

## FINAL EXAM/ASSIGNMENT RETAKE POLICY

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Final exam/assignment retake policy serves to support the students' timely graduation. This policy allows retake of the final exam/assignment for students who meet all criteria listed below:

- Student must be eligible to graduate after the grade is resolved for the relevant course.
- Final exam/assignment retake can be applied only to one course during a degree program.
- Final exam/assignment retake can be applied only to a course where final course grade is below C. Courses graded as "Withdrawn", "Administrative Failure", "Incomplete" are not eligible for final exam/assignment retakes.
- Final exam/assignment retake is possible only if the relevant course or its substitute is not offered in the following semester or term.
- This policy is not applied to final projects like Capstone/Thesis or its equivalent.

Student can apply for final exam retake only after all grades have been posted for the courses that he/she took in relevant semester. Student must submit Final Exam/Assignment Retake Form to the academic advisor. Dean's approval is required for exam retakes.

Retake exam must be arranged and graded by the course instructor within seven working days after the approved Final Exam Retake Form is submitted to the advisor. Retake exam grade replaces overall course grade and cannot be more than C. Highest grade will be included into GPA.