

Petition To Make Up Exam

Name: _____
Course: _____
Day and Time: _____

Reason for request:

Attach documentation below and STAPLE this form with documentation to the back of your exam when you take it. **IMPORTANT !!**

See syllabus for details of exam make-up policy. In short, without proper documentation for a legitimate reason to make up an exam, a penalty is applied relative to the extra time the student had to study the material. This penalty is at the discretion of the instructor. It is important to note that there are very few legitimate excuses. Illness and Death in the immediate family are legitimate excuses; but there must be documentation.