



GREAT LAKES UNIVERSITY OF KISUMU

P.O Box 2224-40100 Kisumu

Email: academics@gluk.ac.ke

APPLICATION FOR SPECIAL EXAMINATION FORM

STUDENT NAME		SEMESTER	
REG. NO		ACADEMIC YEAR	
PHONE NUMBER		FACULTY	
PROGRAMME			

PLEASE NOTE:

1. A Special Examination is given when a student fails to sit for an examination for special reasons such as illness, bereavement or a court case.
2. Unless it is an emergency, students should give notice in writing to the Registrar Academic Affairs of any special reasons for not sitting an examination, three days before the commencement of the examinations.
3. Special examinations are not surcharged.
4. This form must be completed in full using block letters and returned to the relevant Faculty office, within the period stipulated in the General Exam Rules. Late applications will not be considered and incomplete forms will be returned.
5. Special Examinations are regulated by the GLUK Examinations Policy.
6. A candidate can sit for up to the maximum number of courses offered in a semester.

S.No.	COURSE CODE	COURSE TITLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

DATE OF SPECIAL EXAM.....

DEPARTMENT	NAME OF OFFICER	SIGN	DATE /STAMP

NB: No student will allowed to sit for any examinations unless he/she has cleared fees for the intended special examinations semester.