**STAT 350 Makeup Exam Request Form (for Exam 1)**

1. **Due by 11:55 PM on Tuesday Feb. 16, 2016.**
2. Please turn in your completed Makeup request form on Blackboard (pdf or doc or docx formats only).
3. Please hand hard copies of all relevant documentation to your instructor by 5 pm on Wed. Feb. 17, 2016. If this is a school or work related reason, your advisor/supervisor's signature is required.
4. Your exam will not be graded without documentation.

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| --- | --- |
| Your Name |  |
| Your E-mail |  |
| Your Instructor |  |
| Your Class Time |  |
| Date and Time of Regularly Scheduled Exam | 6:30 PM – 7:30 PM Tuesday February 23 |
| Reason for Missing the Regularly Scheduled Exam  (If this is due to an school or work activity, we need an original document with advisor’s or supervisor's signature) |  |
| Local: Relevant Class Schedule |  |

**The make-up exam will be scheduled on Wednesday Feb. 24 or Thursday Feb. 25 if possible. Please include your class schedule for Wednesday, Thursday and Friday. You will be contacted directly by Dr. Findsen about the time/location of the makeup exam.**