

## Make-up Exams Regulations

*(Effective starting Make-up Exams of Spring 2011)*

- Students willing to take a make-up exam **will have to register** for it. The exams are classified into two attempts:
  - **1<sup>st</sup> Make-up Attempt:** students can register for any failed course to be taken as 1<sup>st</sup> make up attempt in the earliest scheduled make-up period in which those courses are regularly offered.
  - **2<sup>nd</sup> Make-up Attempt:** students are eligible for a 2<sup>nd</sup> make-up attempt if they have a maximum of **two** failed courses within a semester (after considering the 1<sup>st</sup> make-up attempt results). The second make-up attempt must be taken in the earliest scheduled exam period in which those courses are regularly offered.
- All make-up exams are comprehensive - i.e. including all material covered throughout the semester. The grade of the make-up exam will replace the grades of the **mid-term and final exams**. The course work will be counted in the final course grade.
- Eligible students **must** take the 1<sup>st</sup> and 2<sup>nd</sup> make-up attempts **within one academic year**.
- During the whole period of study at the university, every student will have **three** 1<sup>st</sup> make-up attended attempts and **two** 2<sup>nd</sup> make-up attended attempts **for free**.

### 1. Students who attend the 1<sup>st</sup> Make-up exam attempt and score "F" in the final grade:

- Students who attend the 1<sup>st</sup> make-up attempt and score "F" **in 1 or 2 courses only** will join the mainstream students. They will have to sit for 2<sup>nd</sup> make-up attempts for the failed courses in the following scheduled make-up period in which those courses are regularly offered.
- Students will be charged LE 1000 for the 1<sup>st</sup> make-up attempt and LE 2000 for the 2<sup>nd</sup> make-up attempt.
- Students who score "F" after the 1<sup>st</sup> make-up attempt in **3 courses or more** will have to repeat the course in the following semester in which they are regularly offered. The students will be considered advising students and will have a tailored schedule depending on the courses they have to take after receiving academic advising.

### 2. Students who do not attend the 1<sup>st</sup> make-up attempt.

- Students, who do not register for the 1<sup>st</sup> make-up attempt and choose not to attend it, will have their next attempt considered as a 2<sup>nd</sup> make-up attempt.
- Students will **NOT be charged** for 1<sup>st</sup> make-up attempt that they did not attend, and will be charged LE 1000 for the 2<sup>nd</sup> make-up attempt.
- If the number of failed courses is not exceeding 2 courses, the students will be allowed to sit for the 2<sup>nd</sup> make-up attempt. They will join the mainstream students in the following semester and they will have to sit for the 2<sup>nd</sup> make-up attempt for the failed courses in the following scheduled make-up exam period in which the failed courses are regularly offered.

- If the student fails the 2nd make-up attempt, s/he will have to repeat the course in the following semester in which the course is regularly offered.
  - The student will **NOT** be allowed for any other make-ups attempts for the course.
3. **Student who register for the 1st make-up attempt and do not attend the exam for an approved reason by the university (approved medical excuse, official trip or other emergency).**
- Official documents must be submitted and approved by the university.
  - Students will **NOT be charged** for 1<sup>st</sup> make-up attempt that they did not attend, and will be charged LE 1000 for the 2<sup>nd</sup> make-up attempt.
  - If the number of failed courses is not exceeding 2 courses, the students will be allowed to sit for the 2nd make-up attempt. They will join the mainstream students in the following semester and they will have to sit for the 2nd make-up attempt for the failed courses in the following scheduled make-up exam period in which the failed courses are regularly offered.
  - If the student fails in the 2nd make-up exam, s/he will have to repeat the course in the following semester where those courses are regularly offered.
  - The student will **NOT** be allowed for any other make-ups attempts for the course.