

MAKE-UP EXAM REQUEST FORM

The policy for make-up exams allows a student to request a make-up exam under the circumstances outlined in the Examination Policies for the College of Law available at <http://law.gsu.edu/students/index.html>). Such cases must be approved by the College of Law Registrar. Please complete this form and return it to Tricia Rackliffe, Law Registrar, on the 3rd Floor. The response to your petition will be answered by e-mail. **MAKE-UP EXAM REQUESTS MUST BE RECEIVED BY THE REGISTRAR'S OFFICE NO LATER THAN TWO WEEKS PRIOR TO THE BEGINNING OF THE EXAM PERIOD.**

AND NO, YOU DON'T GET TO CHOOSE WHICH MAKE-UP DAY YOU ARE ASSIGNED. APPROVED MAKE-UP EXAMS WILL BE MOVED TO THE NEXT SCHEDULED MAKE-UP DAY.

NAME _____
PantherNumber _____

PHONE: H _____ W _____ E-mail _____

List all examinations for which you are currently scheduled:

Exam	Professor	Date	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR REQUEST _____

Signature of Student _____ Date _____

*****DO NOT WRITE BELOW THIS LINE*****

NOT APPROVED APPROVED (Schedule change listed below)

Associate Registrar _____ Date _____

YOUR APPROVED MAKE-UP EXAM SCHEDULE IS AS FOLLOWS:

Exam	New Exam Date	New Exam Time
_____	_____	_____
_____	_____	_____