Petition for Late Exam

Instructions for Student
1. Complete top part of form and sign.
2. Obtain signature for approval from instructor.
3. Pay late exam fee in Student Accounts office. (Make check payable to ORU.)
4. Obtain signature from Student Accounts verifying receipt of payment.
5. Surrender form to instructor at time of make up exam. Ask for a copy if you require a receipt.

Name_____

Z-number _____   Phone Number_____

Course Number and Name_____

Original Time and Date of Exam_____

Time and Date of Late Exam_____

Reason for Request:

_____   _____
Student Signature   Date

_____   _____
Instructor's Approval   Date

Late Exam Fee received by Student Accounts

Student Name_____

Department Giving Exam_____   **Department Cost Center #**_____

Amount_____

_____   _____
Student Accounts   **Date**
(Receipt of Late Exam Fee)