

REQUEST FOR CHANGE IN EXAMINATION SCHEDULE

COURSE TITLE: _____ DAY or EVENING (circle one)
SECTION OF COURSE: (if more than one section) _____ PROFESSOR _____
EXAMINATION ORIGINALLY SCHEDULED FOR (DAY & TIME) _____
REQUESTED DAY & TIME FOR RESCHEDULED EXAMINATION: (ONLY ONE) _____
REASON FOR REQUEST (**BE SPECIFIC & NAME THE EXAM WITH WHICH THERE IS A CONFLICT**):

RESCHEDULING FINAL EXAMINATIONS

Return this completed form to Lowell Wilson, Office of Registration & Enrollment, by **Tuesday, December 1**. Requests received after **December 1** may not be considered. Do not discuss exam rescheduling with your instructor, and do not discuss the exam with anyone subsequent to the exam's regularly scheduled administration or at any time which would give any student taking the exam an unfair advantage; doing so may be an Honor Code violation.

EXAM DAY PROCEDURES

Rescheduled exams should be picked up from the Office of Registration and Enrollment, Suite 280, approximately 15 minutes prior to the rescheduled exam start time, and must be returned to the same office within the time limits of the rescheduled exam. Take the rescheduled examination in a room scheduled as an exam room. Rescheduled exams are not proctored; the Honor Code applies.

REQUESTED CHANGES SHOULD CONFORM TO THE FOLLOWING RULES:

1. No student shall be required to take exams (take home exams included) on two consecutive days, unless twenty-four hours intervene between the beginning of the first exam and the beginning of the second exam; e.g., exams scheduled on successive days at 1:30 p.m. are **NOT** considered to be in conflict.
2. No student shall be required to take exams (take home exams included) on more than two consecutive days, e.g., a student with exams on Monday, Tuesday, and Wednesday may reschedule one.
3. Evening division students with exams (take home exams included) on two consecutive days may reschedule one of the exams, e.g., an evening student with exams on Monday and Tuesday of the same week may reschedule one.
4. Although the scheduling of take-home exams may result in conflict as described in 1, 2, or 3 above, the take-home may not be rescheduled - only the other exam in conflict may be rescheduled.
5. Exams may not be rescheduled at a time earlier than the original time and date, except by graduating seniors in the spring semester if there is a conflict according to rules 1, 2 or 3 above when later rescheduling may not be feasible.
6. Appeal to health reasons as an excuse for rescheduling an examination, whether in advance or at the last moment, will be honored only upon receipt of a doctor's letter certifying the illness and the necessity of missing the scheduled examination.
7. In general, the Office of Registration and Enrollment shall not recognize reasons other than health problems as excusing causes for missing a scheduled examination. If some serious and urgent problem arises, however, due consideration will be given. The presumption is that, except for health reasons, most requests received for rescheduling examinations will not be honored.
8. Request a specific day and hour for the rescheduled examination. Request a time when another regularly scheduled examination is administered or a time listed as "Available for Rescheduled Exams." Although the time requested normally will be approved, other considerations may require approval of a time other than that requested. Requests which create another conflict may be denied. Requests should be made to cause the fewest reschedulings.
9. Use a separate form for each request. Notices signifying approval or disapproval of requests will be placed in student mailboxes.
10. Unless a conflict would still occur with another examination, the rescheduled examination must be taken no later than Friday, December 18.
11. Students who do not take a regularly scheduled examination and are judged by the Acting Director of Registration and Legal Technology not to have had adequate reason to miss the examination will receive a grade of F.
12. A student with a disability who would like to obtain an exam accommodation must make arrangements in advance with the Assistant Dean for Student Affairs.