

REQUEST TO "MAKE UP" A MISSED LAB OR EXAM IN DR. MANSFIELD'S CLASSES

Complete this form if you have a valid reason for missing a lab class or an exam and you wish to make it up.

1. Your name: _____
2. Class: PSY101 General Psychology
 PSY105 General Psychology Lab
 PSY205 Experimental Design
3. Name/Title of missed lab/exam (e.g., Lab 6, Exam 3, etc): _____
4. Date of missed lab/exam: _____
5. Give an explanation for why you missed the lab or exam. Your explanation must have supporting documentation that specifies the days upon which you were unable to attend class.

6. Attach a copy of your supporting documentation. Sign and date below, and hand this form to Dr. Mansfield either in class or in 206a Beaumont Hall.

7. Signature: _____ Date: _____

Note: Missed labs and exams will be made up at a mutually-agreed upon time as soon as possible after the scheduled date.