

Make-up Exam Request Form

Name: _____

Student ID: _____

UI Email: _____

Phone #: _____

Course: _____]

Exam missed (check): 1 2 3 Final Other Date of exam missed: _____

The College of Liberal Arts and Sciences allows students to make up examinations that have been missed only if one of the following reasons applies. Please check the reason that applies to your circumstance and attach any supported documentation before turning this form into the Chemistry Center (E225 CB).

___ 1) Due to illness.

- (a) Did you visit Student Health Service? **Yes** / **No**
When? _____
- (b) Did you see another doctor? **Yes** / **No**
Doctor's name: _____
- (c) If your answers to (a) and (b) are "NO," provide an alternate contact, such as an advisor or a parent, who can certify your absence from required participation in regularly scheduled exam.
Name and phone #: _____

___ 2) Mandatory religious obligations. Provide details of the religious obligation that conflicts with the exam.

___ 3) University activities. Provide details of this activity (dates, times, university supervisor for the activity).

___ 4) Other unavoidable circumstances (instructor approval required, case-by-case basis, penalties may apply).

I certify that the above facts are true to the best of my knowledge and belief. I understand that I subject myself to University disciplinary action in the event the above facts are found to be falsified.

Student signature: _____ Date: _____

FOR OFFICE USE ONLY

Faculty approval: _____

Staff's Initials: _____

Date: _____

Date: _____