Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
215.895.2300

Office of the University Registrar

Application for Senior Privilege Examination Form

Policy Statement

Senior Privilege affords a one-time opportunity for graduating seniors to take an additional final exam to make-up a failing grade in a course required for graduation. The Senior Privilege does not exempt students from attending class and/or taking final exams in courses for which they are enrolled during the last term of their senior year. The following criteria apply:

- The student must have been in college (not on Co-op) during the term in which the course was taken.
- The failing grade must have been incurred during the period in which the student is classified as a senior, and the failing grade must not have been assigned as a result of any academic dishonesty.
- Senior Privilege may only be invoked *once* during an undergraduate career.
- The student's permanent record will record the fact that the student took the course two different times. Furthermore, the grade earned each time will appear on the record and both grades will be included in the GPA calculation.
- The make-up exam used to enact Senior Privilege *must* be taken during the second day of final exam week.
- The grade for the make-up exam for Senior Privilege must be reported to the Student Resource Center by the last day in order to clear students for the term.

Instructions

1. All requirements listed on the above Policy must be met before completion of this form.
2. Please seek approval with the appropriate Academic Advisor *before* filing this form and paying the associated, non-refundable fee. Once paid, please file form in the OUR.
3. Please take this form to the Office of the Comptroller where the required fee is paid - please make sure the Cashier stamps this form.
4. Schedule an appointment with the instructor of the course. The examination is to be administered on the second day of exam week.
5. Forward the Senior Privilege application form to the instructor who will record the achieved grade on the line provided below with his or her signature.
6. The instructor is required to return the completed Senior Privilege form to the OUR by the last day to clear students for graduation.

Student Information

Name _____ _____ _____
Last First Middle Name

University ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

When the required fee of $ _____ is paid to the Office of the Comptroller, the senior will be eligible for an examination in _____
Subject / Course Number / Section

Approvals

_____ Academic Advisor

_____ Comptroller's Fee Paid Stamp

_____ Instructor

_____ Office of the University Registrar

I certify that this student has completed the Senior Privilege exam in the course indicated above and has earned the grade recorded.

☐ Grade

_____ Signature of Instructor administering exam _____ Date

_____ Processed By (OUR) Date ☐

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