

Math 261 Alternate Exam Time Request Form

This form is due 10 days before the date of the exam (except in the case of unforeseen circumstances such as illness). Late requests may not be considered. The only instances in which a student may be granted an alternate exam time are:

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

Students with RDS accommodations should work with RDS to set up exams (instead of this form). 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 NUMBER: _____

EMAIL (please write legibly!): _____

SECTION and INSTRUCTOR: _____

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

University-approved absence. Please attach a copy of the letter excusing you from activity this day.

Documented serious illness or other emergency. 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.)

The course coordinator handles exam makeups. Please turn this form in to your instructor ASAP, after which he/she will give it to the coordinator.

(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 are scheduled individually.)