



ADVANCED STANDING EXAMINATION

OSU Advanced Standing Examinations may be offered by academic departments on campus in subject areas not available through CLEP (College Level Examination Program). Any currently enrolled student whose travel, employment, extensive readings or educational experience appear to have given the student proficiency in a subject that is offered at OSU, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

Academic Regulations for Advanced Standing Examination:

1. The student must be enrolled at Oklahoma State University.
2. The student must have not taken an Advanced Standing examination over the same course within the preceding six months.
3. The student must obtain approval of the department head and associate dean of the college in which the course is offered.
4. The student must present a valid student I.D. at the time of examination.
5. Credit earned by examination does not count toward the minimum of 30 hours that must be earned in residence. (See "7.2 Residence Requirements" in the "University Academic Regulations" section of the OSU Catalog.)
6. Credit by exam will be recorded with a neutral grade of "P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam.
7. Credit by exam will not be placed on a student's transcript until the student has earned 12 or more semester credit hours at OSU.
8. A native speaker of a foreign language (one whose high-school level instruction was conducted principally in that language) cannot earn credit toward graduation in lower division (1000-2000 level) courses in that language. (Students may contact the dean of their college for possible exceptions to this requirement.)

Instructions for Examination Process:

1. **Student:** Student completes information in the "Student" section on the back. In addition to biographical data, the student enters the requested course and provides information as to why they feel qualified for the exam.
2. **Department Head:** Student submits form to the Department Head in which the course is offered for review to determine whether student meets criteria.
3. **Associate Dean for Instruction:** If Department Head grants approval for examination, student then submits form to the Associate Dean for Instruction in the college where the course is offered for review and approval.
4. **Examiner:** After approval from Associate Dean, arrangements can be made for examination. Student must present valid student I.D. at time of examination. Student must earn the equivalent of a "C" or better to receive credit with a grade of "P" (Pass).
Return completed form to: Office of Undergraduate Admissions, 219 Student Union. (**Completed form must be submitted by the examiner.**)

NOTE: There is no fee for Advanced Standing Examinations.

Advanced Standing Examination forms may be obtained from the Office of Undergraduate Admissions, 219 Student Union. For questions or additional exam information please call 744-5358.

STUDENT:

Name (last, first, middle)

Student ID #

Street

City

State

Zip

Date of Birth

1st Semester at OSU

Academic College

I have read and understand the academic regulations listed above and hereby submit my application for an Advanced Standing Examination in the course listed below. In the space provided, I have explained why I feel that I possess proficiency in this course and should be granted the opportunity to demonstrate my knowledge by examination.

Course Prefix

Course Number

Course Title

Date

Student Signature

COLLEGE/DEPARTMENTAL APPROVAL:

I approve the student's request for an Advanced Standing Examination and hereby appoint the following instructor (s) to serve as the examining committee, with the first named as chairman:

_____ / _____ / _____

Briefly describe the exam that will be administered (e.g., oral exam, previous final exam, etc):

Date

Head of Department

Associate Dean for Instruction

EXAMINERS:

Course Prefix

Course Number

Credit Hours

Test Date

Course Title

Pass or Fail

Signature of Examiners

Campus Extension

ADMISSIONS CLEARANCE:

Date

Office of Admissions