FRONT OF SPECIAL EXAM CARD

SPECIAL EXAM AUTHORIZATION CARD

I request to take a Special Exam during the ______________________ semester for the following course:

$100.00* per course (Non-Refundable)

[SEE PROCEDURE ON REVERSE SIDE]

COURSE NAME & NUMBER CREDIT HOURS

____________________________________  __________

Note: Special exams are identified by the following sections:

(98Z)---Natchitoches Campus
(88Z)---Shreveport Campus
(78Z)---England Air Park
(68Z)---Ft. Polk Campus
(58Z)---CALL Students (Other)

* Fee is subject to change without notice

Note: Students who receive grades of U 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) in the above course. I understand that if I pass the test, I will receive the grade of “S”.

____________________________________  ______________________________________

STUDENT SIGNATURE ADVISOR SIGNATURE

____________________________________  ______________________________________

SOCIAL SECURITY NUMBER INSTRUCTOR OR DEPARTMENT HEAD
responsible for the course (who will grade the course)
Undergraduate students interested in taking a Special Exam must be enrolled in at least one credit hour and must register for the exam on or by the last day to register for classes during regular registration 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 no 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.