

**Baruch College**  
The City University of New York

**MAKE-UP EXAM FORM**

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**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 INC 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: 13<sup>th</sup> Fl, Room 264, 1 Baruch Way; ARTS and SCIENCES COURSES: 8<sup>th</sup> Fl, Room 265, 1 Baruch Way; PUB, PAF COURSES: Room 305, 137 E. 22 Street).

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**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).

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(Print) Last Name	First Name		EMPLID #
<hr/>			
Street Address	City	State	Zip
<hr/>			
(_____) _____	_____	_____	_____
Day time phone number	Student Signature	Date	
<hr/>			
Instructor's Name _____			
<hr/>			
COURSE NUMBER _____	SECTION _____	SEMESTER _____	

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**PART II: DEPARTMENT USE ONLY**

Date of Exam \_\_\_\_\_

Exam Mark \_\_\_\_\_ **FINAL GRADE IN COURSE** \_\_\_\_\_

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<i>Instructor's Signature</i> _____	<i>Chairperson's Signature</i> _____
<i>Date</i> _____	<i>Date</i> _____

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

# CONTACT LIST FOR SPECIAL EXAMS

<b>DEPARTMENTS</b>	<b>PHONE</b>	<b>FAX</b>	<b>MAIL BOX</b>	<b>EMAIL CONTACT</b>
Accountancy	646-312-3241	646-312-3161	B12-225	Carol.Marquardt@baruch.cuny.edu
Black & Hispanic Studies	646-312-4448	646-312-4441	B4-280	VBT@baruch.cuny.edu
Communication Studies (Speech)	646-312-3729	646-312-3721	B8-240	William.Boddy@baruch.cuny.edu
Economics & Finance	646-312-3490	646-312-3451	B10-225	Armen.Hovakimian@baruch.cuny.edu
Fine and Performing Arts	646-312-4061	646-312-4051	B7-235	Anne.Swartz@baruch.cuny.edu
English	646-312-3942	646-312-3911	B7-240	Eva.Chou@baruch.cuny.edu
History	646-312-4333	646-312-4311	B5-200	profobi@gmail.com
Journalism and the Writing Professions	646-312-3937	646-312-3989	B7-263	Joshua.Mills@baruch.cuny.edu
Law	646-312-3579	646-312-3571	B9-225	Valerie.Watnick@Baruch.cuny.edu
Management	646-312-3649	646-312-3621	B9-240	Ramona.Zachary@baruch.cuny.edu
Marketing and International Business	646-312-3274	646-312-3271	B12-240	David.Luna@baruch.cuny.edu
Mathematics	646-312-4110	646-312-4111	B6-230	Warren.Gordon@baruch.cuny.edu
Modern Languages & Comparative Literature	646-312-4249	646-312-4211	B6-280	Ali.Nematollahy@baruch.cuny.edu
Natural Sciences	646-660-6253	646-660-6201	A-0506	John.Wahlert@baruch.cuny.edu
Philosophy	646-312-4368	646-312-4361	B5-295	Thomas.Teufel@baruch.cuny.edu
Political Science	646-312-4418	646-312-4411	B5-280	David.Jones@baruch.cuny.edu
Psychology	646-312-4162	646-312-3781	B8-215	Jennifer.Mangels@baruch.cuny.edu
Public Administration - Public Affairs	646 660-6700	646 660-6701	D-0901	David.Birdsell@baruch.cuny.edu
Real Estate	646-660-6950	646-660-6931	C-0406	Yildiray.Yildirim@baruch.cuny.edu
Sociology & Anthropology	646-312-4482	646-312-4461	B4-260	Carla.Bellamy@baruch.cuny.edu
Statistics/Computer Information Systems	646-312-3373	646-312-3351	B11-220	Marios.Koufaris@Baruch.Cuny.Edu

<b>ADMINISTRATIVE OFFICES</b>	<b>PHONE</b>	<b>FAX</b>	<b>MAIL BOX</b>	<b>ADDRESS</b>
Bursar's Office	646 312-1280	646 312-1281	H-0810	151 East 25 Street, 8 <sup>th</sup> Fl, Room 810
Registrar's Office	646 312-1150	646 312-1151	H-0850	151 East 25 Street, 8 <sup>th</sup> Fl, Room 850
School of Public Affairs	646-660-6700	646-660-6701	D-0901	135 E 22 <sup>nd</sup> Street, 9 <sup>th</sup> Fl, Room 901
Weissman School of Arts & Sciences	646-312-3890	646-312-3891	B8-265	1 Baruch Way, 8 <sup>th</sup> Fl, Room 265
Zicklin School of Business - Dean's Office	646-312-3030	646-312-3031	B13-260	1 Baruch Way, 13 <sup>th</sup> Fl, Room 260
Zicklin School of Business - Undergraduate Programs	646-312-3135	646-312-3136	B13-264	1 Baruch Way, 13 <sup>th</sup> Fl, Room 260