



# Make-up Final Examination Appeal Form: Academic Year 2009–10

Students who are unable to take their final examinations as scheduled may appeal to the Examination Committee for a make-up examination. Complete appeals must meet the criteria below:

- In-class Examination** The final examination is a timed in-classroom examination.
- Academic Standing** The student has completed all the work for the course, has good attendance, and can complete the course successfully.
- Compelling Reasons** The reason for missing the final examination is compelling and extenuating. The Committee does not consider the following to be extenuating: lack of preparation for the course, negligence, misinformation, and vacations.
- Documentation** Official documentation is included with the appeal. Two pieces of documentation are required, with the exception of medical documentation. Documentation should be on letterhead paper, confirming the reasons for having missed the examination, signed by the appropriate person in an official capacity, and should include travel information, if relevant. Medical documentation must be in the form of a letter and based on a physical examination within two days of a missed examination. The documentation should include a description of the illness, specific dates, or range of dates, of the illness, and the student’s physical and functional limitations.

(Documentation will not be returned.)

**Appeal Fee** A \$25 nonrefundable processing fee for each make-up exam must be included on the Payment Form.

## Deadlines to submit a Make-up Final Examination Appeal Form:

	Fall term		January session	Spring term	
	10-week session	15-week session		10-week session	15-week session
<b>Deadline</b>	November 24, 2009	December 23, 2009	January 26, 2010	April 27, 2010	May 18, 2010

### Instructions:

- Appeals must be submitted within three days of a missed examination. Appeals received after the examination period has ended will not be considered.
- Provide a clearly written or typed statement of your appeal using the attached Appeal Form; use a separate sheet if necessary.
- Include official documentation of your circumstances, on official letterhead.
- Provide the \$25 appeal fee on the Payment Form. There is a \$25 fee for each examination.
- For examinations *in absentia*: include the proctor name, title, school and contact information, and business e-mail. (Exam materials will not be sent to proctors who do not have a business e-mail.)

**Distance Courses:** Video lectures are not available after the last day of the term. Students should plan their course of study accordingly.

**Examinations *in Absentia* and Proctors :** Students who live, or move, permanently outside the six-state New England area may appeal to take their make-up examination *in absentia*. Students are responsible for finding a qualified proctor to administer their make-up exam. The proctor must be a teacher, professor, administrator in a nearby school, college, university, or educational testing center. Proctors cannot be family members, friends, co-workers or librarians. Any fees incurred are the student’s responsibility. For assistance finding a proctor, contact a guidance counselor, an academic advisor, or the dean of students or registrar’s office at a nearby college, university, or high school.

**Examination Committee:** The Examination Committee meets during the examination period, at the end of every term, to review appeals. As part of the appeals process, the Student Appeals Coordinator will contact the instructor to verify your attendance and academic standing in the course. Materials are confidential and are shared only with members of the Committee. Submission of an appeal does not guarantee approval. Students are notified in writing of the Committee’s decision. There is one make-up examination session each term for students living within the six-state New England area. Please consult the catalogue or website for the exact date of the make-up exam.

Please keep this page for your information.



# Harvard University Extension School

Division of Continuing Education

51 Brattle Street, Cambridge, Massachusetts 02138-3722, (617) 495-0977, fax: (617) 495-3662

## Make-up Final Examination Appeal Form: Academic Year 2009–10

DCE ID number*								
@								

(see [www.extension.harvard.edu/login](http://www.extension.harvard.edu/login) if unsure)

Legal name* (as it appears on your passport)		
Last (family name)	First	Middle

Current address*		
Street		
City	State/Province	Zip/Postal code

E-mail address*

Daytime phone number*

\* Required fields

List the course(s) for which you are appealing for a make-up final examination. Follow the example below.

5-Digit course number					Subject	Subject number	Course title (and section number, if applicable)	Credit status**	Instructor	Examination date and time
1	2	7	1	3	ENGL	E-102	Introduction to Old English Literature ( <i>example</i> )	UN	Donoghue	December 16, 5:30

\*\* Credit status: (UN) undergraduate, (GR) graduate

**Proctor Information** (examinations *in absentia* only). Proctors must work in a professional capacity in a nearby secondary school, college, university, or educational testing center. Proctors cannot be family members, friends, or co-workers.

Proctor name \_\_\_\_\_  
Last First

Title \_\_\_\_\_ Business e-mail address\* \_\_\_\_\_

Business telephone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Business fax number (\_\_\_\_) \_\_\_\_ - \_\_\_\_

School name \_\_\_\_\_

School address \_\_\_\_\_

City State/Province Zip/Postal code Country (if not US)

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Continued on next page.

<b>Legal name*</b> (as it appears on your passport)		
Last (family name)	First	Middle

Detail the reason for being absent from your final examination. Include all relevant facts, dates, and your preferred mailing address. The decision letter will be mailed to this address. Include out of town, foreign, temporary, or other alternate addresses and telephone numbers. Sign and date your statement.

I certify that all of the above information is true and complete to the best of my knowledge.	
Signature _____	Date _____

Continued on next page.

# Payment Form

DCE ID number								
@								

*(See [www.extension.harvard.edu/login](http://www.extension.harvard.edu/login) if unsure)*

Date of Birth (example: MAY 09 1980)								
<i>Month (mmm)</i>			<i>Day (dd)</i>			<i>Year (yyyy)</i>		

Legal name (as it appears on your passport)		
Last (family name)	First	Middle

Current mailing address		
Street and number/House and room number		
City	State/Province	Zip/Postal code
Country (if other than US)	Local daytime phone number	

E-mail address

## Payment of Processing Fee

- Enclosed is the nonrefundable processing fee (\$25 for each make-up examination requested).  
**(Appeals will not be considered without the \$25 nonrefundable processing fee.)**

### Payment type (check one):

- Cash    Check\*    Money order\*    Credit card (see below)

\* Please make checks payable to Harvard University.

### Payment by Credit Card

<b>Authorization.</b> Please be sure to check the authorization box and enter the amount to be charged..
<input type="checkbox"/> I authorize Harvard University to charge my credit card in the amount of \$ _____.

<b>Card</b>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
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Card number	Expiration date (example: JUN 2011)	Security code <sup>†</sup>
	<i>Month (mmm)</i> <i>Year (yyyy)</i>	

Cardholder's signature

Cardholder's name (please print)

Cardholder's billing address		
Street		
City	State/Province	Zip/Postal code
Country (if not US)	Cardholder's telephone number	

<sup>†</sup> The credit card security code is found either on the back of the card, as the last three digits at the end of the credit card number printed on the signature strip, or as a four digit code found above and to the right of the credit card number.

I certify that all of the above information is true and complete to the best of my knowledge.	
Signature _____	Date _____