DEPARTMENTAL CREDIT EXAMINATION

Registrar
SOUTHEASTERN LOUISIANA UNIVERSITY

PROCEDURES:

A student may take a Departmental Credit Examination after obtaining prior approval from the Department Head of the student's program of study, the student's Academic Dean, and the Department Head administering the examination. The student must pay the fee of $25.00 per test prior to taking the examination. After securing the required signatures below, the student should return this form to the Department Head administering the examination along with receipt of payment.

Fee payment link: southeastern.nbsstore.net/testing-fees-3

The Department Head giving the examination records the results of the exam on this form (after administering and grading the exam. The Dean of the College that administered the exam signs and forwards this official form to the Office of the Registrar for grade posting. The department should retain a copy and provide the student a copy of the form.

NOTE: A student enrolled in a course in which a Departmental Credit Exam is successful should withdraw from the course immediately.

Student's Last Name _____ **First Name** _____ **Middle Initial** _____ **EMPLID (W#)** _____

Course Name _____ **Course Number** _____ **Credit Hours** _____

Student's Department Head _____ **Student's Academic Dean** _____

Department Head Administering Exam _____

RESULT OF CREDIT EXAMINATION:

Course Name _____ **Course Number** _____ **Credit Hours** _____ **Grade (P/F)** _____

Department Head Administering Exam _____ **Office of the Registrar** _____

Dean of College Administering Exams _____ **Date Received** _____

Revised 05/21/2024