**STAT 350 Makeup Exam Request Form (for Final)**

1. **Due by 11:55 PM on Friday April 22, 2016.**
2. Please turn in your completed Makeup request form on Blackboard (pdf or doc or docx formats only). Your form will not be processed unless you include the dates/times of all of the courses that you have finals.
3. Please hand hard copies of all relevant documentation to your instructor by 5 pm on Tuesday, April. 26 with appropriate signature if required. If the reason for a makeup is a final conflict, you only need to include the complete exam schedule below.
4. Your exam will not be graded without documentation if required.

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| Your Name |  |
| Your E-mail |  |
| Your Instructor |  |
| Your Class Time |  |
| Date and Time of Regularly Scheduled Exam | 10:30 AM – 12:30 PM Thursday, May 6 |
| Reason for Requesting a Makeup Exam.  The most common reasons are  1) 3 finals on one day.  2) two finals at the same time.  In both of these cases, all professors have to agree to give a makeup, but the time is up to the individual professor. |  |
| Please list all of the courses that you have finals in with the date/time of the final. |  |

**We will decide on the date/time depending on the availability of the students who need it.**