

**Make-up Credit Verification Form**

Students are allowed to make-up up to 25% of a missed course. The make-up option(s) for each course are individually determined by the instructor. All made up class hours require a make-up verification form to be filled out by the student and signed by the instructor. The student must return the complete and signed form to the office to receive credit for the class. Students should **not** sign the course attendance roster when making up a class. Students have 3 months to complete unfinished work assignments and 6 months to attend a missed class, from the date of class missed.

Student Name \_\_\_\_\_

Date Submitted \_\_\_\_\_ SHA ID # \_\_\_\_\_

Course Name \_\_\_\_\_ Class Code \_\_\_\_\_

Date of missed class \_\_\_\_\_ Number of hours to be credited \_\_\_\_\_

Method of make-up – (Please attach any homework, reports, or other documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Section \_\_\_\_\_

I verify that the above named student has satisfactorily completed the necessary requirement to receive make-up credit for the noted missed class time.

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_