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.**

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, 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 Signature

________________________________________________________________________
Advisor’s Signature

________________________________________________________________________
Campus Wide ID Number

________________________________________________________________________
Signature of Instructor responsible for the course

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