

**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:** \_\_\_\_\_

<b>Name of Student</b> _____	<b>Stud. ID #</b> _____	
<b>Division</b> _____	<b>Major</b> _____	<b>Degree</b> _____

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

_____	_____	_____
<b>Course No.</b>	<b>Descriptive Title</b>	<b>Hrs. Credit</b>

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 no more than 3 of the last 15 hours applied to a degree/certificate may be earned through any non-traditional means. 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

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

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

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**Part 3**

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

**Part 4**

FEE PAID: \_\_\_\_\_

Cashier _____	Date _____
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**Report of Examination.** (This represents an official grade report.)

**Part 5**

_____	_____	_____
<b>Course No.</b>	<b>Descriptive Title</b>	<b>Hrs. Credit</b>

Date of Test: \_\_\_\_\_ Test Given By: \_\_\_\_\_ (Name)

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**Test Scored By:** \_\_\_\_\_

Signature _____	Signature _____
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**Part 6**

**Grade (P or F):** \_\_\_\_\_

\_\_\_\_\_  
Approved: Division Dean – Course

**Approved: Registrar** \_\_\_\_\_ **Date:** \_\_\_\_\_