



### SPECIAL EXAM PROCEDURE & FORM

Undergraduate students interested in taking a Special Exam must be enrolled in at least one credit hour and must register for the exam by completing the following steps:

1. Contact the Instructor or Department Head responsible for the course to get a special exam card. The Instructor or Department Head must approve the special exam by completing the information on the card and signing the card. (If there is not a Department Head, the Dean must complete the information.)
2. The student's advisor must sign the card to approve the special exam.
3. Next, take the completed card to the University Registrar's Office where you will be registered for the exam
4. A fee of \$100.00 \* for each special exam will be assessed to your account. The fee is non-refundable.

\*\*\*Fee is subject to change without notice\*\*\*

**NOTE: A STUDENT CANNOT REGISTER FOR A SPECIAL EXAM AND THE SAME REGULAR SEMESTER COURSE AT THE SAME TIME.**

DATE \_\_\_\_\_

I request to take a Special Exam during the \_\_\_\_\_ semester for the following course: \$100.00\* per course  
(Non-Refundable) \*Fee is subject to change without notice.

COURSE NAME & NUMBER

CREDIT HOURS

\_\_\_\_\_

\_\_\_\_\_

Please check the section that applies to the requested exam. Special exams are identified by the following sections:

(98Z) Natchitoches Campus       (88Z) Shreveport Campus       (78Z) England Air Park       (68Z) Ft. Polk Campus

Note: Students who received a grade of "I" are not eligible for the Honor, Dean's or President's lists.

I have not pursued, received, or earned a grade of (A, B, C, D, F, P, I, W, U, X, Z, WA, WB, WC, WD, WF, WP, WN WX, WZ, CR, AU) in the above course. I understand that if I pass the test, I will receive the grade of "S".

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Printed Name of Instructor

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature of Instructor responsible for the course

\_\_\_\_\_  
Campus Wide ID Number

\_\_\_\_\_  
Signature of Department Head responsible for the course  
(The department responsible for grading the course)