

Class Make Up Form

Any class missed due to adverse weather or other emergency conditions by **curriculum classes** will need to be made up by one or a combination of the methods listed on the form below.

Continuing education classes will be made up by using either of the first two methods (extending class time or additional classes) or in some circumstances, the missed class will not be made up, and the Class FTE report will be adjusted to reflect the actual hours that the class met.

Please complete a different form for each class missed. Do not put more than one class on a form.

(Complete as soon as possible upon resumption of classes following postponement)

Class and Section # of Class Missed: (example: ENG-111-TR1) _____

Date(s) Class Missed: _____

Total Amount of Time Class Missed: Hours _____ Minutes _____

Class will make up time missed by one or a combination of methods listed below:

Please check:

___ Extending class time each day for _____ minutes. Total time to make up _____

___ Holding class at other than the regularly scheduled time:

Dates to be Held _____

Times to be Held _____

___ Giving Students Assignments equivalent to the Time Missed. Provide Explanation:

Signature of Instructor

Signature of Administrator

Date

Date

(revised 2/20/18)