

## Make-Up Exam Petition Form

- Students must receive permission from the Academic Dean prior to any make-up exams.
- Documentation of unusual cases of serious illness or emergencies is required to petition a make-up exam.
- Some instructors do NOT permit make-up exams under any circumstance.
- A maximum of two such circumstances may be petitioned each year.
- All petitions must be documented and requested within 2 weeks of the original test date.
- \$100.00 make-up exam fee must be paid for each make-up exam upon Academic Office approval.
- Make-up exams are not given in the event that a student failed an exam or class as a result of an unauthorized absence on the day of the exam.

### To Be Completed by Student (print clearly)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Petition (please attach documentation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Name: \_\_\_\_\_ Type of Exam (mid-term/final): \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Date of Original Exam: \_\_\_\_\_

### FOR ADMINISTRATION USE ONLY

**Academics:**     Approved (\$100 fee will be charged)                       Denied (No fee)

Comments/ Make-up exam must be completed by this date: \_\_\_\_\_  
\_\_\_\_\_

Academic Dean's Signature: \_\_\_\_\_

**Front Desk:** \$100 fee paid on: \_\_\_\_\_ Front Desk Signature: \_\_\_\_\_

**Instructor:** Grade for make-up exam: \_\_\_\_\_ Final Grade for Course (if applicable) \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_