REQUIRED DOCUMENTS FOR “LATE EXAMINATION” APPLICATION

In order to facilitate the committee’s consideration on validity of students’ reasons as well as decision making on the propriety of the petition for late examination, students wishing to make such request are required to submit the following documents pertaining to the cause of their absences along with their formal petitions to the office of the registrar within 3 days after the date students have missed the examination:

- In all cases of request for late examination, students are required to submit a letter from their instructors indicating number of hours of their class absences – 6 hours absent from 45 lecture hours for example, otherwise their petitions will not be considered. The letter can be forwarded to the Registrar Office after the 3-day specified period but must be before the committee’s meeting date.

- Regardless of validity of their reasons in missing the examination, students with absences more than 20% will not be permitted to appear for late examination.

  **In case of “sickness”**

- Medical bills, and medical certificate or a photocopy containing “the doctor’s detailed diagnosis of the symptom as well as signs of sickness”, i.e. temperature, pulse, bowel sound etc., the prescribed medicines, suggestions on the necessity in taking the “Bed-Rest”, and the doctor’s license number. (Medical certificate indicating the nature of sickness i.e. “diarrhea” or “fever” and “bed-rest for three days” is not sufficient. It is the students’ prime responsibility to ask their doctors for the aforementioned information.)

- Historical records including past history of chronic illness from the doctor whom students have been seeking medical treatment during the past years, if the absence in the examination is due to the chronic sickness.

  **In case of “expiration of a person in the family”**

- Death certificate of the person.

  **In case of “accident”**

- Insurance claim, if the car is insured. The claim must contain the name of driver and show the date that corresponds to the date of the examination. If the accident is the major accident and requires hospitalization and hence causes the delay in filing the insurance claim, the claim, which could bear different date, must be accompanied by medical bill and certificate. *(Students who are the passengers and hence are not required to be present at the accident must come for the examination.)*

- Name, address, and telephone number of the driver involved in the accident, if the car is not insured.

- Pictures of the damage of students’ transportation – the submitted photographic document must consist of pictures showing the transportation’s license plate, the transportation from the distance, and the damage in the closed-up format.

- The photocopy of the transportation’s owner title.

- The garage’s repaired bill, if any.

Applicants who are denied for late examination will be given “W” for the subject(s) concerned.

**STEPS FOR LATE EXAMINATION**

1) Obtain petition from Window 7-Hua Mak Campus or SM116-Bang Na Campus, fill it out clearly stating subject(s) / section(s), and attach original required documents according to part 1. (Any person on the students’ behalf can fulfill this step.)

2) Submit the aforementioned documents at Window 9, Office of the University Registrar, Hua Mak Campus or SM116, Bang Na Campus within 3 days from the date of absence. For students missing the examination on January 14, 2004 the last date of documents’ submission is **January 19, 2004**.

3) **Check results of committee’s consideration** on **January 26, 2004** from the Late Exam Announcement Board, M building-Hua Mak Campus, SM116-Bang Na Campus.

4) If granted late exam, proceed to pay ฿ 1,000 / subject at the Office of Financial Management (either campus) before **February 12, 2004**. If not, formally drop the subject.

5) **Check exam schedule from the same board** on **February 9, 2004**. Late Examination dates are **February 13, 14, and 15, 2004**.

6) Take the exam according to exam schedules as per step 5.

7) Late examination grades results will be posted on Late Exam Announcement Board, M building-Hua Mak Campus, SM116-Bang Na Campus.

Any problems or concerns please contact Window 9, Office of the University Registrar. Hua Mak Campus or SM 116. Bang Na Campus during Midterm Examination Period.

“Late Examination Committee”

December 7, 2003