

## Student Request to Makeup Missed Classroom/Lab Hours

Please Print Clearly

Name	Phone
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Email
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Date(s) of Absence(s)	Class/Lab Hours Missed
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I understand that:

1. For all students in clock hour programs, all absences from the classroom or lab, excused and unexcused, must be made up equal to the number of hours absent.
2. All excused and unexcused class/lab absences must be made up by the end of the quarter in which the absence occurred in order to progress to the next quarter.
3. Students cannot advance to the next quarter without making up missed class/lab time.
4. Makeup classroom, clinical and lab time will be at the expense of the student.
5. Financial arrangements must be made prior to scheduling student makeup session(s).
6. The cost for classroom/lab makeup hours is **\$85.00 per missed hour(s)**.

Class	Hours Missed	X \$85.00 /hr	Total Due \$
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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Office Signature:

\_\_\_\_\_  
Date

To be completed by Instructor

Scheduled Makeup Date(s)	Total Makeup Hours Completed
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\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date