

**ADVANCED STANDING EXAMINATIONS (ASE) FOR UNDERGRADUATE 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-17(a)-8(nd)-12(

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

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ LOCAL PHONE: \_\_\_\_\_

COURSE PREFIX: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

DEPARTMENT CHAIR\*: \_\_\_\_\_

TENTATIVE APPROVAL TO TAKE ASE INDICATED ABOVE: [ ] YES [ ] NO

CHAIR'S SIGNATURE/DATE: \_\_\_\_\_

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COLLEGE: \_\_\_\_\_ EXAM FEE: \_\_\_\_\_

FACULTY MEMBER WHO WILL ADMINISTER ASE INDICATED ABOVE:

NAME: \_\_\_\_\_ OFFICE LOCATION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FINAL APPROVAL TO TAKE ASE INDICATED ABOVE: \_\_\_\_\_

\*CHAIR'S SIGNATURE/DATE

FACULTY MEMBER: \_\_\_\_\_ DATE OF MEETING: \_\_\_\_\_

SIGNATURE/DATE

APPROVAL OF DEAN: \_\_\_\_\_

SIGNATURE/DATE

Note: \*The "chair" refers to the chair of the department in which the course is offered. Chair completes this information, signs above, retains a copy, obtains the signature of the faculty member and the dean, and faxes/e-mails a copy to the student. Student provides a copy to a Teller in the Cashier's Office and pays fee (\$50/credit hour), obtains a receipt, and faxes/e-