

Request for Change in Scheduled Examination

Student: _____ Phone Number: _____

(Please Print)

A change in scheduled examinations may be requested using this form for the following situations:

1. A request to take examination with a different section of the same course.
2. **Three** scheduled examinations in **four** consecutive examination periods on consecutive days.
3. A conflict between scheduled examinations.

All other requests for exam schedule changes may be heard by the Dean of Students, Campus Center 109.

Please fill out the appropriate section (#1, 2, or 3) and obtain the instructor's signature. Return to Ewell Hall by **Friday, December 4, 2009 before 5:00 p.m.**

1. I am taking _____ (course) _____ (section), which has two or more sections. Although the final examination for my section is scheduled for _____ (date/time), I wish to take the examination with the other section, scheduled for _____ (date/time).

Instructor's Signature: _____ **Print Name:** _____

2. I have **three** scheduled examinations in **three** consecutive examination periods on consecutive days, **listed below**. NOTE: You must first attempt to reschedule one of the three exams with another section [see #1]. If none of the three can be taken with another section, **only one exam may be rescheduled**.

Course: _____ Section: _____ Date/time: _____

Course: _____ Section: _____ Date/time: _____

Course: _____ Section: _____ Date/time: _____

I wish to reschedule:

Course: _____ Section: _____ To date/time: _____

Instructor's Signature: _____ **Print Name:** _____

3. I have a conflict between these scheduled examinations:

Course: _____ Section: _____ Date/time: _____

Course: _____ Section: _____ Date/time: _____

I wish to reschedule:

Course: _____ Section: _____ To date/time: _____

Instructor's Signature: _____ **Print Name:** _____

I certify that, to the best of my knowledge, under the statutes of the Honor Code, my request is a correct and complete representation of the facts.

Student's Signature:

_____ Date: _____

Susan M. Peterson, Dean of Undergraduate Studies:

_____ Date: _____