



Emperor's College of Traditional Oriental Medicine

1807 Wilshire Blvd. Suite 200, Santa Monica, CA 90403

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Make-Up Exam Petition Form

- **Students must receive permission from the Academic Dean prior to any make-up exams.**
- Documentation of unusual cases of serious illness or emergencies is required to petition a make-up exam. **Attached the documentation to this petition form.**
- Some instructors do **NOT** permit make-up exams under any circumstance.
- A maximum of two such circumstances may be petitioned each year.
- **All petitions must be documented and requested within 2 weeks of the original test date.**
- \$100.00 make-up exam fee must be paid for each make-up exam upon Academic Office approval.
- Make-up exams are not given in the event that a student failed an exam or class as a result of an unauthorized absence on the day of the exam.

This section to be completed by Student (Print Clearly)	
Student Name	Date
Reason for Petition (Each Form must have Documentation attached.)	
Course Name	Type of Exam (MidTerm / Final)
Name of Instructor	Date of Original Exam

This section to be completed by the Academics Office	
<input type="radio"/> Approved (\$100 Fee will be charged) <input type="radio"/> Denied (No Fee)	Comments / Make-Up Exam must be completed by this date
Academic Dean's Signature	

This section to be completed by the Front Desk	
\$100.00 fee was paid on:	Front Desk Signature

This section to be completed by the Instructor	
Grade for Make-Up Exam	Final Grade for Course (if applicable)
Instructor's Signature	