

**COMSATS University Islamabad****Lahore Campus*****Final Term MAKEUP EXAMS Request Form***\*Semester:  Spring-20\_\_  Fall-20\_\_**To be filled by the Student (Please fill all fields having \* and attach required documents):****Instrutions:**

1. Student must contact the HoD immediately when he/she missed a final Term exam.
2. Failure to take the Make-up Exam at the agreed date and time will lead to "F" Grade for either the Make-up Exam.
3. Supporting documents (Medical Certificate / Death Certificate / etc.) must be attached with this form according to reason mentioned below.
4. Make-up examination Fee **(Rs. 2000/- Per Course for Undergraduate and Rs. 3000/- Per Course for Graduate)** will be submitted only, after case will be approved from the committee:

\*Registration No:

\*Name:

\*Reason for absence :

**Exam(s) Missing Details:**

Sr.#	Course Code & Title	Date of Missed Exam	Teacher Name	Attendance	Theory / Lab
1					
2					
3					
4					
5					

\*Student's Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_ \*Mobile : \_\_\_\_\_

**HOD/Incharge's Recommendation**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Examinations Office Only**CMERRC decision:  Allowed  Disallowed

Remarks: \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_ Date: \_\_\_\_\_