

**SHORTER UNIVERSITY**

**315 Shorter Ave.**

**Rome, GA 30165**

**PERMISSION TO TAKE MAKE-UP EXAM**

Any student who needs to miss a final examination must obtain the permission of the instructor involved and the Dean of the appropriate College or School. If permission is granted the student must pay a fee in order to be given an earlier or later examination. This fee covers the extra time and work involved in making and giving a special examination.

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Student Name and ID Number	Semester		
Course Number	Course Name		
Date and Time for Make-up Exam (to be determined by instructor)			
Approved by Instructor	Date	Approved by Dean of College or School	Date
Business Office Signature for \$30.00 Fee Paid <i>Attach receipt</i>	Date		

1. Student receives permission from the instructor and appropriate Dean to take a make-up examination. {NOTE: If the professor is willing to allow the student to take a make-up exam, a detailed description of the extenuating circumstances justifying the student's request should be attached to this form. The appropriate dean will then grant permission only if he considers the student's appeal to have sufficient merit.}
2. Present form to the Business Office and pay \$30 Make-Up Exam Fee (*attach receipt*).
3. Present form signed by Business Office to instructor prior to taking make-up exam. [Note: Instructor will not administer exam without this form.]
4. Instructor returns form to office of the appropriate Dean after turning in final grade to Registrar. [Note: Instructor of record must administer exam to receive payment]
5. Dean will notify the Office of the Provost to authorize payment to instructor by Business Office.