

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND
DEPARTMENT OF BIOCHEMISTRY**

Choose one of three delivery options:

Email to : bcadvice@mun.ca ***Fax to: 864-2422 *****Deliver to SN4006**

Supplementary Exam Application

Regulations to govern supplementary examinations in the Department of Biochemistry. Pharmacy 2004/3111 students should note that the School of Pharmacy has a policy which permits a student to write only one supplementary exam per academic year.

“A student who has clear or conditional standing may write a supplementary examination in a course if the final grade obtained is 45-49F and if his or her term mark is at least 50%”

Course for which Supplementary Exam is being requested: _____

Name: _____ Student #: _____

Address: _____

_____ Phone #: _____

_____ E-mail: _____

PLEASE NOTE: Requests for supplementary exams should be made as early as possible, and no later than **one week** following the date of the release of grades. Grades for supplementary exams **must** be received by the Registrar’s Office within **one week following the start of classes in the next academic semester or session.** The Department of Biochemistry will give a minimum of 48 hours notice of the date and time of the supplementary exam. It is the responsibility of the student to be prepared to write the exam when it is scheduled. By your signature below you agree that you have read and understand the above.

Student signature: _____ Date: _____

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Verified payment - Receipt # from Cashier’s Office _____

Eligibility - according to Instructor information: **Eligible** **Ineligible**

Information checked for eligibility by: _____

Supplementary Examination Information

Date: _____ Time: _____ Place: _____

Memorial University protects your privacy and maintains the confidentiality of your personal information. The information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used for the purpose of processing your application for a supplementary examination(s) and for administrative purposes. Questions about this collection and use of personal information may be directed to the Department of Biochemistry at (709) 864-8530.