

MATH 161 Alternate Makeup Exam Request

Makeup exams beyond the two official alternate midterm times at 4pm and 7pm will be granted **only** for the following two reasons:

- Collision of the exam with a university (respectively: school) event (such as: other classes or exams, competition in an official university sport, conferences in your discipline). Attach a letter on university letterhead that states your involvement in the event.
- Conflict with events beyond your control that require your attendance. (Eg. illness, accident, medical emergencies of a close relative, jury duty. *Not*: Travel, family celebrations, graduations at other institutions.) The conflict must exist **during exam time**, it is not sufficient that it existed only prior to the exam or after the exam. Include an appropriate official note (e.g. doctor's note, letter from police or court &c.)

Submit this form with appropriate documentation **at least 10 days** before the scheduled exam date to your section teacher or to the course coordinator. (In case of an unexpected even submit ASAP.) This form will be returned to you **in class** with information how to take an alternate exam. If you did not get approval you *must* take the regular exam. Makeup exams will be scheduled by the course coordinator to be as close as possible to the regular exam date. In general makeup exams may differ from the regular exam and might be curved differently. As some relation between the regular exam and makup exams is required for comparability the following policy is in place:

Students taking an early makeup exam are not permitted to communicate contents of the exam to other students until after the end of the regular exam period.

Students taking a late makeup exam are not permitted to discuss or obtain information about the regular exam or to consult solutions posted for the regular exam until after the end of their makeup exam.

When taking the exam students will have to sign acknowledgment of these rules.

I, _____, Section _____, email _____, request an alternate date makeup exam for the following reason:

_____.

Due to this reason I will be unable to take the exam after _____ (Day/Time) or before _____ (Day/Time). I understand the rules about makeup exams listed on this sheet. I attach an official letter/note that confirms the scheduling conflict.

Date: _____ Signature: _____.

Your request for an alternate exam has been *granted*.

You may take the exam on _____ between _____ at the following location:

The PACe center (Weber building).

The RDS Testing center.

_____.

You must bring your CSU Student ID.

Your request for an alternate exam has been *refused* for the following reason(s).

Not a valid reason for makeup exam

Missing/Inappropriate documentation. (You may resubmit with documentation.)

Makeup exam request was submitted too late

Form or documentation are illegible. (You may re-submit in legible form.)

_____.

Date: _____ Signature: _____.