Make-up Exams Regulations
(Effective starting Make-up Exams of Spring 2011)

• Students willing to take a make-up exam will have to register for it. The exams are classified into two attempts:
  
  o 1st Make-up Attempt: students can register for any failed course to be taken as 1st make up attempt in the earliest scheduled make-up period in which those courses are regularly offered.
  
  o 2nd Make-up Attempt: students are eligible for a 2nd make-up attempt if they have a maximum of two failed courses within a semester (after considering the 1st make-up attempt results). The second make-up attempt must be taken in the earliest scheduled exam period in which those courses are regularly offered.
  
• All make-up exams are comprehensive - i.e. including all material covered throughout the semester. The grade of the make-up exam will replace the grades of the mid-term and final exams. The course work will be counted in the final course grade.

• Eligible students must take the 1st and 2nd make-up attempts within one academic year.

• During the whole period of study at the university, every student will have three 1st make-up attended attempts and two 2nd make-up attended attempts for free.

1. Students who attend the 1st Make-up exam attempt and score "F" in the final grade:

  • Students who attend the 1st make-up attempt and score “F” in 1 or 2 courses only will join the mainstream students. They will have to sit for 2nd make-up attempts for the failed courses in the following scheduled make-up period in which those courses are regularly offered.

  • Students will be charged LE 1000 for the 1st make-up attempt and LE 2000 for the 2nd make-up attempt.

  • Students who score “F” after the 1st make-up attempt in 3 courses or more will have to repeat the course in the following semester in which they are regularly offered. The students will be considered advising students and will have a tailored schedule depending on the courses they have to take after receiving academic advising.

2. Students who do not attend the 1st make-up attempt.

  • Students, who do not register for the 1st make-up attempt and choose not to attend it, will have their next attempt considered as a 2nd make-up attempt.

  • Students will NOT be charged for 1st make-up attempt that they did not attend, and will be charged LE 1000 for the 2nd make-up attempt.

  • If the number of failed courses is not exceeding 2 courses, the students will be allowed to sit for the 2nd make-up attempt. They will join the mainstream students in the following semester and they will have to sit for the 2nd make-up attempt for the failed courses in the following scheduled make-up exam period in which the failed courses are regularly offered.
• If the student fails the 2nd make-up attempt, s/he will have to repeat the course in the following semester in which the course is regularly offered.

• The student will NOT be allowed for any other make-ups attempts for the course.

3. Student who register for the 1st make-up attempt and do not attend the exam for an approved reason by the university (approved medical excuse, official trip or other emergency).

• Official documents must be submitted and approved by the university.

• Students will NOT be charged for 1st make-up attempt that they did not attend, and will be charged LE 1000 for the 2nd make-up attempt.

• If the number of failed courses is not exceeding 2 courses, the students will be allowed to sit for the 2nd make-up attempt. They will join the mainstream students in the following semester and they will have to sit for the 2nd make-up attempt for the failed courses in the following scheduled make-up exam period in which the failed courses are regularly offered.

• If the student fails in the 2nd make-up exam, s/he will have to repeat the course in the following semester where those courses are regularly offered.

• The student will NOT be allowed for any other make-ups attempts for the course.