

SPECIAL CONSIDERATION REQUEST

INSTRUCTIONS:

A student wishing to apply for special consideration outlined in AGU policy must fill all sections of this form and take it to the administrative assistant of the relevant college/academic department. For each course, a separate request form should be used.

Student Particulars	
Full Name:	Student ID:
Semester:	Year: 201 /201
College/Department:	Program Title:
E-mail:	Contact Number:

Course Details			
Course Code	Course Title	Instructor Name	Assessment Date

Nature of Special Consideration Request

- Request for substitute end semester examination
- Request for extension of time to submit internship/seminar/term paper/project report
- Request for substitute test/quiz (exceeding 10% or more of the overall assessment of the course)

Timing Check and Justification Documents

- Submitted one week before the scheduled date of examination
- Submitted one week after the scheduled examination/assessment date (emergency cases)
- Justification documents are attached with the request
- Justification provided for the request is in-line with the policy
 - sickness
 - accident
 - unavoidable official duties
 - others (please specify below)

Please describe full details that may prevent you from appearing in the examination/test or completing the required assessment:
<p>Note: You are required to provide supporting documents such as medical certificate, police report, official letter indicating the unavoidable official duties etc. Failure to submit supporting documents may lead to the rejection of your request.</p>

Declaration I solemnly declare that particulars provided in this application are correct. I fully understand that I am liable for disciplinary action, if any of the particular or the information provided is false or misleading.	
Signature of Student:	Date Applied:

Application Received by:

Date and Stamp