MAKE-UP EXAMINATION APPLICATION

- Please note: “IN” Grades from the previous semester must be completed within six weeks from the start of the following semester. “IN” grades cannot become a “WD”.

- The form must be approved by the Department Chairperson and the instructor of each “IN” course. Students are responsible for contacting the instructor in order to take the make-up examination and/or to complete the requirements of the “IN” course.

- In order for the application to be complete, the $25.00 fee must be paid in the Bursar’s Office.

- The form must be submitted to the department proctor giving the make-up exam.

- The DEPARTMENT of the “IN” course will notify the student as to the time and location of the make-up examination.

Semester:  ○ Fall  ○ Winter  ○ Spring  ○ Summer I  ○ Summer II  Year ___________
Student Name: ____________________________________________________________________
Student ID Number: ____________________________________________________________________
Student Signature: ____________________________________________________________________
CRN#: __________ Course: ___________________________ Section #: __________
Instructor Name: ____________________________________________________________________
Instructor Signature: ___________________________________________________ Date: ___ / ___ / ___
Department Chair Name: ____________________________________________________________________
Department Chair Signature: __________________________________________________ Date: ___ / ___ / ___

BURSAR’S OFFICE USE ONLY
Signature of Bursar Representative ____________________________ Date ___ / ___ / ___