



Make-up Final Examination Application

Make-up final examination is only applicable to students who are required to take an examination in order to resolve a grade of incomplete (INC) and cannot otherwise be resolved with the faculty member. Make-up final examination is only available for the immediate preceding semester of the incomplete grade received. Faculty member signature is required. Along with this application, students must submit a non-refundable fee as follows:

1 exam -- \$25.00 2 exams -- \$30.00 3 or more exams -- \$35.00

Fees must be paid in cash, check, or money order. Credit card payments are not accepted. This application is not accepted without the appropriate fee. The deadline of the application varies by semester. Please check the academic calendar for deadline date.

Completed By Student

First Name: _____ Last Name: _____

Student ID: _____ - _____ - _____ Telephone: (_____) _____

Email Address: _____ Semester (read above): _____

Course (i.e. SOC 101)	Section (i.e. 07)	Instructor's Signature*	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*** INSTRUCTOR: Please submit a final make-up examination to the Office of Registrar within one week of your approval of this application.**

For Office Use Only

Student Notified: _____

Grade	Course	SIMS Entry	Grade	Course	SIMS Entry
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

For Office Use Only

Fall _____ Winter _____ Spring _____ Summer _____
 Rec'd By: _____ Date: _____