Astronomy 101: Requesting an Exam at a Nonstandard Time
San Diego State University, Prof. Leonard

General Information

Requesting to take an exam at a date or time other than the dates and times indicated in the course syllabus is permitted under only the most exceptional, or otherwise unavoidable, circumstances. There are essentially two events for which a petition to take a “make-up” or “early” exam will be considered:

1. An approved and verifiable official SDSU-sanctioned activity for which a request is made at least two weeks before the exam. Generally valid activities include, but are not limited to, participation in official SDSU athletic and academic team events for which the coach or academic sponsor is available to verify the activity. Unallowable activities include, but are not limited to, participation in fraternity/sorority events, job interviews, job training, and pre-scheduled family or personal travel.

2. An unforeseeable and verifiable emergency for which a request is made as soon as possible following the event, but in no cases more than two weeks after the in-class exam has taken place. (If it is after two weeks since the exam, no makeup will be given under any circumstances; please see page 9 of the course syllabus for details concerning available options to withdraw from the course.) A valid emergency could be, e.g., a verifiable serious medical condition requiring hospitalization in direct conflict with the exam time or (yes, verifiable) death of an immediate family member (sibling, parent) necessitating travel in direct conflict with the exam time.

If neither of these situations applies to your case, please do not request a different exam time, since your request will in all likelihood be denied. If you believe that one of these situations does apply to your case, then please follow the instructions below exactly.

Request to Take an Exam at a Nonstandard Time

Please fill out the following items completely, and follow all instructions exactly as requested.

1. Name:
2. Email address:
3. Phone number:
4. RED ID Number:
5. Today’s Date:
6. Class section meeting time:
7. Exam that is being petitioned to take at a nonstandard time (e.g., Astronomy 101 Midterm 1):

8. State as completely and clearly as possible your reason for requesting to take this exam at a nonstandard time (you may attach additional sheets if necessary).
9. Attach documentation to support your statement to this form (required).

10. Name and contact information (phone number and email preferred) of person who can verify the accuracy of your statement (required):

11. Indicate below the dates and times (from 9 AM - 5 PM) you are available to take the exam. Please list days and times for 8 available weekdays from the day you are submitting this form; if you are submitting this form before the exam has taken place, please list available days and times for two days before the exam and six days after the exam. Please be very careful to only give times that are, and will remain, available for you to take the exam. Once a time is set, no rescheduling is possible.

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12. Submit this form (and all supporting documents) using one of the following two methods:

- **Preferred method**: Turn in to the main astronomy office, Room 210 of the Physics-Astronomy building. Please tell the administrative assistant to put the form in my mail box. If the office door is closed, write “For Prof. Leonard” at the top of this form, and slide it under the office door.

- FAX it (with a cover page specifying that it is to go to me) to the astronomy department at: 619-594-1413.

If neither of these two methods is possible, then as a last resort, you may scan all forms and email them to me (leonard AT sciences.sdsu.edu) as pdf attachments.

13. Send me an email (leonard AT sciences.sdsu.edu) informing me that you have submitted a request to take an exam at a nonstandard time.

A decision regarding a makeup (or early) exam will be made as soon as possible (almost always within 24 hours of notifying me that you have submitted the request), and you will be contacted via email. If your request is granted, specific instructions and a date and time for the makeup/early exam will be included. Note that makeup exams will differ from the exams given in class, and may include (or consist entirely of) a one-on-one oral interview with the professor.