

THREE FINAL EXAMINATIONS IN A SINGLE DAY

Petition to move an exam to a different date & time

Student Information

ID: _____ Name: _____

Email address: _____ Date: _____

Three final examination periods are scheduled per day during the fall and spring semesters' five-day final exam period, but rarely does an individual student have more than two examinations in a day. In the rare instance where a student has three in-class examinations scheduled for the same day, the student may request an alternative for one of them by filling out this form and submitting it to the instructor, who will pass it on to the appropriate chair or program director. Because some examination formats require that all student be present in the same room at the same time, faculty members are not obligated to make such an alternative arrangement.

Courses Information

Please list the courses scheduled for the same date:

Date of exams: _____

Department	Course number	Section	Instructor(s)

Exam I am requesting to move to another date and time:

Department	Course number	Section	Instructor(s)

Student signature: _____ Date: _____

Approved Denied

If approved, new day and time: _____
Date Time

Instructor signature: _____ Date: _____

Department chair/program director signature: _____ Date: _____