

PETITION TO CHANGE A FINAL EXAM

Student Name ID # Campus Mailbox Advisor's Name

Approval must be granted by the Academic Policies Committee if you want to take a final exam at a time other than that designated by the University on the Final Exam Schedule. Submit this form to the Office of the Registrar by the end of the 12th week of the semester. You will be notified by e-mail of the committee's decision. Before submitting the petition, you must have the support of the professor who will be giving the exam to be changed.

Note: A student who, for legitimate reasons, wishes to change an exam to the exam time of another section of the same course, taught by the same instructor, may do so with the instructor's permission and without having to petition.

Choose one of these two reasons to change an exam time and list the exams, the times, etc., and the arrangements that have been approved by the instructor.

THREE EXAMS WITHIN 24 HOURS

	Course Number	Class Meeting Time	Scheduled Exam Time	Proposed New Exam Time	Signature - Faculty Approval
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

ALL OTHER REQUESTS

	Course Number	Class Meeting Time	Scheduled Exam Time	Proposed New Exam Time	Signature - Faculty Approval
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

REASON FOR PETITION TO CHANGE EXAM TIME(S)

You may use additional pages or supply supporting materials. Faculty members may submit separate comments.

Student signature _____ Date _____