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| Name: | Date: |
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Missed examinations must be completed prior to the next scheduled meeting of the course. If an exam is completed during a break week the same policy applies. Any exception must have instructor written approval submitted prior to scheduling.

Make-up Exams may be completed from 12:30pm to 2pm Monday through Friday;
Final exams & Competency Exams may be completed from 11am to 2pm Monday through Friday.

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| Exam Missed and Date & Time originally scheduled: | Competency exam: <input type="checkbox"/> Foundations <input type="checkbox"/> Acupuncture <input type="checkbox"/> Biomedicine <input type="checkbox"/> Herbal |
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| Requested Exam Date: | Student is expected to arrive at start time selected below. All exams must be finished by 2pm. |
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| For All non-final exams: <input type="checkbox"/> 12:30pm <input type="checkbox"/> 1:00pm <input type="checkbox"/> Other _____ (must be between 12:30pm - 2pm) | For Final & Competency exams: <input type="checkbox"/> 11am <input type="checkbox"/> 12:30pm <input type="checkbox"/> Other _____ (must be between 11am - 2pm) |
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On the day of the exam, please report to the designated testing room (library unless stated otherwise) at your selected start time to receive and complete your exam. **Exams will not be proctored earlier than the scheduled appointment and arriving late incurs the following:**

- Late arrival up to 15 minutes: total allotted exam time reduced by minutes late
- Arriving more than 15 minutes late: exam must be rescheduled and exam fee paid again; **individuals will not be allowed to test if arriving more than 15 minutes late from their selected exam start time.**

If administration is notified prior to the scheduled exam start time, the student may reschedule the exam without penalty.

My signature below acknowledges that I have read and agree to the above.

Student Signature:

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| For Finance Office use: Fee received by: Date received: | For Finance Office use: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Web-sale <input type="checkbox"/> N/A |
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