

**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 \_\_\_\_\_

**Part 5**

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

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

**Part 6**

Test Scored By: \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_

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

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