

## Procedures for Make-up Examinations

Passed at the Academic Affairs Committee Meeting on May 12, 2011

- Article 1 These procedures are established for students to follow when taking a make-up examination.
- Article 2 The end-of-semester or graduation make-up examination is offered only once. Students who are absent for their scheduled make-up examination, will not be given the chance for taking the make-up examination, except in a special case upon president's approval.
- Article 3 Students who cannot take the final or graduation examination due to special circumstances, should apply online for a make-up examination on or before the examination date. The Academic Affairs Division will schedule a make-up examination and the instructor will create a make-up examination questions according to those approved applications. The deadline for applying for a make-up examination is 12 am on Friday of the final or graduation examination week. Late applications will not be accepted under any conditions.
- Article 4 Make-up examinations are scheduled on Wednesday to Friday of the week after the final or graduation examination week. Notice will be made online if any special events disrupt this schedule. The schedule of the make-up examination will be posted on the Student Information System for query the day before the make-up examination.
- Article 5 Students who are absent from the final or graduation examination should apply for examination leave. Make-up examination grades are counted only for those with approved examination leave. The calculation of the make-up examination is in accordance with the Calculation Standards for Students' Final Grades.
- Article 6 Make-up examinations are conducted in accordance with the Examination Regulations.
- Article 7 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these regulations were announced and implemented.