

Baruch College
The City University of New York

MAKE-UP EXAM FORM

NOTE ON MAKE-UP EXAMS:

Make-up exams are given to students who were absent from the final exam for their courses. Students must have an ABS grade to qualify for a make-up exam. **The privilege of taking a make-up exam can be granted ONLY if the student presents a satisfactory reason and documented proof (e.g. a doctor's note) for his/her absence to the instructor by November 1 (fall semester) or April 1 (spring semester) of the SUBSEQUENT TERM.** Once the deadline has passed, students must file an appeal for an extension with the appropriate Committee on Academic Standing (BUSINESS COURSES: 13th Fl, Room 264, 1 Baruch Way; ARTS and SCIENCES COURSES: 8th Fl, Room 265, 1 Baruch Way; PUB, PAF COURSES: Room 305, 137 E. 22 Street).

If the grade is an INC for incomplete course work, students must contact the instructor to hand in the appropriate assignments. In cases where an instructor has given a grade of INC for a missed final exam, it will be the department's responsibility to verify the student's eligibility.

PART I: TO BE COMPLETED BY STUDENT

- Check this box if you have received a time extension from the Committee on Academic Standing.** (You must present the letter of approval from the Committee on Academic Standing to the appropriate department before taking the exam).

| | | | | | |
|-----------------------|-------------------|------------------------|-------|-------|--|
| _____ | | _____ | | _____ | |
| (Print) Last Name | First Name | Social Security Number | | | |
| _____ | | _____ | | _____ | |
| Street Address | | City | State | Zip | |
| _____ | | _____ | | _____ | |
| (_____) _____ | _____ | | | _____ | |
| Day time phone number | Student Signature | | | Date | |

Instructor's Name _____

COURSE NUMBER _____ **SECTION** _____ **SEMESTER** _____

A) A \$25 fee must be paid to the Bursar's Office (Room 810, 151 E. 25 St.) **BEFORE** you can take the make-up exam. Please have the Bursar's Office stamp this form.

Fee Paid _____ Date _____
 Bursar's Office Stamp

B) Please see contact list (reverse side) to arrange for your make-up exam.

PART II: DEPARTMENT USE ONLY

Date of Exam _____

Exam Mark _____ **FINAL GRADE IN COURSE** _____

Instructor's Signature *Date* *Chairperson's Signature* *Date*

CC: Department Copy Registrar's Copy (Beverly King/Box H-0850) Student Copy

CONTACT LIST FOR SPECIAL EXAMS

| DEPARTMENTS | PHONE | FAX | MAIL BOX | EMAIL CONTACT |
|---|--------------|--------------|-----------------|-----------------------------------|
| Accountancy | 646-312-3160 | 646-312-3161 | B12-225 | Joseph_Kerstein@baruch.cuny.edu |
| Black & Hispanic Studies | 646-312-4440 | 646-312-4441 | B4-280 | Hector_Cordero@baruch.cuny.edu |
| Economics & Finance | 646-312-3450 | 646-312-3451 | B10-225 | Kishore_Tandon@baruch.cuny.edu |
| Fine and Performing Arts | 646-312-4052 | 646-312-4051 | B7-235 | Philip_Lambert@baruch.cuny.edu |
| English | 646-312-3910 | 646-312-3911 | B7-240 | John_Todd@baruch.cuny.edu |
| History | 646-312-4310 | 646-312-4311 | B5-260 | Cynthia_Whittaker@baruch.cuny.edu |
| Law | 646-312-3570 | 646-312-3571 | B9-225 | Elliot_Axelrod@baruch.cuny.edu |
| Management | 646-312-3620 | 646-312-3621 | B9-240 | Harry_Rosen@baruch.cuny.edu |
| Marketing | 646-312-3270 | 646-312-3271 | B12-240 | Gary_Soldow@baruch.cuny.edu |
| Mathematics | 646-312-4110 | 646-312-4111 | B6-230 | Warren_Gordon@baruch.cuny.edu |
| Modern Languages & Comparative Literature | 646-312-4210 | 646-312-4211 | B6-280 | Elena_Martinez@baruch.cuny.edu |
| Natural Sciences | 212-802-3080 | 212-802-3082 | A-0506 | MaryJean_Holland@baruch.cuny.edu |
| Philosophy | 646-312-4360 | 646-312-4361 | B5-295 | Douglas_Lackey@baruch.cuny.edu |
| Political Science | 646-312-4410 | 646-312-4411 | B5-280 | Thomas_Halper@baruch.cuny.edu |
| Psychology | 646-312-3780 | 646-312-3781 | B8-215 | Glenn_Albright@baruch.cuny.edu |
| Public Administration - Public Affairs | 212 802-5987 | 212 802-5968 | D-0901 | Angelina_Delgado@baruch.cuny.edu |
| Sociology & Anthropology | 646-312-4460 | 646-312-4461 | B4-260 | Glenn_Petersen@baruch.cuny.edu |
| Communication Studies (Speech) | 646-312-3720 | 646-312-3721 | B8-240 | Robert_Myers@baruch.cuny.edu |
| Statistics/Computer Information Systems | 646-312-3350 | 646-312-3351 | B11-220 | Albert_Crocker@baruch.cuny.edu |

| ADMINISTRATIVE OFFICES | PHONE | FAX | MAIL BOX | ADDRESS |
|------------------------------------|--------------|--------------|-----------------|---|
| Bursar's Office | 646 312-1280 | 646 312-1281 | H-0810 | 151 East 25 Street, 8 th Fl, Room 810 |
| Registrar's Office | 646 312-1150 | 646 312-1151 | H-0850 | 151 East 25 Street, 8 th Fl, Room 850 |
| School of Public Affairs | 212-802-5900 | 212-802-5903 | D-0406 | 137 E 22 nd Street, 3 rd Fl, Room 305 |
| Weissman School of Arts & Sciences | 646-312-3890 | 646-312-3891 | B8-265 | 1 Baruch Way, 8 th Fl, Room 265 |
| Zicklin School of Business | 646-312-3030 | 646-312-3031 | B13-264 | 1 Baruch Way, 13 th Fl, Room 264 |