



HARVARD DIVISION OF CONTINUING EDUCATION

Harvard Extension School • Harvard Summer School

Academic Services • 51 Brattle Street, Cambridge, MA 02138-3722 • (617) 495-0977 • fax (617) 495-3662 • appeals@extension.harvard.edu

Make-up Final Exam Appeal Form

If you are unable to take your timed in-classroom final exam, proctored distance final exam or timed online final exam as scheduled, you may appeal to the Make-up Examination Committee for the opportunity to take a make-up final exam. Your complete appeal must meet the criteria below.

Compelling and extenuating reason

Your reason for missing the final exam is compelling and extenuating. The Make-up Examination Committee does not consider lack of preparation, course difficulty or semester workload, negligence or vacations to be extenuating.

Documentation

Two pieces of supporting documentation are required with the exception of medical documentation. Documentation should support the conflict with the scheduled final exam specifically and document the inability to take the exam as scheduled with peers in the course. Documentation must be on letterhead paper, be written in English, be signed by the appropriate person in an official capacity, confirm the reason you missed your exam and include travel information, if relevant. Medical documentation must be in the form of a letter that describes the illness, specific dates of the illness and the functional limitations that affected your ability to take the final exam as scheduled. It must be written and signed on your medical provider's letterhead and be based on an examination within two days of a missed exam. Documentation is a necessary part of any appeal review; appeals without supporting documentation may not be reviewed. Students that are requesting a Make Up Final Exam should be prepared to submit this request with supporting documentation corroborating the reason for the missed exam. Documentation will not be returned.

Academic standing

You must be in good academic standing to be eligible for a make-up final exam. This means that, except for the final exam, you have met all the course requirements including the attendance and participation requirements.

Deadline to submit a make-up final exam appeal:

Three calendar days from the missed exam (including Saturday and Sunday)

Instructions

- Make Up Final Exam appeals are submitted via email to appeals@extension.harvard.edu
- Complete page 2 of this Make Up final exam appeal form, provide a signature and date page 2 prior to submission
- Type the appeal statement in the body of an email. The statement should address the unexpected and extenuating circumstance that prevented the final exam from being taken as originally scheduled.
- Attach supporting documentation and Page 2 of this form, completed and signed, to the email containing the typed appeal statement.
- Submit the appeal via email to appeals@extension.harvard.edu within 3 days of the missed final exam. The subject of the emailed submission should be: "Make Up Appeal, [Course(s)], LastName"

Please note:

- Only complete appeals will be considered. Incomplete appeals will be canceled.
- Please consult extension.harvard.edu or summer.harvard.edu for the schedule of make-up final exam dates.
- As part of the appeal process, the Student Appeals Specialist will contact your instructor to verify your academic standing in the course.
- Appeal materials are confidential and are only shared with members of the Make-up Examination Committee.
- The Make-up Examination Committee meets as needed to review Make Up appeals. Note, Make Up appeals for the Fall term may have a delayed review due to the University Intersession after the term concludes. Make Up appeals that are not reviewed prior to the Intersession break will be processed and reviewed when the university re-opens in early January
- You will be notified of the Committee's decision by e-mail. Submission of an appeal does not guarantee approval.
- If your appeal is approved, you will continue to have access to online lecture videos (if available) until the make-up final exam date.
- If you do not take your final exam as scheduled and your appeal is not approved, you will receive a grade of zero for the final exam. This zero will be calculated into your final grade.

Please keep this page for your information.



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Make-up Final Exam Appeal Form

Please clearly print all information

DCE ID NUMBER	HARVARD ID NUMBER (if known)	DATE OF BIRTH example: JAN 01 1994
@		Month (MMM) Day (DD) Year (YYYY)

(see www.extension.harvard.edu/login if unsure)

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

EMAIL ADDRESS (Must be student's personal and unique address. Enter the email address associated with your student record.)

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

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

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

EXAM INFORMATION Mark the type of exam for the Make Up appeal course(s). If unknown, leave blank. If more than one course included in appeal, use the appropriate space to reflect the respective course(s).	
<input type="checkbox"/> Canvas Exam: Open book, no proctor service	Course(s):
<input type="checkbox"/> Canvas Exam: Closed Book, Digital Proctor (Proctorio, etc)	Course(s):
<input type="checkbox"/> 3rd Party Platform Exam (MyBusinessCourse, MH Connect, etc)	Course(s):
<input type="checkbox"/> Live Online Proctor (Zoom, Skype, etc)	Course(s):
<input type="checkbox"/> Other:	Course(s):

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

Deadline to submit a make-up final exam appeal:
 Three calendar days from the missed exam (including Saturday and Sunday)

Harvard Extension School

Make Up Final Exam Appeal, Supplemental Instructions

Fall 2020

*Note: This form should be used to request Make Up final exams **only**. Students who have a final paper or project in lieu of a timed, final exam may wish to look into the Extension of Time option (for Extension of Time information, see: <https://www.extension.harvard.edu/grades>).*

Make Up Final Exam Eligibility Requirements:

- Present documentation to support unexpected, extenuating circumstances that conflict with the date of the original final exam. The Following are examples of situations that are not considered compelling by the Make Up exam committee: Negligence, misinformation, tardiness, not having the proper technical or internet requirements, lack of time to study/prepare, semester work load (professional and academic), planned vacations/other events, etc.
- Owe no other work in the course than the final exam (with the exception of an approved Extension of Time).
- Have met attendance and participation requirements
- Are in good academic standing in the respective course

Appeal Statement

The appeal statement should be typed into the body of the email for students to submit (with the relevant form page and supporting documentation). The appeal statement should specifically address the unforeseen and/or unexpected circumstance that prevents you from taking the final exam as originally scheduled. The circumstances should show direct conflict with the ability to take the original exam as scheduled. Include all relevant dates and any functional limitations in the appeal statement.

Supporting Documentation

Supporting documentation is required and should corroborate your appeal statement, confirming the reason of the missed final exam. Two pieces of documentation or required, with the exception of medical documentation. Possible examples of documentation provided previously for Make Up final exam appeals:

CIRCUMSTANCE	DOCUMENTATION EXAMPLES
PERSONAL MEDICAL EMERGENCY OR ILLNESS	Doctor's or Medical staff note – on letterhead, signed and dated. Letter should state necessary dates of circumstance, address if it is an unexpected exacerbation or new occurrence, and specifically support a conflict with the final exam date. In lieu of a Doctor's or Medical staff note, may provide discharge paperwork if it includes relevant and necessary information. Prescription notes, photos, and other documentation may not be considered sufficient for appeal review.
FAMILY EMERGENCY	Documentation to support the emergency and action – likely a medical, state, or legal document (e.g. doctor's letter showing care, death certificate, legal notice, etc.). Second document often showing travel or alternate arrangements – itinerary for travel ticket including date of purchase, etc.
WEATHER OR POWER RELATED INCIDENT	Documentation of the circumstance along with official documentation for the current student location. For power outages, students are encouraged to provide a notice from the power company or a map of the outage surrounding their immediate area (within a town/small municipality, not an entire major city/region). A notice of emergency from the local township may also suffice. Students should also plan to provide official documentation of their current local address – received parcel of Mail, current state/government issue photo ID that shows the current location, etc.
WORK RELATED EMERGENCY	Letter from manager or HR department indicating the unexpected change in responsibilities, including the time impacted. If travel is included, should provide dated itinerary of travel arrangements, including date of purchase.

**List of documents included here is intended to be examples of possible documentation. Students that have questions on appropriate documentation should email appeals@extension.harvard.edu*

Upon Appeal Submission

Once an appeal is received, the appeals staff will intake the appeal and create a record of the request. Students will receive an automated confirmation email when their appeal processing has commenced. More guidance on the appeal process is included in that confirmation. Note – the University will break for winter intersession. Appeals will not be processed or reviewed during that time. When the University re-opens, appeal processing will resume (in Early January). We appreciate your time and patience during the University closure.

Appeals will be initially processed and reviewed by the Appeals staff. If additional clarification or information is needed for your appeal, the appeals staff will be in contact via email. Once complete and reviewed, Appeal decisions are released via email.