

**Three Final Examinations in a Single Day: Petition to Move an Exam to a Different Date and Time**

**Student Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Number** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

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, s/he 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. Since some examination formats require that all students be present in the same room at the same time, faculty members are not obligated to make such an alternative arrangement.

Please list the courses scheduled for the same date:

Date of exams \_\_\_\_\_

Department \_\_\_\_\_ Course number \_\_\_\_\_ Section \_\_\_\_\_ Instructor(s) \_\_\_\_\_

Department \_\_\_\_\_ Course number \_\_\_\_\_ Section \_\_\_\_\_ Instructor(s) \_\_\_\_\_

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

.....  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

If approved, new day and time \_\_\_\_\_

\_\_\_\_\_  
Instructor signature

\_\_\_\_\_  
Department chair/program director signature