Advanced Standing GPA above 2.5 for the courses completed and be registered for those courses yet needed to complete the Advanced Standing required course list. Following the grading cycle, those students with "Conditional Approval" will have their DARS reviewed. If courses required for Advanced Standing were not successfully completed or the Advanced Standing GPA is below 2.5, Advanced Standing will be removed from the students record and all courses requiring Advanced Standing will be dropped from the students schedule.

Procedure

1. During the quarter when all Advanced Standing required courses will be completed, the student will complete the Application for Advanced Standing and submit it for review in the IT office.
2. Secretary will run a DARS for the student and attach it to the Application.
3. Chairman will review each application and DARS for accuracy and problems and Accept/Deny the application. The application may be Conditionally Accepted (see above explanation).
4. If student’s application is accepted, secretary will enter ADV STD on the students record.
5. Whether accepted or denied, the Secretary will notify students by email of their status.
6. Student will be able to register for classes using TRIPS during regular registration periods.
7. Conditional students records will be reviewed as indicated above.
8. Secretary will inform the Registrar of any applicant who has failed to meet the requirements.
9. The Registrar will notify any such students that they have been dropped from any class that has ADV STD as a pre-requisite.



APPLICATION FOR ADVANCED STANDING

Name _____ Email Address _____

PID _____ Overall GPA _____ Date _____

Calculate your GPA using the **highest** grade in categories 1 – 4 and **ALL** grades for category 5.

Course	Quarter	Grade	Hours	Value*	Points
1. Communication					
2. Quantative					
3. Physical Science					
4. Management					
5. Industrial Technology					
IT 100					
IT 101					
IT 111					
IT 112					
Totals					
ADVANCED STANDING GPA (total points/ total hours) =					

*Grade Values	
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
FN	0.00
FS	0.00
CR	0.00

Tell us about your commitment to your education. Do your previous grades accurately reflect your student work ethic? What is your history regarding class attendance, quality of your class work, homework, etc.?

Return this completed form to the IT office, 125 Stocker prior to the start of advising week.

Reviewed by _____ Date _____ Admit Deny