DALHOUSIE UNIVERSITY
FACULTY OF ENGINEERING
APPLICATION TO WRITE A SUPPLEMENTAL EXAMINATION

Course Information: (Please Print)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
</tr>
</thead>
</table>

Instructor’s Name:

Session Registered in Course (Fall, Winter or Summer) | Date of Supplementary Examination Applied for:

Student Information: (Please Print)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number: B00</th>
<th>Discipline:</th>
<th>Year of Study:</th>
</tr>
</thead>
</table>

Address:

Email Address: | Telephone:

Signature Date:

Signatures:

1. Course Instructor: I certify that there will be a Supplemental Examination offered in the above mentioned course and that this student may write it.

   Signed: Date:

2. Department Head/Undergraduate Co-ordinator: (of the department in which the student is registered) I certify that the Department has received this application by the deadline set forth by the Faculty and that the student has met any other requirements deemed necessary to permit the student to write the examination.

   Signed: Date:

3. Financial Services: I certify that the Supplemental Examination Fee of $25 has been received.

   Signed: Date:

YOU MUST BRING YOUR COPY OF THE APPLICATION FORM TO THE EXAMINATION
PLEASE READ CAREFULLY INSTRUCTIONS ON REVERSE

For office use only, copied to:

- Department
- Undergraduate Studies Office
- Course Instructor
- Student
SUPPLEMENTAL EXAMINATIONS
Faculty of Engineering

INSTRUCTIONS

1. The student must obtain all required signatures, pay the fee ($25.00), and file this application with the office of the Associate Dean, Undergraduate Studies, by the deadline set by the Faculty of Engineering. It is the student's responsibility to find out the deadline.

2. The office of the Associate Dean, Undergraduate Studies, will distribute copies of the form as follows: Department; Office of the Associate Dean, Undergraduate Studies; Course Instructor; Student.

3. The student must bring his/her copy of the application form to the examination room as authorization.

REGULATIONS

1. A student on Academic Probation or in Good Standing may apply to write a supplemental examination in a class where a grade of FM was earned.

2. A student on Academic Probation may apply to write a supplemental examination in a class in which a grade of FM, D or C- was obtained.

3. A student on Academic Dismissal is not eligible to write a supplemental examination.

4. Only one supplemental examination will be permitted per term. It must be written at the first scheduled date for writing supplemental exams for that student's particular class and cannot be postponed or carried forward to a later term.

5. Supplemental examinations will not necessarily be available for all classes. In addition, the minimum final reported mark required to write a supplemental examination is FM.

6. The mark obtained on the supplemental examination will normally replace the final examination mark in calculating the class grade.