

ND Student Exam Form

Student Name: _____ Date: _____ Mailbox: _____
(Print Clearly)

Course Name: _____ Instructor: _____
(Print Clearly) (Print Clearly)

ND Student Instructions: Please check appropriate exam type and **pay applicable fees at the Business Office before taking exam. This form must be completed and returned to the ND Academic Coordinator in room 221 before taking the exam** unless indicated otherwise. Please see the Student Handbook for detailed policies and procedures.

_____ **Make-Up Exam with an Excused Absence** - Students granted an excused absence may make up written exams and quizzes for no fee. Students may not take exam until notification of petition approval. See Student Handbook for details. Instructor may rewrite the missed exam. **Written exams and quizzes must be scheduled with the ND Academic Coordinator and must be completed within three business days of petition approval.**

_____ **Make-Up Lab Exam with an Excused Absence** - \$100 fee: Students granted an excused absence may make up lab exams with payment of \$100 fee. See Student Handbook for details. Instructor may modify the missed exam (instructor compensated). **Lab exams must be scheduled with the instructor after petition approval.**

_____ **Remediation Exam or Project (for FR/R grades)** - \$100 fee: Students may take a remediation exam or complete a remediation project for classes in which they received a grade of FR/R (instructor compensated). Group remediation for a given term will be scheduled on Friday of the first week of the subsequent term. Students will be notified of the exact date and time each term. Any grade not remediated by this date will become a permanent F.

_____ **Challenge Exam** - \$60 fee and an additional 50% of the per credit rate: Students must have documented coursework in which there is a question as to whether or not the previous course covered the same material as NUNM's. No additional tuition will be charged if students pass the exam. If students fail, they will be required to take the course and pay tuition associated with that course.

_____ **OSCE 1-3 Retake** - \$100 fee. Return form to the ND Residency Coordinator (Admin 250) after paying.

Internal office use only:

Academic Coordinator:	
Date of Petition Approval: _____	Exam Date: _____
Exam Name: _____ Initials _____	New Exam: Y or N (Circle One)
Notes: _____	Time Allotted: _____
	<i>Original forms must be forwarded to ND Dean Assistant</i>
	Date logged and forwarded: _____
Business Office:	Payroll:
\$ Amount Received _____ Initials _____ Date Received _____	\$ Paid to Instructor _____ Initials _____ Date Received _____