



Student Information

Surname			
Given Name(s)			
Student Number		Date	
Contact Information	<i>Tel.</i>		<i>Email</i>
Signature:			

By signing, you acknowledge that you have read the Regulations governing Special Examinations and Deadlines for Applications as described in the Lakehead University Academic Calendar, that you are eligible to write a special exam, and that you have issued the required fee payable to Lakehead University which is non-refundable.

<input type="checkbox"/> I am registered with Student Accessibility Services and require accommodation.

I wish 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. YC</i>	Instructor Name

Location:

Thunder Bay Orillia Other: _____

Refer to Regulation VII Special Examinations for more information including:

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 examination 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.

A receipt for Special Examination fee payment must accompany this application.

Payment can be made through Student Central or the Accounts Receivable Office. Accounts can be contacted at (807) 343-8140, or at accounts@lakeheadu.ca.

Fees:

Fees for Special Exams on campus: \$100.00 per course
Fees for Special Exams off campus: \$175.00 per course (includes presiding fee)

How to Submit:

Please return this completed form to Student Central via email at studentcentral@lakeheadu.ca. Student Central will confirm receipt of your request. For more information on deadlines and regulations surrounding Special Exams, visit www.lakeheadu.ca/studentcentral.