



## MAKE UP EXAM REQUEST FORM

Student Name		Academic Year	
Student ID		Semester	
Major		College	
E-mail Address		Personal Mobile No.	
<p>• Please fill out the following field appropriately.</p>			
Course Code & Number:		Course Title:	
Instructors' Name:		Original Exam Date/Time:	
Reason(s) for missing the exam:			
Use back side if needed"			
"attach all supporting documentation"			
Student's Signature:		Date:	
<b>Instructor's Recommendation</b>			
Student Attendance:	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
Student Interest in the Course:	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
Additional Comments:			
Instructor's Signature:		Date:	
<b>Approvals</b>			
Chair/Associate Chair Decision:	<input type="radio"/> Accept	<input type="radio"/> Reject	
Additional Comments:			
Signature:		Date:	
Dean of Enrollment & Registration Signature:		Date:	
Registration Officer:		Date:	

- To be used only by students who missed the final exam/work only.
- The student has to submit this form to the Registrar's Office within 2 days after the final exam.
- No make up exam is allowed unless there is a compelling medical or other such emergency certified in writing by a medical or other professional
- In the case of unexcused incomplete work, a grade of "F" is given for any missing work/exam, and the total course grade is computed accordingly.

**Notes to Students:**

- Students are responsible for reviewing, understanding and abiding by the university's regulations, procedures, requirements, and deadlines as described in official publications.
- It is the responsibility of the student to find out from his or her professor the specific dates by which requirements must be fulfilled. Beyond this period, a grade of I granted to the student reverts into a grade of F.
- Providing false information's on this form is grounds for failing the course.

**Note:**

- Please return the Form to the Registrar's Office & sign the log Make up Exam Request Form with the Registration staff.

Copies: Green - Registrar Office Copy  
 White - Student Copy  
 Yellow - College Dean/Dept. Chair