CHANGE OF FINAL EXAM

All students must be present during the final exam period. Exceptions may be granted only in cases of emergencies or special circumstances.

Special Circumstances:
♦ 3 or more exams on one day
♦ 2 exams at the same time
♦ Other - official documentation required

Students must submit a signed, written request, to the Associate Dean of Seaver College seeking approval to change the date or time of a final examination.

Instructors are not required to grant permission to take a final exam at any time other than as indicated on the final exam schedule. Students must obtain instructor’s signature before submitting this form to the Seaver Dean’s Office (TAC 3rd floor) for final review and consideration. Following review, the decision will be emailed to both the student and instructor.

Deadline for submission is 5:00PM on the Monday preceding Final Exam week.

Date Submitted to Seaver Dean’s Office: ________________________________

Reason for changing final exam time: ______________________________________________
___________________________________________________________________________
___________________________________________________________________________

Student’s Current Schedule of Classes. Please include all classes and meeting times:

<table>
<thead>
<tr>
<th>CLASS/SECTION</th>
<th>DAYS</th>
<th>TIME</th>
<th>DAY/TIME OF FINAL EXAM</th>
<th>PROFESSOR</th>
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Please Print
Student’s Name: ______________________________________CWID#: _______________________
Student’s Email Address: ____________________________________________________________
Student’s Telephone Number: _______________________________________________________
Class for which Exception is Requested: _____________________________________________
Requested New Date/Time of Exam: _________________________________________________

Instructor’s Signature: _____________________________ Approved □ Denied □

Associate Dean’s Signature: ________________________ Approved □ Denied □