



Application for Supplemental Examination

NOTE: A student must have an overall CWGPA of 1.5 to receive supplemental privileges in a failed course. An application for supplemental privileges must be made within four normal student class days of the course end date.

Section One - To be completed by student and forwarded to the school office. A separate form is required for each supplemental requested.	
STUDENT INFORMATION:	
Date	
Last Name	First Name
Student #	Program
I request permission to write a supplemental examination for:	
Course #	Course Title
Section Two - To be completed by the school office . If supplemental privileges are approved, copy given to student, who must pay supplementary examination fee. Proof of payment must be presented at time of writing of supplemental exam.	
<input type="checkbox"/> Supplemental approved	<input type="checkbox"/> Supplemental not approved
Instructor signature	Date
Dean/Director/Chairperson signature	Date
Supplemental to be written on (date)	at (time)
at (location)	Fee Paid/Receipt Issued Accounting or Admissions/Registration Staff (Make copy for records and return original to student)
Section 3 - To be completed by Instructor . Copy to be retained by school office; copy to be forwarded to Admissions/Registration department.	
Grade	Date
Instructor signature	Date
Comments	
Registrar's office:	Date