This should be dropped off in the mail slot on the door to the Cubicle ASAP, but no later than one week after your absence.

Today’s Date __________________________ Your Name __________________________
Phone __________________________ Email Address __________________________
Student ID __________________________
Your TA’s Name __________________________
Your Normal Lab Day and Time __________________________
Date you missed/will miss lab __________________________

Reason (attach any pertinent documentation):

If an assignment was due on the date you missed, what is its current status? *i.e.*, is it completed? Has it been handed in? When do you plan to hand it in?

**Options:**

**A. I plan to attend another section of Chem 14 on the same week of by absence:**

Mon. 1:25 PM-5:30 PM  
Tues. 1:25 PM-5:30 PM  
Tues. 8:00-12:05 PM  
Tues. 6:30-10:35 PM

(Circle the section you plan to attend. Then show up at the cubicle at the start of lab. The section supervisor will find you an open work space. If possible, obtain your notebook from your TA before you come to lab.)

**B. I plan to attend the make-up experiment scheduled during your normal lab period, on the week before the Lab Test.**

**Note:** This will be a different experiment than any that were done during the semester. The grade you earn on this experiment will replace the grade for the missed experiment. But you will still be held responsible for the material covered in the missed experiment for the Lab Test.

Makeup Request Approved? __________________________

Comments: __________________________

Approved by __________________________

Date __________________________