



APPLICATION TO WRITE A SPECIAL EXAMINATION

Refer to the Academic Schedule – Special Examinations for deadline dates

Student Number		Current Program of Study	
Surname			
Given Name(s)		Date	
Phone Number		Lakehead Email	

I am requesting to write a Special Examination in the following course(s)

Subject <i>i.e. PSYC</i>	Course No. <i>i.e. 1100</i>	Section <i>i.e. YA</i>	Instructor's Name

Accommodations

I am registered with Student Accessibility Services and require accommodation

Location

Thunder Bay Orillia Other: _____

Refer to Regulation VII: Special Examinations

The privilege of writing special examinations is limited to any undergraduate student who has:

- i. Failed the course but attained a grade of at least 40% in each course for which a special exam is requested OR
- ii. Passed the course but failed to attain the minimum grade required in the course OR
- iii. Passed the course but failed to attain the required cumulative average to carry on with his/her program

Application Fee and Payment Information

A receipt for the Special Examination fee payment must accompany this application. Payments can be made through Lakehead University Financial Services, Enrolment Services – Academic Advising, Records and Registration, or Student Central.

Student Signature _____

By signing, you acknowledge that you have read the Regulations governing Special Examinations and that you are eligible to write a Special Examination and you are responsible to be present.

For Office Use Only		Term
Paid	Eligible	Initial