

## Request for Consideration Form

**Complete this form and attach it to the front of your late assignment or submit it to your instructor at the earliest possible opportunity to request that you be allowed to make up missing work.**

Name \_\_\_\_\_

Course \_\_\_\_\_ Course Section \_\_\_\_\_

Request for consideration with respect to (Circle the letter corresponding to the appropriate item.):

- |                    |                          |
|--------------------|--------------------------|
| A. Late assignment | C. Missed test           |
| B. Missed quiz     | D. Other (Specify) _____ |

Date of missed work or late assignment \_\_\_\_\_

Explanation of Circumstances (*Give the reasons why you were unable to do the activity or submit the assignment and why you should be given favorable consideration.*)

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Supporting documentation submitted (*Circle as appropriate and attach a copy of the documentation.*):

- |                              |                          |
|------------------------------|--------------------------|
| A. Medical certificate       | C. Other (Specify) _____ |
| B. Official VSU verification | D. None                  |

I hereby request that based on the information provided herein I be allowed to (*Circle as appropriate.*)

- |                               |                             |
|-------------------------------|-----------------------------|
| A. submit my assignment late. | B. make up the work missed. |
|-------------------------------|-----------------------------|

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please check promptly with your instructor on what you need to do next.**

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DO NOT WRITE IN THE SPACE BELOW.

Date received \_\_\_\_\_

Action taken \_\_\_\_\_