



- ☐ **Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701  
Tel: 714-533-1495 Fax: 714-533-6040
- ☐ **Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139  
Tel: 213-738-0712 Fax: 213-480-1332

## MAKE-UP EXAM FORM

- Students are responsible to contact the Instructor(s) to set-up the date(s) and time for the Make-up exam(s).
- Instructors are responsible for administering, proctoring and grading all make-up exams (mid-terms, final exams and quizzes, if any). For each Make-Up Exam, please use separate Form.
- Eligibility to take a Make-Up Exam:
  - Student must contact the Instructor immediately when (s)he has missed a quiz, or mid-term exam or final exam and to discuss with the faculty about the date and time to take the make-up exam or quiz.
  - Student must secure a "Make-Up Exam Form" from the Academic Office & fill-out the Form.
  - Student must pay a Make-Up Administrative Fee of \$50.00 and to secure a receipt from the Front Desk Personnel. The Receipt Number must be recorded in the Make-Up Exam Form.**
  - Student must secure the approval from the Academic Dean for taking the Make-Up Exam.
  - Student must take the Make-Up Exam with the Instructor or his designated at the agreed date.  
Failure to take the Make-Up Exam at the agreed date and time will lead to a "F" Grade for either the Make-Up Exam, Test or Quiz.
  - After taking the exam, the faculty must submit the Make-Up Exam Form along with the Make-Up Exam to the Academic Office so that the grade for the course with an "I" grade can be changed.

FOR OFFICE USE ONLY

### BACKGROUND INFORMATION

STUDENT NAME \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

COURSE # \_\_\_\_\_ COURSE TITLE \_\_\_\_\_

INSTRUCTOR'S NAME \_\_\_\_\_

☐ WINTER ☐ SPRING ☐ SUMMER ☐ FALL QUARTER OF YEAR 20 \_\_\_\_

WHICH EXAM YOU NEED TO MAKE-UP (PLEASE MARK) ☐ MID-TERM EXAM ☐ FINAL EXAM ☐ QUIZ

DATE OF MAKE-UP EXAM \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

### MAKE-UP FEE PAYMENT

Receipt # \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

### EXAM SCORE

FINAL GRADE CHANGE FROM "I" (INCOMPLETE) TO \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

DEAN'S APPROVAL ☐ YES ☐ NO COMMENTS \_\_\_\_\_

DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRAR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

White - School

Yellow - Instructor

Pink - Student

Dark Yellow - Student file