

Math 261 Alternate Exam/Quiz Time Request Form

This form is due 10 days before the date of the exam or quiz. Late requests may not be considered. The only instances in which a student may be granted an alternate exam or quiz time are:

- another class scheduled for the same time
- University-approved activity scheduled for the same time
- documented serious illness or other emergency (e.g., death in the immediate family)

Alternate times will not be authorized without the use of this form. Use of this form does not guarantee the right to a makeup.

NAME: _____

EXAM or QUIZ (circle one)

EXAM or QUIZ NUMBER: _____

EMAIL: _____

SECTION and INSTRUCTOR: _____

Reason for the conflict (check one and attach appropriate documentation):

Class scheduled for same time (valid for exams only). In this case, the alternative times available are 4:00-5:15 pm and 7:00-8:15 pm on exam day. Please attach a copy of your class schedule.

University-approved absence (valid for exams and quizzes). Please attach a copy of the letter excusing you from activity this day.

Documented serious illness or other emergency (valid for exams and quizzes). Please attach a letter from a physician or other appropriate documentation.

Instructors will coordinate quiz makeups.

If this form is about an exam, please mark one of the following options:

I will take the exam on Exam Day, but from 4:00 pm until 5:15.

I will take the exam on Exam Day, but from 7:00 pm until 8:15.

I am unable to take the exam at those times, either, and require a makeup exam at some other time. In this case, the course coordinator will work with you to find a time in the days immediately following Exam Day. This option may *only* be chosen if the standard alternate times above are infeasible for valid reasons.