

CIRCULAR No. 02/2017/2018

From: Ag. Academic Registrar



To: Student Community
Gulu University

cc: Vice Chancellor
Deputy Vice Chancellor (Academic Affairs)
University Secretary
University Bursar
University Librarian
Dean of Students
Deans/Directors
Guild President
Deputy Academic Registrar
Assistant Registrars
All Notice Boards

Date: October 24, 2017

APPLICATION FOR SPECIAL EXAMINATIONS

Eligibility Criteria

A student who is absent from the final examination due to justifiable reason(s) such as sickness, loss of parent or participation in authorised university activities may be permitted to do special examinations.

Application Procedure

1. Student eligible for special examination shall apply through the Faculty Dean/Director to the Academic Registrar and attach copies of supporting documents.
2. Application for special examinations must be submitted as soon as is practically possible but not later than two weeks into the beginning of the next semester.

Administration

1. The decision of Senate to grant or not to grant permission to sit special examinations shall be communicated to the student in writing.
2. The departments shall conduct the approved special examinations on the dates indicated in the Academic Calendar.

N.B.: If a student is absent from a particular examination without justifiable reasons, such a student shall receive a fail (F) grade; which shall count in the calculation of the Cumulative Grade Point Average (CGPA).

Students are required to adhere to these guidelines for the smooth running of special examinations. Timely consultations with the Office of the Academic Registrar is also encouraged.

Thank you.