Fashion Institute of Technology Office of the Registrar - Room C158

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** ○ **Winterim** ○ **Spring** ○ **Summer** ○ **Summerim** **Year** _____

Student Name: _____
Last *First* *MI*

Student ID Number: _____

CRN#: _____ **Course:** _____ **Section #:** _____

Instructor Name: _____

Department Chair Name: _____

Department Chair Signature: _____ **Date:** ____ /____ /____

BURSAR'S OFFICE USE ONLY FEE PAID _____
Signature Date

2/4/08