

Excuse form Tests/Quizzes

IMPORTANT. Under no circumstances make-up exams/quizzes can be taken after 4:30pm of Study Day of the current Semester.

1. Name:
2. Course and Term:
3. Date:
4. Exam/Quiz you missed and its original in class date:

5. Describe the reason why you missed the exam/quiz:

6. Either provide written documentation (to be attached to this form) for your excuse or provide below signature and contact information of someone who is familiar with your situation:
 - (a) Name:
 - (b) Date:
 - (c) Phone Number:
 - (d) E-mail:
 - (e) Relationship:
 - (f) Signature:

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7. Provide a day and a time you would like to retake the exam/quiz.

To be completed by the instructor: This student has a reasonable excuse for missing the described assignment and I agree to give a make-up on:

Instructor's signature:

Date:

IMPORTANT: Give the completed form in person to the instructor. Once you get it back signed, bring it when you take the make-up.