Module Make Up Form

Complete this form and return it to the School of Business & Leadership – OM Registrar’s Office.

_____________________________ from Cohort # ______, needs to make up the module-______________________________ that you are teaching. Please record the student’s grades on this sheet and return to Elizabeth Hanson with the regular grade sheet for Cohort # ______. We apologize for any inconvenience: thank you for your time!

**Attendance:**

1 2 3 4 5 6 Class + Assignments + Paper = Final Grade

___ ___ ___ ___ ___ ___ ____ ____ ____   ____ ____

______________________________

Signature of Instructor                                    Date

This form must be signed by the makeup professor after your makeup session. **INSTRUCTOR PLEASE NOTE:** The instructor who is submitting the final grade should include this form with the grade sheet.