

DEADLINE to take and turn in Credit Exam for _____ (Semester/Session) _____ (Year) is _____.



PLEASE TYPE OR PRINT CLEARLY

**APPLICATION FOR CREDIT EXAMINATION
Office of the Registrar**

Part 1

To: Division Dean – Student’s Major **Date:** _____

From: _____

Name of Student _____ **LOLA ID** _____

Division _____ **Major** _____ **Degree** _____

I request that I be permitted to take a credit examination in:

_____ **Course No.** _____ **Descriptive Title** _____ **Hrs. Credit** _____

This examination is based upon the following training, experience, and/or non-credit coursework:

_____ I am presently enrolled at Delgado.

My official academic record indicates that I have never registered for this course for credit in any college or university or I have never received Academic Amnesty after completing this course with a grade of “C” or higher. I understand that credit will be awarded only for an exam score of 75% or higher. I understand that credit examinations are to be administered in accordance with policies and dates as shown in the present college catalog.

Part 2

Student’s Signature **Approved:** Division Dean – Student’s Major

Request Approved. Please arrange for this examination to be administered at your earliest convenience:

Test to Be Given By: _____ (Name) _____
Approved: Division Dean – Course

Part 3

Fee Payment. Note - Fee of \$10 per credit hour must be paid before examination is taken.

Part 4

FEE PAID: _____
Cashier _____ Date _____

Report of Examination. (This represents an official grade report.)

Part 5

Course No. _____ **Descriptive Title** _____ **Hrs. Credit** _____
Date of Test: _____ Test Given By: _____ (Name)

Test Scored By: _____
Signature _____ Signature _____

Part 6

Grade (P or F): _____
Approved: Division Dean – Course

Approved: Registrar _____ **Date:** _____