

SUPPLEMENTAL EXAMINATION APPLICATION

LAST NAME (LEGAL) *	FIRST NAME (LEGAL) *	STUDENT ID # *	
ADDRESS *	CITY *	PROVINCE *	POSTAL CODE *
PROGRAM NAME *		INSTRUCTOR *	
COURSE CODE & # *	COURSE NAME *		

- Application for supplemental must be made no later than 10 business days after final course grades are posted.
- Supplemental exams must be written within 10 business days of approval unless otherwise indicated.
- Maximum of two supplemental final exams will be allowed per academic year

1. Instructor's Recommendations

Recommended (fill out below) Not Recommended (fill out below)

REASONS

DATE	TIME	LOCATION	GRADE BEFORE FINAL *	FINAL EXAM GRADE *	GRADE AFTER FINAL *
PRINT NAME			SIGNATURE		DATE

2. Chair's Recommendations

Recommended (fill out below) Not Recommended (fill out below)

REASONS

PRINT NAME	SIGNATURE	DATE
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3. Student Agreement

I agree and accept the date, time, and location of the examination (pending payment and Registrar's decision).

SIGNATURE	DATE
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*Signature is not required if submitting this form and supporting documentation via your keyanomail account.

Supplemental Exam (\$50 for each exam written)

4. Method of Payment

<input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	CREDIT CARD	EXPIRATION DATE
	CARD ISSUED TO	SIGNATURE
		<input type="checkbox"/> Phoned In

4120000 - 41210

5. Office of the Registrar's Decision

<input type="checkbox"/> Granted <input type="checkbox"/> Not Granted	STUDENT, INSTRUCTOR, & CHAIR NOTIFIED OF REGISTRAR'S DECISION VIA EMAIL <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
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REASONS

SIGNATURE	DATE
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If approved, Instructor will release exam as per date and location outlined above.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.