

Make-up Exam for Liberal Arts and Sciences Courses

Make-up Exam is for students who were unable to take all or some of the Final Exam due to illness, injury, or other unavoidable reasons. Students who want to take Make-up Exam must submit the application form for Make-up Exam and the evidential document such as ① or ② to the office of the Institute of Liberal Arts and Sciences. Application form is distributed at the office.

- ① In case of illness or injury → A medical certificate
- ② In other cases → A paper written the reason and a paper which can prove the reason

Please refer to the following guidelines:

1. Deadline for submitting applications form
17:00, February 6 (Mon): the first weekdays of final exam period <Jan 30–Feb 3, 2017>
17:00, February 13 (Mon): the second weekdays of final exam period <Feb 6–Feb10, 2017>
2. Make-up Exam Date: **February 16 (Thu) [Additional day: February 17 (Fri)]**
3. Make-up Exam Timetable and Location will be posted on this bulletin board.

[Note]

- ◎Permission to take Make-up Exam is given only if the necessary documents are fully filled out and the reason is determined to be justifiable.
- ◎There are no additional exams for students who are unable to take the Make-up Exam.
- ◎Those who scored 40-59 in Make-up Exam can take Repeat Exam.
- ◎Students who pass the Make-up Exam will be awarded a grade for the semester.

If you cannot come to the office within the application period for unavoidable reasons, please inform us by telephone before application deadline (tel: 052-789-4725, 4724, 3514). Even if the student informed one's situation by telephone, he/she has to submit the required application form.