

Physical Education & Wellness

Make-Up Form

Acceptable make-up options:

Option 1: Participate in another course you are currently registered in- see course/instructor list on website

Option 2: Participate in a course previously taken and passed- see course/instructor list on website

Option 3: Participate in a “Open Make-up”- registration links for each class listed on website

Option 4: Participate in Hands on CPR only/AED - registration links for each class listed on website

- All make-up options are subject to availability and require instructor permission (see process below)
- Students are eligible to complete 2 make-ups per course, per quarter (not applicable for asynchronous courses)
- Additional information posted at <https://physicaleducationandwellness.mit.edu/my-gir/make-up-options/>

Student must complete

MIT ID# _____

Student Name: _____

MIT email: _____

Course Requiring Make Up:

Course: _____

Days: _____

Time: _____

Instructor: _____

Make Up Session Attended:

Course: _____

Date: _____
(eg. Wed, 9/8/20)

Time: _____

Completed by instructor providing make-up:

I have verified the above student participated in my class on

Date

Instructor name

Make-up form received and entered into Canvas by Instructor

_____ Initial

Remote Make-up process:

Option 1 and Option 2

1. Students will email the make-up instructor a request to complete a make-up in their class.
2. The make-up instructor will confirm via email if space is available and provide location or zoom link (whichever is applicable)
3. *Students will be required to show the make-up instructor their MIT ID in-person or via zoom.*
4. Upon confirmation of space, the student will email the fillable make-up form completed with their information to the make-up instructor.
5. Upon completion of the class, the make-up instructor will email the signed make-up form back to the student so they can email it back to their current instructor for processing.
6. Students have the option to contact the instructor ahead of time OR come to class as a walk in. Those who registered ahead of time, have first preference.
7. **Note:** If space is not available, student will need to make another choice and repeat the process

Option 3 & 4

1. Students will view “open make-up options” and CPR dates listed under “make-up options” under MY GIR on the PE&W website.
2. Students will register for a specific day and time using the registration link for the make-up class. Each make-up class (day/time) has a separate link.
3. Students will receive location directions or Zoom link 1 day prior to the class date.
4. *Students will be required to show make-up instructor their MIT ID in-person or via Zoom.*
5. Upon completion of the make up instructor will send a confirmation to the student’s current instructor if they were present or not present & update attendance.
Note: If space is not available, student will need to make another choice and repeat the process.
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