MISSED EXAM FORM

Your name (print):_________________________________________

Your signature: _____________________________________________

Today’s date: ____/_____/_____

Designate the course that you are enrolled in by placing an X in front of the class:

_____ ANTH 220

_____ ANTH 2345

_____ ANTH 350 (Forensics)

_____ HMXP

Designate the midterm you missed by placing an X in front of the exam:

_____ Exam 1

_____ Exam 2

_____ Exam 3

Designate the reason why you missed the examination by placing an X in front of the excuse:

_____ Illness: Attach a signed and dated note from your health care professional to this form certifying that you are well enough to return to class. Your doctor need not specify the nature of your illness.

_____ Funeral attendance: Attach proof of funeral attendance (with the date of the ceremony clearly listed) to this form.

_____ Mandatory court appearance: Attach a copy of your ‘Summons to Appear in Court’ to this form.

_____ Athletic Participation: Attach a signed and dated note from your Winthrop Coach certifying that you were participating as a team member at an official Winthrop sporting event.

IMPORTANT

You must sign, date and complete this form, attach the necessary documentation and return all materials to your instructor no later than 10 days after the midterm you missed has taken place. All make up exams will take place during the last week of the semester (during finals week). Failure to provide the necessary form and/or documentation in the amount of time stipulated will result in you receiving 0 points on the midterm you missed.

There will be NO exceptions to this policy.