REQUEST FOR A SUPPLEMENTAL EXAMINATION

Office of the Registrar

(PLEASE PRINT)

Family Name

First Name

Home Telephone

Business Telephone

E-mail address

Please tick if you are a Potential Graduate for ☐ Spring or ☐ Fall

Concordia I.D. Number

Date of Birth (DD/MM/YY)

NOTE: If you change your address or email, please update your Student Centre accordingly.

Procedure:

1. Deadline for application: February 1st for Fall courses (/2) if you are a potential graduate in the Faculties of Arts & Science or Fine Arts
   June 15 for Fall/Winter courses (/2 /3 /4)
   September 16 for Summer courses (/1)

2. Processing fee: $40 per course (refundable if request denied)

I wish to write a supplemental examination in the course(s) listed below:

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>SESSION</th>
<th>SECTION</th>
<th>GRADE</th>
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<tbody>
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<td>e.g. ACCO</td>
<td>213</td>
<td>4</td>
<td>AA</td>
<td>F</td>
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**EXAMS OFFICE USE ONLY**

DECISION

Regulations:

1. You must be in acceptable standing. Students on Probation or Conditional Standing are not eligible to write supplementals.
2. Supplemental examinations may only be written for courses with a final grade of F or F/DNW.
3. The grade for a supplemental examination is counted as a second attempt at the course. The grades from both attempts are included in calculating Grade Point Averages and assessments of academic standing.
4. A student who fails a supplemental examination is give a grade of R. A student who does not write a supplemental examination is not assigned a second failing grade for the course.
5. This application must be submitted to the Birks Student Service Centre (LB 185) by the deadline noted above along with the necessary processing fee.
6. Additional regulations concerning supplemental examinations are contained in Section 16.3 of the current Undergraduate Calendar.

Student's Signature __________________________ Date ________________

OFFICE USE ONLY

PAYMENT METHOD: DATE: AMOUNT: INITIALS:

☐ D/C ☐ MO

UES721 73100 8/15