



Request for Alternate Midterm or Final Exam Test Date

Midterm Exam Week and Final Exam Week schedules are published and posted in advance. Families should never plan family trips during these times, and international students should plan their travel with these dates in mind and avoid absences.

Students are expected to attend all end of semester and end of year exams. **Failure to attend without an excused absence will result in a zero grade for the exam.** Students who apply for and receive an excused absence will be allowed to make up the exam only after the scheduled date of the exam. A late fee of \$75 per exam will be charged for the administration of the exam. **Payment of the fee is expected before the exam is administered.**

No excused absences will be granted without a request submitted before the exam.

DEADLINES: Dec 5 (Midterms) | May 9 (Finals)
SUBMIT TO THE OFFICE (Late submissions will not be accepted)

Please print clear and legible

| | | |
|-----------------------|--|-----------|
| Student Name | | Grade |
| Parent/Guardian Name | | |
| Email | | Phone |
| Email | | Phone |
| Course Title | | \$75.00 |
| Course Title | | \$75.00 |
| Course Title | | \$75.00 |
| Course Title | | \$75.00 |
| Total fee due: | | \$ |

| | |
|---|---|
| (office use only) | |
| Payment date _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check Amount _____ |
| | Received by _____ |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | |
| Administrative APPROVAL Signature _____ | |
| Notes: _____ | <input type="checkbox"/> Attendance Logged |