## MAKE UP EXAM REQUEST FORM

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Semester</td>
</tr>
<tr>
<td>Major</td>
<td>College</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Personal Mobile No.</td>
</tr>
</tbody>
</table>

*Please fill out the following field appropriately.*

<table>
<thead>
<tr>
<th>Course Code &amp; Number:</th>
<th>Course Title:</th>
</tr>
</thead>
</table>

**Reason(s) for missing the exam:**

- Use back side if needed
- “attach all supporting documentation”

**Student’s Signature:**

**Date:**

**Instructor’s Recommendation**

<table>
<thead>
<tr>
<th>Student Attendance:</th>
<th>〇 Good 〇 Fair 〇 Poor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Interest in the Course:</th>
<th>〇 Good 〇 Fair 〇 Poor</th>
</tr>
</thead>
</table>

**Additional Comments:**

**Instructor’s Signature:**

**Date:**

**Approvals**

<table>
<thead>
<tr>
<th>Chair/Associate Chair Decision:</th>
<th>〇 Accept 〇 Reject</th>
</tr>
</thead>
</table>

**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 1 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