

APPLICATION FOR MAKE-UP EXAMINATION

\$25 Non-Refundable Fee Payable at the Bursar's Office

MAKE-UP EXAMINATION INSTRUCTIONS/REQUIREMENTS:

- Take this form to the Bursar's Office for payment and validation.
Please note the following:
- The fee for the first "make-up" examination is \$25.00.
- The cost for each additional "make-up" examination is \$5.00 (not exceeding \$15.00 during that semester).
- This fee applies ONLY to final examinations.
- If an "INC" grade was received, students MUST contact the instructor directly for grade to be resolved.
- Return this form to the Registrar's Office to be processed.

PART I: Contact Information

Student's Name: _____
Last First Middle Initial

Current Address: _____
Street Address Apartment#

City State Zip Code

CUNYfirst EMPL ID#: _____ National ID#: _____

Email Address: _____ Date of Birth: ____/____/____

Home Phone#: _____ Cell Phone#: _____

PART II: Course Information

ORIGINAL SEMESTER EXAM WAS TAKEN	COURSE DISCIPLINE	COURSE NUMBER	SECTION NUMBER	INSTRUCTOR'S NAME

The above statements are true and complete to the best of my knowledge.

Student's Signature: _____ Date: _____

PART III: To be stamped by the Bursar's Office

Bursar's Representative: _____ Date: _____

FOR OFFICIAL OFFICE USE ONLY – REGISTRAR'S OFFICE

Processed By: _____ Date: _____
Registrar Representative's Signature