REQUEST FOR MAKE-UP EXAMINATION

INSTRUCTIONS:
Complete a SEPARATE FORM for EACH make-up examination requested.
Submit this form to the appropriate department chairperson who will approve or deny your request and notify you accordingly.
Bring this form to the Bursar’s Office (S-330) and pay the fee.
Schedule of Fees: $25.00 for one examination $ 5.00 for each additional examination

PLEASE NOTE
All requests for make-up examinations must be submitted to the appropriate department immediately.
Incomplete (INC) grade assigned in the Fall or Winter semester which is still outstanding on March 15th will automatically be changed to a grade of “FIN”.
Incomplete (INC) grade assigned in the Spring or Summer semester which is still outstanding on November 1st will automatically be changed to a grade of “FIN”.

COURSE TO BE COMPLETED BY MAKE-UP EXAMINATION

COURSE CODE: ___________ SECTION: ________ SEMESTER:_________

DATE STUDENT IS TO REPORT FOR MAKE-UP EXAMINATION:___________

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STUDENT’S SIGNATURE DATE

APPROVED_______ DENIED ________
SIGNATURE OF CHAIRPERSON__________________

AMOUNT TO BE PAID TO BURSAR $___________ BURSAR’S SIGNATURE:____________________________

Print two copies
1. Department 2. Student copy