

REQUEST FOR MAKEUP EXAM

This form may only be issued by the College of Law's administrative staff.

Staff Accepting Completed Request: _____

Date: _____

STUDENT NAME: _____

Year: _____

REASON FOR MAKEUP EXAM REQUEST:

AUTOMATIC RESCHEDULE: [no signature required]

_____ 4 exams in a row:

1. _____ Date: _____ Professor: _____

2. _____ Date: _____ Professor: _____

3. _____ Date: _____ Professor: _____

4. _____ Date: _____ Professor: _____

_____ 2 exams in 1 day

1. _____ Date: _____ Professor: _____

2. _____ Date: _____ Professor: _____

DISCRETIONARY MAKEUP REQUEST: 3 exams in a row [requires Professor's signature]

1. _____ Date: _____ Professor: _____

2. _____ Date: _____ Professor: _____

3. _____ Date: _____ Professor: _____

Makeup requested for what exam? _____ Professor: _____

Makeup Date: _____ Time: _____

Professor's Signature (if required) _____

Policy on Makeup Exams

- Students who have exams four days in a row, or more than one on the same day, can request a makeup exam. In the case of four exams days in a row, the THIRD exam is rescheduled. *The instructor's signature is not required.*
- At the discretion of the instructor, students who have exams three days in a row **may** be permitted to schedule a makeup exam. The instructor's signature is required.
- If a student is permitted to reschedule an exam, it will be held on the next available makeup day following the regularly scheduled exam date.

YOU MUST ATTACH YOUR CURRENT CLASS SCHEDULE TO THIS FORM FOR YOUR REQUEST TO BE PROCESSED!

By signing this form I agree that I will not discuss the content of the missed exam with anyone and will not receive any information about the content of the missed exam until it has been made up.

Student Signature _____ Date _____

Please return this form to the Dean's Administrative Staff, Room 280, by Monday, October 26, 2020.

LATE REQUESTS WILL NOT BE CONSIDERED.

Confirmation of a decision will be placed in your student mailbox. APPROVED DENIED

For Office Use Only: Approved by: _____ Date: _____