

University of Massachusetts School of Law – Dartmouth
Excused Absence
Makeup Examination Petition

First Name: _____ **Last Name:** _____ **Student ID:** _____

Telephone: _____ **E-Mail:** _____ @umassd.edu

Student Signature _____ **Date** _____

If you assert that you are unable to take an examination as scheduled, you must submit this form as early as possible before the administration of the examination. Attach a statement explaining the reasons for the requested absence and provide supporting documentation. If the absence is for medical reasons, the documentation must include a letter from your attending physician.

If you were unexpectedly absent from an examination, you must submit this form with a statement (1) setting forth the extraordinary circumstances (such as severe and sudden illness) that justify the absence and (2) showing that the circumstances arose unexpectedly, thereby precluding you from requesting an absence prior to the examination. The statement must be supported by appropriate documentation and must be submitted as soon as possible after the absence, but in no event more than seven days after the scheduled examination.

COURSE: _____ **SECTION:** _____ **DATE AND TIME:** _____

List your **complete** examination schedule for this semester (include papers and take-home examinations)

COURSE	PROFESSOR	DATE & TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For office use only:

APPROVED _____ **DENIED** _____

COMMENT: _____

ASSOCIATE DEAN SIGNATURE: _____ **DATE:** _____