

For office use only:

Approved

Denied

Faculty Notified

Decision date \_\_\_\_\_

**PETITION FOR COMMON FINAL MAKE-UP EXAM - CONFLICT OR RELIGIOUS REASONS**

University of Washington Department of Mathematics

Students who cannot take an examination on Saturday due to religious or other conflicts may petition to take a specially arranged final exam for Math 111, 112, 120, 124, 125 or 126. Please complete this form and return it to the Math Advising Office by the quarterly deadline on the Common Finals website for your course. *Late petitions for conflicts or religious reasons will be automatically denied, except in cases of documented emergencies.*

The Mathematics Department requires documentation as to why you are unable to take the exam on the scheduled date, e.g., a brief note from a responsible official of your religious organization. Petitions are usually granted only for religious reasons. Petitions are sometimes granted for reasons of health or extraordinary circumstances of grave personal importance. In such cases, students should notify their instructor and provide appropriate documentation with the petition. Approval of petitions is not automatic. Plans for sporting events, travel or work on exam day, etc., do not constitute extraordinary circumstances.

Supporting documentation is required for petitions. All documentation must be in English. Documents not in English may be translated by an accredited translator or a third party professional as long as the translator contact information has been provided.

Please describe your reason below and attach the documentation to this sheet.

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Student email (please print clearly) \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_ Instructor \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please fill in both sections. The bottom section will be handed back to you if your petition is approved. You must present it when you appear to take the make-up exam.**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_ Instructor \_\_\_\_\_

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Reason for denial \_\_\_\_\_

**Your make-up final exam is scheduled for**

**Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_**