



## Application for Advanced Standing Credit In a Doctoral Program

Please complete form, obtain signatures, and email to Michele Braun-Heurung, Doctoral Center Facilitator - Center of Doctoral Studies at: [mbraunheurung@stcloudstate.edu](mailto:mbraunheurung@stcloudstate.edu).

Student Name (Last, First, Middle)

Student Tech ID Number

HuskyNet Email Address

Phone Number

Doctoral Program

Doctoral Study Start Date at SCSU

### Previously completed course(s) for which advanced standing is requested

Dept. and Course No.	Name of Course Transferred	College or University	Sem/Qtr Hours	Grade Earned	Date Taken	Applies as SCSU Course

Note: Courses completed on a quarter-hour basis convert at two-thirds to semester hours and only full semester hour units may be applied to graduate programs at St. Cloud State University.

Graduate Advisor (Signature)

Graduate Advisor Name (Print)

Date

School of Graduate Studies (Signature)

School of Graduate Studies Name (Print)

Date

FOR OFFICE USE ONLY: Student Notified

## Advanced Standing Instructions

1. This form is used to apply for advanced standing credits. Acceptance of credits for advanced standing reduces the overall credit requirements and reduces elective credits required.
2. Requests to transfer a course to replace an existing doctoral course are completed on the Program of Study form. Please submit the Advanced Standing Credit form with your Program of Study form. A Petition along with course justification should be submitted for courses over 10 years old.
3. An official transcript for credits requested for advanced standing must be submitted if not already on file with the School of Graduate Studies.
4. Please work with your advisor to determine appropriate coursework for Advanced Standing.
5. Obtain all required signatures.
6. Submit the completed, signed form to Michele Braun-Heurung, Doctoral Center Facilitator - Center of Doctoral Studies at: [mbraunheurung@stcloudstate.edu](mailto:mbraunheurung@stcloudstate.edu).
7. Allow 7 to 10 business days for review of your request and adjustments to your degree audit. Notice of approval will be sent to your HuskyNet email address.
8. Request for clarification or additional information will be sent to your HuskyNet email address.

## Pilot Policy: Doctoral Advanced Standing Policy

Students admitted to a doctoral program with completed graduate courses from a regionally accredited institution may apply for advanced standing following admission to the graduate program. Doctoral programs may award a maximum of 27 credits of advanced standing. At least 45 credits of a student's doctoral program must be completed at St. Cloud State University. Up to twelve of the St. Cloud State University credits may be credits associated with the dissertation. Individual doctoral programs may have different credit limits as the School of Graduate Studies provides a baseline credit limit. Courses accepted as advanced standing do not affect the St. Cloud State University graduate grade point average (GPA). Students should consult the appropriate departmental web pages to determine the doctoral program's additional policies concerning advanced standing.

## Pilot Process

- Following admission to a doctoral program, program faculty will review applicants for advanced standing.
- The advanced standing form must be completed in the first term of enrollment and submitted to the School of Graduate Studies for review and approval.
- Programs must clearly state the number of credits from another institution(s) allowed toward advanced standing – maximum credited with advanced standing is 27 graduate credits. Individual doctoral programs may have different credit limits.
- GPA of credits accepted toward advanced standing, 3.00 or better.
- Credits over 10 years old at the start of the graduate program may only be used for advanced standing with evidence of currency in the subject matter. Please see individual program criteria.

### Return Form to:

Michele Braun-Heurung  
Doctoral Center Facilitator Center of Doctoral Studies  
Email: [mbraunheurung@stcloudstate.edu](mailto:mbraunheurung@stcloudstate.edu)  
Phone: 320-308-4220