

Request for Extended Deadline or Late Quiz/Exam

Please read the policies on Makeup Work and Deadlines below. After doing so, if you believe you are entitled to an extended deadline or a late quiz/exam, answer the questions below, attach your documentation and sign this form at the bottom. Then deliver it to Dr. Husselbee's mail box in the Dean's Office (Centrum 233). Failure to attach documentation or sign the form invalidates the request.

Makeup Work — Missed exams, quizzes or other assignments can be made up only when an absence is the result of a university-sponsored activity or under extenuating circumstances, such as serious illness or a death in the immediate family. In such circumstances, documentation is required. No other excuse, such as weddings, honeymoons or "special" plans for university holidays or breaks, qualifies for makeup work. Do not bother asking.

Deadlines — In most cases, late work will not be accepted. Students traveling for university-sponsored activities must take quizzes or exams or hand in assignments before leaving. If other extenuating circumstances apply (see "Makeup Work" above), students must submit required documentation along with a written request to take a makeup quiz/exam or hand in late assignments within a reasonable time after the absence. What constitutes a "reasonable time" is identified in your course syllabus. No exceptions are permitted.

Name _____

E-mail address _____ Semester: Fall Spring Summer 20_____

Course: 1610 3020 3040 3502 4050 6030 6300 Other _____

Name of Assignment or Quiz/Exam _____

Date of Quiz/Exam/Assignment _____

Date of this Request _____

Reason(s) for this Request _____

[Continue your reason(s) for this request on the other side of the page, if necessary.]

Have you attached documentation to support your request? Yes No

With my signature, I attest that my request as stated above is based on truthful information. I understand that lying on this request is a form of cheating, the penalty for which is a failing grade in the course.

Signature _____ Date _____, 20_____