

# TEST MAKE UP REQUEST FORM Dr. Pettijohn

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Course \_\_\_\_\_ # \_\_\_\_\_ Exam # \_\_\_\_\_

OSU Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Missing an exam is always serious, but sometimes it cannot be helped. It does create inconvenience for the instructor, and is never quite the same for the student. If you are late with an assignment, you will be penalized on your grade. If you absolutely must miss an exam for a **legitimate reason**, you have several responsibilities. Please BE PREPARED to catch up as soon as you return to school.

1) you must **inform me** either before the test date (if you know) or the morning of the test. If I am not in my office, send an email (email preferred) or leave a voice message indicating your name, phone, email address, and the reason you cannot make the exam. Please use your official OSU email address when contacting me.

2) you must **turn in your take-home question answers** as soon as possible, the first day back at school at the latest. If you have not already turned them in, staple them to this form when you turn it in. Late assignments lose points. Staple a copy of any documentation you have to this form (documentation copy will not be returned).

3) you must **arrange a make-up exam** as soon as possible. In some cases, a pre-set date will be arranged, and in others, we will individually set it. We will arrange the exam via email. You are responsible for making up the exam shortly after you return to school if you have a legitimate reason for missing the exam.

**REASON FOR MISSING EXAM** (Please explain in detail):