



7 July, 2025

**AUGUST SPECIAL EXAMINATION WINDOW FOR 1ST BIMESTER AND 1ST SEMESTER
2025 STUDENTS WHO MISSED FINAL EXAMINATIONS DUE TO FINANCIAL
CONSTRAINTS**

Greetings and hoping this letter finds you well by God's grace!

We refer to the subject matter in the caption.

This letter serves to inform you that Senate extended the Special Examination Criteria (adding new criterion to the existing one). The extension or additional criterion is that unavoidable circumstances now include failure by registered students to pay the last 25% fee installment. The implications are that such students can also get an incomplete and then write the missed examinations after clearing the debt latest by the end of the following semester using the open examination window.

To write Special Examinations, the candidate(s) MUST:

1. Clear the outstanding debt (100% fees paid).
2. Pay a total of USD50 or equivalent by the published deadline. The amount covers examinations missed during the applicable session and not per subject/whole study period.
3. Write to the lecturer and copy the Head of Department requesting for the Special Examinations so that planning can take place. Observe the deadlines for requesting Special Examinations for each open window where applicable. The windows will be published.

In line with the above Extended Special Examination Criteria,

1. There will be a Special Examination Window from 11 August -15 August, 2025.
2. The 1st Special Examination Timetable draft for the August Window will be out after the 18th of July, 2025 for planning purposes on the part of the student(s).
3. A Special Examination Timetable will be released and please check the Final Timetable to see the schedule for your relevant courses before you travel to Main Campus to write the Special Examination as this requirement has not been changed.
4. All students who wish to write special examinations must pay in full by the 5th of August, 2025 (clear the pending debt and also pay USD50 or the equivalent).
5. All students who wish to write special examinations in August, 2025 must communicate with their HODs no later than the 18th of July, 2025 for planning purposes on the part of the Timetable Committee as well as the university at large.

FOR AND ON BEHALF OF SOLUSI UNIVERSITY

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