Exam Application for Study Abroad Students

Beginning in fall 2006, the Faculty has authorized the Registrar’s Office to offer course heads three options in the administration of final examinations to students who will be studying abroad in approved programs during the spring term. This form should be completed once a student finalizes his or her decision to enroll in a Study Abroad program and has received approval from the Office of International Programs. This form must be submitted to the FAS Exams Office no later than two weeks prior to the last day of classes. A separate application must be submitted for each course.

While the student and course head should work together to decide upon the best exam option, the final decision rests with the course head, not the student.

Please check the preferred option below.

1) ______ Student will sit for the exam in absentia. Course head will provide the Exams Office with a copy of the exam. Student will make arrangements with a proctor to proctor the exam. Logistics are coordinated through the Exams Office. If this option is selected, student also must complete and submit the Application for In Absentia Exam, [http://webdocs.registrar.fas.harvard.edu/general_docs/application_form_for_in_absentia_exam.pdf](http://webdocs.registrar.fas.harvard.edu/general_docs/application_form_for_in_absentia_exam.pdf). The course head and student will be contacted by the Exams Office with more information about the in absentia process.

2) ______ Student will be given an exam substitution. This can take any form (take-home exam, paper, etc.). The exam substitution will be due no later than the last day of the Reading Period. Core courses are not eligible for the option of an exam substitution. Please describe the nature of the exam substitution below:

3) ______ Student will take a three-hour written exam, administered by the FAS Exams Office, prior to leaving for winter recess. This option is allowable only if the course head and student complete and submit this form at least two weeks prior to the last day of classes. It is expected that the exam will be administered during the last week of classes. In some circumstances the exam may be administered immediately following the end of classes; please contact the Exams Office at 617.495.1542 for additional information.

This petition must be completed in its entirety; an incomplete form may cause delay in exam administration. A separate application must be submitted for each course.

Student Information

Name __________________________________________ HUID________________________ House _____________________________

Study Abroad Program Name and Location____________________________________________________________________________

Orientation/Program Start Date______________________________________________________________________________________

Date of Program Approval from Office of International Programs ______________________________________________________

Course Information

Course ____________________________ CCN____________ Exam Date ____________________ Exam Time _____________________

(e.g. Econ 1125)

Teaching Fellow (if applicable)_________________________TF Telephone __________________TF Email _______________________

Course Head Information To be completed by course head

Course Head Name________________________________________ Phone Number __________________________________________

Course Head Signature___________________________________ Date __________________________________________

I have read and agree to the above conditions, and I attest that the information I have provided is accurate.

Student Signature ____________________________________ Date __________________________