

According to the Office of the Registrar, you have received an Incomplete (IN) grade. If the outstanding course work includes absence from the **final** examination, the course instructor will determine (1) if you are entitled to take a make-up **final** and (2) if the **final** examination will be administered by the College on **Sunday, October 3, 2004**. If the **final** examination is to be administered by the College, you must file this application and the filing fee by Monday, **September 20, 2004**.

With the necessary approvals, you may take up to two (2) make-up **final** examinations on the testing date. Students who are registered with the Office of Access and Accommodations and who are entitled to extended-time testing may register for only one **final** examination on the testing day.

The College encourages undergraduate and graduate students to consult the current *Hunter College Undergraduate Catalog* and the *Hunter College Graduate Catalog*, respectively, for additional information about the Make-up **Final** Examination. (*This service is not available for mid-term or other course examinations.*)

student information

name	ss number		
<i>last</i>	<i>first</i>	<i>middle</i>	
address	apartment		
<i>number</i>	<i>street</i>		
city	state	ZIP	
telephone ()	email	@	

Examinations will not be administered unless all four (4) steps are completed.

instructions

- List the course number and section, the instructor's name, and the term for each make-up **final** examination.

	course number / section	instructor	term
1			
2			

- Verify that the department has a make-up **final** examination available. Obtain the necessary signature and department stamp for each make-up **final** examination listed above. Without verification, the **final** examination may not be available on the day of the scheduled testing date.

	department signature	department stamp
1		
2		

3. Present this application to the **Bursar's Office**, Room 238, North Building. The **filing fee** is \$15.00 for one make-up final examination and \$20.00 for two.

Bursar's Stamp

4. Submit this completed application to the **Make-Up Final Examination Coordinator, Office of Student Services**, Room 1119, East Building.

The office is open Monday through Thursday, from 9.00am until 7:00pm; and Friday, from 9.00am until 3:00pm.

*Upon receipt of the completed application, Student Services will contact the appropriate academic department(s) to request the **final** examination(s).*

Student Services will provide the room and time assignments when the application is submitted.

The application deadline is Monday, 20 September 2004. No late applications will be accepted.

	room assignment	time assignment
1		<input type="checkbox"/> am <input type="checkbox"/> pm
2		<input type="checkbox"/> am <input type="checkbox"/> pm

student's signature

date

for office use only

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