



RUDOLF STEINER COLLEGE

Make-Up Form

This form is to be used when attendance is between 60-79% and the student needs to complete additional assignments in order to receive full credit for a course.

Current status will be Inc = incomplete.

To make-up an incomplete/missing assignment and to change a student record, the student must fill out the top of this form and have the instructor or Program Director fill out the assignment details. Once the assignment(s) has been completed, student turns in work (either in person or by uploading to Populi) and gives this form to the instructor or Program Director to complete the bottom section.

Student Name: (please print clearly) _____

Current Attendance % _____ Dates missed: _____

Program Title: _____ Academic Year: _____

Course Title: _____

Instructor: _____

.....
TO BE FILLED OUT AND SIGNED BY INSTRUCTOR OR PROGRAM DIRECTOR:

Assignment given to cover missed attendance (please be specific):

.....
Final Course Grade earned by additional work _____.

My signature below indicates student has fulfilled all requirements and is entitled to full credit.

Instructor or Program Director

Signature: _____ Date: _____

Please submit completed form to the registrar's office.

RUDOLF STEINER COLLEGE

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