Division of Graduate Studies

FILING APPLICATION FOR ABSENTEE EXAMINATION (S)

If you have received an ABS grade, you need the approval of the Graduate Dean’s Office to take an absentee examination or turn in the final project or other missing assignment. Approval to resolve an ABS grade will be granted only in cases where an emergency or unexpected situation prevented you from completing the course. You must provide documentation to support your claim. Applications will be reviewed once all supporting documentation is received. You may obtain this form at 3238 Boylan hall or on-line. Please follow these simple steps:

1. Attach a clearly typed signed statement to explain the reason you missed the final examination, or did not hand in your final project. Provide documentation to support your claim. Only complete applications will be processed.
2. Use the application form provided to list all the courses you wish to resolve. Example: Econ 721X (2104) fall 2009. If you are not sure, consult the Schedule of Classes or your print out of classes.
3. You will be informed if the application is approved or denied. If approved, go to the Enrollment Services Center (ESC) at the West Quad Building to pay the appropriate fee. Contact ESC at (718)758-8150 or e-mail them at esc@brooklyn.cuny.edu. The CUNY fee charge is $25 for the first exam, $5 for each additional exam. Do not pay the fee before the application is approved.
4. Bring proof of payment to 3238 Boylan Hall.
5. Contact your department to arrange to take the exam or to hand in the final project.

IMPORTANT:

- Approval for ABS grades from that are not more than one semester old will be sent via e-mail. Once the ABS has been resolved the change of grade will be entered via the WEB by your department. It is important that you file by the deadline.
- Approval for ABS grades that are more than one semester old will be sent via regular paper mail. We will send notification via e-mail whenever possible. The change of grade will be done via paper change of grade.

KEEP THIS INFORMATION SHEET FOR YOUR RECORDS

Date scheduled to take the exam or turn in the final project_______________________________
# APPLICATION FOR THE ABSENTEE EXAMINATION

## Division of Graduate Studies

Please Print:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
<th>XXX-XX</th>
<th>Last four digits of S.S. #</th>
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Address:

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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Cell/Phone#</th>
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<th>Day</th>
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Complete all information requested below for each exam missed. (Ex. Econ. 721X (2104))

1. **Dept. Course # & code** ______________________________ **Instructor** ______________________________
   
   **Semester:** Fall _______ Spring _______ Summer _______

2. **Dept. Course # & code** ______________________________ **Instructor** ______________________________
   
   **Semester:** Fall _______ Spring _______ Summer _______

_________________________  Date  /  /  

Signature

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(Do Not Write In This Space)

**Approved _____** Please take this form to the Enrollment Services Center, room 0100B. Pay $25.00 fee for the 1st examination, $5.00 for each additional examination. Return to 3238 Boylan Hall. Bring proof of payment.

**Denied _____** You are not approved to resolve the ABS. The information and documentation provided is not sufficient to warrant approval.

Anselma Rodriguez  
Coordinator of Graduate Studies