

Test Day Leave of Absence Form

Person Acquiring Signature :

Phone # :

Dept./ Year			Student ID		Reason	
			Name		Phone #	
Date of Absence			Subject			Teacher Signature
Year	Month	Day				

Advisor		Head of Department	
Curriculum Division		Dean of Office of Academic Affairs	

Decision	<ul style="list-style-type: none"> ● If you are not taking the test, the weight will be distributed in the following ways. <ul style="list-style-type: none"> □1. If you are sick, your make up test will be deducted by 20%. □2. If one of your family members has passed away or you are in the hospital, your make up exam will count for full credit. □3.If you have to miss both the midterm and the final, your makeup exam will be deducted by 20% ● □ You cannot miss the exam <p>Reason :</p>
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Comments :

1. Make up exam requirements :

- (1) You must give prior notice before the test day that you will miss the exam. If you are missing the exam for medical reasons, you must have a note from a doctor ◦
- (2) If you are sick, you must submit an application within three days of the test date ◦
- (3) If you are leaving for university related reasons, you must also have a note or proof of the reason ◦

2. If you receive permission to miss the exam you must turn in this form within three days to the Office of Academic Affairs ◦

3. Make up Exam Year Month Day Building Classroom.