

Make-up Exams Regulations

(Effective starting Make-up Exams of Winter 2015)

- Students willing to take a make-up exam **will have to register** for it. The exams are classified into two attempts:
 - **1st Make-up Attempt:** students can register for any failed course to be taken as a 1st make-up attempt in the earliest scheduled make-up period in which those courses are regularly offered.
 - **2nd Make-up Attempt:** After considering the 1st make-up attempt results, students are eligible for a 2nd make-up attempt if they have a maximum of two failed courses during the current semester of study; i.e. student failed 2 courses from the 1st semester courses and one from the 3rd semester courses is not eligible for a 2nd make-up trial and has to repeat the 3 courses during the following semester. 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 grade of **the final exam**. The course work and mid-term exam 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 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 the 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 after the 1st make-up trial, 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-up attempts for the course/s.

3. Students who register for the 1st make-up attempt and do not attend 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 the 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, 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.