

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:

<u>CLASS/SECTION</u>	<u>DAYS</u>	<u>TIME</u>	<u>DAY/TIME OF FINAL EXAM</u>	<u>PROFESSOR</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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