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:

- 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: ___________________________________________________________

CSU ID NUMBER: ______________________________

EXAM or QUIZ (circle one)

EXAM or QUIZ NUMBER(S): _____

EMAIL (please write legibly!): _____________________________________________

SECTION and INSTRUCTOR: ____________________________________________

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

__ 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.

(Conflicts with other courses are no longer grounds for scheduling an alternate exam time. If you were given an override into a course that conflicts with Math 261’s exam times by another department, that department must manage the accommodations for your time conflict in the other course.)

Instructors coordinate quiz makeups. The course coordinator handles exam makeups. Either way, please turn this form in to your instructor ASAP.

(In previous semesters, there were alternate exam times just before and just after the midterm time slot. These have been discontinued; all alternate time exams and quizzes will be scheduled individually.)