



**REQUEST TO TAKE
ADVANCED STANDING / PROFICIENCY / CREDIT EXAM**

NAME _____ LSUID # _____

CLASSIFICATION _____

COLLEGE YEAR CURRICULUM

The student listed above is requesting to take an advanced standing examination in the following:

Course Dept	Course Number

Test to be administered in the Department Office of Testing and Evaluation Services

Departmental Signature _____ Date _____

Dean's Signature _____ Date _____

INSTRUCTIONS FOR DEAN'S OFFICE:

- 1 Students are not permitted to schedule proficiency examinations in courses in which they have earned unsatisfactory grades.
- 2 List each course for which credit is to be earned.
- 3 Line out any unused blocks
- 4 Review with the student the instructions listed below.
- 5 **This form is valid until the expiration of the current semester or summer term.**

INSTRUCTIONS FOR STUDENTS:

- 1 Obtain the approved signature from the department offering the course.
- 2 Obtain approval signature from the dean's office.
- 3 Email form to the Office of the University Registrar, regservices@lsu.edu, to be assessed the appropriate fee.
- 4 Pay your fee through your myLSU account, or contact Office of Bursar Operations, bursar@lsu.edu
- 5 Contact the Office of Testing and Evaluation Services, otes@lsu.edu
 Contact the Department to schedule the exam.