



- Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701
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- Los Angeles Campus:** 4055 Wilshire Blvd. #500, Los Angeles, CA 90010
Tel: 213-738-0712 Fax: 213-480-1332

MAKE-UP EXAM FORM

1. Students are responsible to contact the Instructor(s) to set-up the date(s) and time for the Make-up exam(s).
2. 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.
3. Eligibility to take a Make-Up Exam:
 - a) 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.
 - b) Student must secure a "Make-Up Exam Form" from the Academic Office & fill-out the Form.
 - c) **Student must pay a Make-Up Administrative Fee of \$70.00 and to secure a receipt from the Front Desk Person-nel. The Receipt Number must be recorded in the Make-Up Exam Form.**
 - d) Student must secure the approval from the Academic Dean for taking the Make-Up Exam.
 - e) 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.
 - f) 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