



REQUEST FOR ADVANCED STANDING

It is recommended that students contact Financial Aid & Awards before initiating any changes, if applicable, via rrufinancialaid@royalroads.ca. A change in course schedule, withdrawal, or interruption of studies during a period of funding (e.g., student loans, grants, awards, bursaries) may affect current and future eligibility for assistance.

Instructions: Complete this form if you are requesting to be exempt from courses due to: prior completion of a comparable for-credit course, prior completion of a comparable non-credit course, or prior learning assessment. Please send the completed form to the program area for approval. Once approved, the program area will forward the form to the Registrar's Office.

Note: *Advanced Standing is subject to the approval of the Dean and Registrar. Credit is not granted for Advanced Standing and exempted courses are not shown on a RRU transcript. Students are responsible for ensuring they meet the minimum credit requirements for the completion of certificate, diploma and degree programs. If the exemption results in too few credits to meet the graduation requirement, substitutions (other courses or directed studies) must be taken to meet the minimum requirements of the program. Students who are approved for advanced standing are assessed an administrative fee in accordance with the University's approved ancillary fees <http://www.royalroads.ca/prospective-students/ancillary-fees>.*

First Name	Last Name
Student Number	Program Name

RRU Course Number & Course Title	Credit Value

<input type="checkbox"/> Prior completion of a comparable for-credit course (official transcript must be attached)
<input type="checkbox"/> Prior completion of a comparable non-credit course (course information must be attached)
<input type="checkbox"/> Prior learning assessment (assessment notes must be attached)

Comments:

Student Signature: _____

Date: _____

Note: Signature required if this form is not sent from your email address currently on file at RRU.

PLEASE EMAIL THE COMPLETED FORM TO YOUR PROGRAM AREA

Faculty of Social and Applied Sciences

Office of Interdisciplinary Studies: RRU-FSAS-OIS-Admin@royalroads.ca
 School of Communication & Culture: RRU-SCC-Admin@royalroads.ca
 School of Education and Technology: SET.Admin@royalroads.ca
 School of Environment & Sustainability: RRU-SES@royalroads.ca
 School of Leadership Studies: leadership-admin@royalroads.ca
 Leadership Health: leadership.health@royalroads.ca
 School of Humanitarian Studies: RRU-SHS@royalroads.ca
 International Study Centre: iscadmissions@royalroads.ca

Faculty of Management

Bachelor of Commerce: RRU-FOM-BCOM-Team@royalroads.ca
 Bachelor of Business Administration: RRU-FOM-BBA-Team@royalroads.ca
 Master of Business Administration: RRU-FOM-MBA-Team@royalroads.ca
 Master of Global Management: RRU-FOM-MGM-Team@royalroads.ca
 School of Tourism & Hospitality Management: RRU-FTHM-STHM@royalroads.ca
 Graduate Certificate Programs: rru-fom-ccwi@royalroads.ca

Approval – (Dean/Designate): _____

Date: _____

Approval – (Registrar): _____

Date: _____