

FINAL EXAMINATION SPECIAL CIRCUMSTANCES FORM

Petition to move an exam to a different date & time

Student Information

ID: _____ Name: _____

Email address: _____ Date: _____

Final examinations and evaluative activity are important to a college education. The sound functioning of a final examination schedule requires all members of the college doing all they can to adhere to the schedule. A term does not end until the end of each student's last scheduled final examination period.

Student will be granted exceptions to adhering to a final examination period only for compelling reasons that rarely include travel arrangements made in disregard of the final examination schedule or the desire to start employment, internship positions, etc., before an individual's final examination schedule has ended.

Requests for changes involving special circumstances require that the student fill out this form so that the department chair or program chair involved can determine if the circumstance is compelling, the student and/or student's family has exhausted other remedies, and it is feasible for the instructor to make other arrangements.

Date and time period of exam: _____

What is your reason for requesting this change? What makes your request for special consideration sufficiently compelling to override your obligations to respect the final exam schedule for the good of the community and because of the importance of academic obligations?

Since you identified external conflict with your exam date/time, what attempts have you made to be at the scheduled exam?

Student signature: _____ **Date:** _____

Approved Denied

If approved, new day and time: _____
Date Time

Instructor signature: _____ **Date:** _____

Department chair/program director signature: _____ **Date:** _____

Please keep for your own records.