

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 director/chairperson.

Date: _____

Student Name:

919 #:

Course Number:

Date/Time of Scheduled Final:

Requested New Date/Time for Final:

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

Personal or Family Emergency

University-prescribed Activity

Medical Emergency

Three Exams

Explanation for Request:

Support

Do Not Support

Instructor's Signature

Date

Support

Do Not Support

Director/Chairperson's Signature

Date