



Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali
**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

Telephones: 020-2310512/18

Direct Line: 0771094000 / 0202329073

Email: raca@chuka.ac.ke

P. O. Box 109-60400, Chuka

Website: www.chuka.ac.ke

INTERNAL MEMO

REF: CU/RACA/MEMO/10/26

2nd October 2026

TO: ALL STUDENTS IN THE SCHOOL OF NURSING & PUBLIC HEALTH, ODEL AND THE GRADUATING CLASS

FROM: REGISTRAR (ACADEMIC AFFAIRS)

REF: SCHEDULE FOR SUPPLEMENTARY/SPECIAL EXAMINATIONS FOR MAY–AUGUST 2026 TRIMESTER

The above subject refers.

This is to inform the graduating class students with pending units, the School of Nursing & Public Health and ODEL students who undertook their trimester studies between May and August 2026 that the Supplementary Examinations have been scheduled for **Monday, 12th October 2026 – Friday, 16th October 2026**. Candidates are requested to note the following;

1. **Eligibility:** ODEL and SNPH students who sat for the May–August 2026 trimester examinations and did not achieve a passing grade, or who were unable to sit for their third semester examinations due to verifiable reasons, are eligible to sit for these supplementary/special examinations. In addition, **the graduating class students** with pending units who wish to be considered for graduation are also eligible.
2. **Registration:** All eligible candidates must confirm their examination units with their respective Departmental Offices **before Friday, 9th October 2026**.
3. **Identification:** Candidates must carry their valid University Student Identification Card to every examination session. No student will be admitted into the examination room without proper identification.
4. **Fees:** Candidates are reminded to clear any outstanding supplementary examination fees before the commencement of the examinations. Proof of payment is required.
5. **Attendance:** Attendance is mandatory for all registered supplementary examination units. Absence without an approved deferment will be treated as a failed attempt.

Application Procedure:

1. **Download the Application Form in case of special examinations from the university website:** Application for Resit Examinations should be done online through students' portal.
2. **Deadline for Application:** All applications must reach the Office of the Dean **on or before Tuesday, 6th October 2026** to allow for processing and scheduling.

Please note that applications submitted after the deadline shall not be processed. It is the responsibility of each student to ensure their application is received and acknowledged by the Dean's office. For any clarification regarding the supplementary examinations, kindly consult your respective Dean of Faculty/School.

We wish all candidates the very best in their preparations.



Dr. Samwel M. Chege, Ph.D.
Registrar (Academic Affairs)
SMC/jww

Copy to:

Vice-Chancellor
Deputy Vice-Chancellor (ARSA)
Deputy Vice-Chancellor (AFP&D)
Registrar (A&P)
Finance Officer
All Deans of Faculties/Schools
All Chairpersons of Departments
University Notice Board / Website

