

MUC UNIVERSITY

— COLLEGE OF TECHNOLOGY —

Petition For Make-up Exam

Student information

Name -----
EMAIL: -----

ID NUMBER: -----
PHONE: -----

The student is requesting a Make up exam for the following:

Course name -----

Course Code -----

Course tutor name -----

Exam Type: T1 /T2 / Midterm / Final Project

Percentage exam -----%

Year 20-- Fall
 Spring
 Summer

The reason to request an exception to university policy is the following:

- Medical (hospitalization receipts, ...)
- Death in family (condolence paper)
- Military obligation (Proof document)
- Personal (document of Proof)
- Other (define) -----

Dear Student, please submit your explanation and supportive document

Student Signature -----

Date -----

- PAID FEES FOR EXECUTION ARE 50,000LBP

Department Advisor

- Approved
- Denied
- Modified

Administration

- Approved
- Denied
- Modified

Reason -----

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Reason -----

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Signature -----

Date -----

Signature -----

Date -----

Conditions of Make up Exam petition:

- If fees are not paid the process of petition is cancelled.
- The exam will cover all the material of the course no matter what the exam to be made up is.