

**Brandeis University
Graduate School of Arts and Sciences/Office of the
University Registrar**



FINAL EXAM: Excused Absence Form

I. INSTRUCTIONS

In order to receive an excused absence (EA) for a final exam, both the faculty member and the student must agree that this is the best course of action for the student. An EA will be temporarily placed on the student's transcript to note that the course has not been completed. Once a make-up exam has been taken and a grade submitted to the Office of the University Registrar, the EA will be replaced with the earned letter grade. If a student does not take the make-up exam, the EA may convert to a failing grade for the course.

Please return 1 copy of this form with all necessary documentation to Meghan Peck in the GSAS, Kutz Hall, room 206-A, before the scheduled time of the examination (no later than 5 p.m.).

II. STUDENT AND FACULTY EXPECTATIONS FOR COMPLETION OF THE FINAL EXAM

Student Information (please print clearly):

Name _____ Sage ID# 2 _____

Mailstop # _____ Phone _____ Email _____

Reason for Request _____

Course Information (please print clearly):

Subject and Catalogue Number (e.g. HIST 202A) _____

Class Title _____

Instructor _____ Email _____

The instructor agrees to design a make-up examination for this course, and the student agrees to take the make-up exam. The make-up exam will be given at one of the following times:

___ **Conflict Resolution Period** (as listed in the Registrar's calendar). The make-up exam will need to be received by Richard Cunnane in the Office of the University Registrar at least 24 hours in advance

___ **Start of following semester** (see the academic calendar for exam make-up dates). The make-up exam will need to be received by Richard Cunnane in the office of the University Registrar no later than the first day of classes. The exam date will be assigned by the office of the University Registrar. The student will be notified **by email**.

Student's Signature & Date

Instructor's Signature & Date

GSAS Dean's or Associate Dean's Signature & Date

Please note: If you have incomplete work other than the final examination in this class, you must also complete a separate *Excused Incomplete form*.