

3.7.3.2 Make-ups for Final Examinations

Make-up examinations may, upon petition to the SOS Committee, be granted in the case of unavoidable absence from a final examination in any course. A make-up also may be granted if a student is scheduled for three examinations in a calendar day. A petition to take one of these exams during the make-up period must be submitted to the registrar **Academic Life and Student Transitions Office** not later than one week following the publication of the examination schedule. Make-up examinations are scheduled by the registrar as follows:

- Fall semester and Winter term classes – Saturday morning prior to the start of Spring semester
- Spring semester classes – first Saturday morning of Summer Session I **and Saturday morning prior to the start of the Fall semester**
- Summer Session classes – Saturday morning prior to the start of the Fall semester

A petition to take one of these exams on the scheduled make-up day must be submitted no later than a week prior to the first day of final exams.

No fee is charged for a make-up examination when the original examination was missed through no fault of the student. If, however, the student misses the regular make-up examination as scheduled, a fee is assessed for any subsequent examination granted.

Rationale for revision: Requested revisions are to reflect the appropriate office to contact and include the additional make-up day after spring.