

## Absentee Report for PHYS 272

Use this form to request an excused (EX) grade for an exam or an assignment in PHYS 272 – Electric and Magnetic Interactions. If you are granted an EX grade, it will appear as “EX” in the CHIP grade book and will not count toward your score or the maximum possible points for that score.

Name: \_\_\_\_\_

Purdue ID number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

What needs an EX grade? (Be specific – give dates.)

A. Recitation Quiz/Worksheets \_\_\_\_\_

Recitation TA's Name: \_\_\_\_\_

B. Evening Exam \_\_\_\_\_

Instructor's name: \_\_\_\_\_

NOTE: Contact your lab TA regarding make-up labs. No action is needed for Lecture quizzes (clicker questions), since the 3 lowest grades are dropped.

Reason for needing an EX grade: (Give dates & details: illness, funeral, accident, etc...)

Attach required documentation, such as a doctor's note, obituary, etc. It is also a good idea to contact the appropriate instructor. Advance notice must be provided when possible.

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OFFICE Instructions: For recitations, put this form in the Recitation TA's mailbox. For exams, send to the instructor.