ADVANCED STANDING EXAMINATONS (ASE) FOR UNDERGRDUATE COURSES [THIS VERSION IS SOLELY FOR STUDENTS TAKING ALL THEIR LU COURSES ONLINE]

Advanced Standing Examinations for undergraduate courses are intended only for those students who have learned the equivalent, in formal or informal training, of the academic content being presented in the undergraduate course in question. To secure approval for such an examination, a student must obtain the written permission of the department chair and dean of the college in which the course is taught prior to the end of late registration in any long semester or the summer term. A fee of \$50 per semester credit hour – which may be changed without notice upon request by the chair and approval of the dean and provost – must be paid in advance of the examination to the Cashier's Office (by check to P.O. Box 10183, Beaumont 77710, 409-880-8390, cashiering@lamar.edu). The ASE Request Form is posted on the Academic Affairs website (http://facultystaff.lamar.edu/academic-affairs/forms/index.html). Advanced Standing Examinations will not be approved for skill courses or graduate courses, and each college and/or department will maintain and post on its website a list of the courses (if any) approved for completion through Advanced Standing Examinations. A student may not use the university's Grade Replacement Policy and an Advanced Standing Examination to improve a course grade. The grade a student earns on an Advanced Standing Examination is awarded for the course (A-F), and will appear on the academic transcript with a notation indicating credit by Advanced Standing Examination. Credit earned through Advanced Standing Examination is equivalent to credit earned by taking the course, and may be used to satisfy bachelor's degree requirements as defined in the catalog under "Degree Requirements."

The process for gaining approval to take an Advanced Standing Examination in a particular undergraduate course and for completing the examination and receiving a grade is as follows.

- 1) The student schedules a meeting via telephone or e-mail with the chair of the department in which the course is offered to request credit by Advanced Standing Examination. The meeting may be conducted via telephone, video conferencing, or e-mail.
- The chair informs the student of the existence of CLEP examinations, if appropriate, and the difference between these and the ASE.
- 4) The student must convince the chair that he/she has the potential to complete successfully an ASE, based upon prior study/learning, whether formal or informal (documented, if possible). If that is the case, the student provides, via e-mail or fax, the Advanced Standing Examination Request Form with the first four lines completed. The chair signs the ASE tentative approval line in the top portion of the request form, ensures that the information appearing above his/her signature is complete and accurate, and e-mails or faxes it to the student.
- 5) The chair then seeks a faculty member who is willing to: (a) meet no more than twice via telephone, video conferencing, or e-mail with the student to discuss the specific content which the ASE will cover as well as inform the student of the textbook(s) currently used in the course; (b) develop a comprehensive final examination for the course (i.e., the ASE); (c) administer, monitor, and grade the examination; and (d) submit the appropriate course grade (A-F) to the Office of the Registrar in 109 Wimberly Building.
- 6) In the event that the chair finds a faculty member willing to do the above, the chair signs the final approval line of the second section of the ASE Request Form, and ensures that the information appearing above the faculty member's signature line is complete and accurate. The chair obtains the signature of the faculty member and the dean, and then sends the form via fax or e-mail to the student, informing him/her that the ASE has been approved and the fee should be paid.
- 7) The student then contacts Cashiering, pays the fee, and obtains a receipt via either fax or e-mail. (See the information relative to contacting Cashiering in the introductory section above.)
- 8) The student meets electronically or by phone with the faculty member after providing him/her with the form and receipt indicating that the fee has been paid, which is the impetus for the creation of the ASE by the faculty member and the establishment of a date and time for the administration of the ASE.
- 9) The faculty member administers, monitors, and grades the ASE, submits the grade via memorandum to the Records Office, and informs the student (in writing) of the grade awarded. (Note: If the exam is proctored remotely, the student will have to have to pay an additional fee, determined by the length of the examination, directly to ProctorU. The faculty member will provide the student with instructions as to how to do this.)
- 10) This concludes the process, though the grade can be appealed through the normal Grade Appeal Process.

ADVANCED STANDING EXAMINATION (ASE) REQUEST FORM FOR ONLINE STUDENTS (PLEASE PRINT ALL INFORMATION)

NAME:		STUDENT ID#: <u>L</u>
E-MAIL ADDRESS:		LOCAL PHONE:
COURSE PREFIX:	COURSE NUMBE	R:
COURSE TITLE:		
DEPARTMENT CHAIR*: _		
TENTATIVE APPROVAL T	O TAKE ASE INDICATE	D ABOVE: [] YES [] NO
		EXAM FEE:
FACULTY MEMBERWHO	WILL ADMINISTER ASE	E INDICATED ABOVE:
NAME:	OFFICE LOC	ATION:
E-MAIL:	PHONE:	FAX:
FINAL APPROVAL TO TAK	KE ASE INDICATED ABO	OVE:*CHAIR'S SIGNATURE/DATE
	SIGNATURE/DATE	DATE OF MEETING:
APPROVAL OF DEAN:	SIGNATURE/DA	
Chair completes this informat member and the dean, and fax the Cashier's Office and pays faculty member in order to scl payment and obtaining a recei	ion, signs above, retains a case/e-mails a copy to the stuthe fee (\$50/credit hour), othedule the ASE examination ipt.) The student schedules	in which the course is offered. copy, obtains the signature of the faculty ident. Student provides a copy to a Teller in btains a receipt, and faxes/e-mails it to the n. (See instructions for information about a meeting with the faculty member to take the exam content, textbook, and exam date.
DATE/TIME/LOCATION O	F ASE :	Faculty Initials:
Note: When ASE is schedule to Dean, Chair, and Student.	d above and initialed, facul	ty member retains this form and sends copies

[Approved: 10/9/12; Revised: 11/3/14]