



Prince Mohammad Bin Fahd University

Office of the Registrar

Office of the Registrar Use Only
Autodate/time: _____
SN# _____

Make Up Exam Request Form

Student Name		Academic Year	
Student ID		Semester	
Major		College	
E-mail Address		Personal Mobile No.	

Please fill out the following field appropriately

Course Code		Course Title	
Course Number		Original Exam Date	
Instructor's Name		Original Exam Time	

Reason (s) for missing the exam	
<i>(please use back side if needed and attach all supporting documents)</i>	

Student Signature	Date
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Instructor's Recommendation

Student Attendance	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Student Engagement in the Course	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor

Additional Comments	
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Instructor's Signature	Date
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For Chair/Associate Chair Use Only

Accept
 Reject

Additional Comments	
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Name	Signature	Date

For Director of Enrollment/Registration Use Only

Name	Signature	Date

For Registrar Office Use Only

Processed by		
Name	Signature	Date

Instructions

1. To be used only by students who missed the final exam/work only
2. The student has to submit this form to the Office of the Registrar within 2 days after the final exam
3. No make up exam is allowed unless there is compelling medical or other such emergency certified in writing by a medical or other professional
4. In 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:

1. Students are responsible for reviewing, understanding and abiding by the university's regulations, procedures, requirements, and deadlines as described in official publications
Beyond this period, a grade of I granted to the student reverts into a grade F.
3. Providing false information's on this form is grounds for falling the course.
4. Please return the form to the Office of the Registrar & sign the log Make Up Exam Request with the Registrar's Staff.