



## Application for Senior Privilege Exam

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Senior Privilege affords a one-time opportunity for graduating students 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 their last term of senior year.

The following criteria apply:

- The student must have been in class (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 make-up exam used to enact Senior Privilege must be taken during the final exam week.
- The grade for the make-up exam for Senior Privilege must be reported to the Office of the University Registrar by the last day of the term in which the student applied to graduate in order to clear students for the degree term.
- Please contact [uc-academic-records@drexel.edu](mailto:uc-academic-records@drexel.edu) with any questions regarding the policy or procedures of the senior privilege exam.

### Instructions

- All requirements listed on the above policy must be met before completion of this form.
- Please seek approval with the appropriate academic advisor before filling out this form and paying the associated, non-refundable fee.
- Schedule an appointment with the instructor of the course. The instructor may decline to offer an exam due to pedagogical reasons. If the instructor does approve the request, the examination is to be administered in the student's final term.
- Please take this form to Drexel Central (Main Building, Suite 106) and pay the required fee at the Cashier's Window. The cashier must stamp the application in order for it to be processed.
- Submit this application to the instructor, who will record the achieved grade and sign on the "Instructor Signature" line below.
- The instructor is required to return the completed Senior Privilege form to the Office of the University Registrar by the last day to clear students for graduation. Students are not permitted to return graded forms to the Office of University Registrar as that action constitutes a conflict of interest.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

University ID \_\_\_\_\_ Drexel Email \_\_\_\_\_

### Course Information for Request

Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Amount of Fee \$ \_\_\_\_\_ Paid On \_\_\_\_\_

Cashier's Stamp:

By signing below, I certify that I have read the terms and conditions listed above regarding requesting a Senior Privilege Exam.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Academic Officials

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Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Instructor \_\_\_\_\_ Student's Exam Grade \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by the University Registrar \_\_\_\_\_