

**PREPARING FOR A DEGREE  
STUDENT REQUEST**

**SUBJECT**

Dear \_\_\_\_\_,

I, \_\_\_\_\_, am currently receiving a \_\_\_\_\_ in your class.  
In order to receive an **A**, what make-up and/or extra credit work may I do?

**MAKE-UP**

**EXTRA CREDIT**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Comments:** \_\_\_\_\_

---

---

---

---

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**