



Student Information

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|---------------------|-------------|--------------|--|
| 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.

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

Thunder Bay Orillia Barrie (Only for Lakehead/Georgian Joint Programs)

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.

Fees:

Fees for Special Exams on campus: \$100.00 per course. Payment will not be required prior to submission. You will be billed, at which time you can arrange payment with our Accounts Receivable Office (807-343-8140 or accounts@lakeheadu.ca)

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.