

## Make-Up Exam Request Form Sociology 134 (Prof. Schweingruber)

All students are expected to take exams during the scheduled time. In order to take a make-up exam, students must have a legitimate excuse. This form must be used to submit your excuse. It should be printed out, filled in, and submitted to a Sociology Central teaching assistant before the day of the exam. You may submit your form either at Sociology Central (East Hall 120) or to one of the TAs before or after class. Submitting the form late without an extenuating circumstance may result in the request being rejected. No make-up exams will be given if this form is not submitted.

Students who have their excuse approved may take a multiple-choice exam on the day following the regular exam day. **All tests not taken during the regular test time or during a scheduled make-up time the following day will be essay tests.** This is necessary since the regular multiple-choice exam will be discussed in the first class following the exam. All make-up exams must be taken **within one week** of the regular exam date. It is your responsibility to schedule a make-up exam. No make-up exams will be given before the regular exam date.

You may be asked to provide additional information or documentation before a decision is made regarding your request. Providing false information on this form is grounds for failing the course.

### Legitimate reasons for taking a make-up exam (check one)

- Funeral of friend or family member                       Illness or injury (attach doctor's statement)  
 Family emergency                       Official university activity (attach official itinerary)                       Other

Provide the specifics of your situation (use back if needed) and attach any supporting documentation.

- No legitimate reason for missing the exam (I understand that I will receive a zero)

Unacceptable excuses include social events, employment conflicts and sleeping through the exam.

### I am submitting this request:

- Before the exam                       After the exam (explain reason on reverse side)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----OFFICIAL USE ONLY-----

Approved

Rejected

TA's initials: \_\_\_\_\_

Professor's initials: \_\_\_\_\_