STUDENT PETITION TO RESCHEDULE FINAL EXAMINATION

Students may petition for a change of examination schedule for two reasons: (1) for medical, personal or family emergency, or University-prescribed activity; or (2) for three exams on the same day.

POLICY: All examinations must be given on the day and time for which they are scheduled. Students who wish to petition to change their final examination schedule must obtain the approval of the instructor and submit the petition to the instructor and department chairperson for final approval. Students may petition for a change in their final examination schedule only in cases of medical, personal; or family emergency, or a University-prescribed activity.

POLICY: A student who has three examinations scheduled on the same day may petition for a schedule change by initiating a petition with any one of the instructors giving an examination on the day that three are scheduled. The petition must be signed by the instructor and the chairperson.

Student name: ____________________________ 919 ________________ Date: __________

Dept/Course/ Section Requested New Assigned Date/Time

________________________________________________________________________

Please check the box for appropriate reason, and then explain below.

☐ Personal or Family emergency ☐ Medical emergency ☐ University-prescribed activity ☐ Three Exams

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☐ Support ☐ Do Not Support ____________________________ Instructor’s Signature ____________ Date __________

☐ Support ☐ Do Not Support ____________________________ Chairperson’s Signature ____________ Date __________

Provost’s Office 4/12