Single Class Make Up Form

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

Name of Module: ___________________________  Original Professor: __________________________

Date of Missed Session: ___________________________  Original Cohort: # ___________

Date of Make-Up Session: ___________________________  With Cohort: #___________

I hereby certify that ______________________ (student) attended indicated makeup session.

Make-Up Professor’s Signature: _____________________________

This form must be signed by the makeup professor after your makeup session, and returned to the original professor for that course. INSTRUCTOR PLEASE NOTE: The instructor who is submitting the final grade should include this form with the grade sheet.