



## **Request to Reschedule Final Examination Due to Closely Scheduled Final Examinations on Different Instructional Sites**

In alignment with our Student Success priorities, students who have closely scheduled final examinations on different instructional sites will be allowed to initiate the process of rescheduling an examination. The rescheduled final examination ideally should be on a day and at a time that is convenient for both the student and instructor. The rescheduling should be completed by the “Last Day to Drop a Class with a W Grade” date that is indicated in the Academic Calendar and the resulting examination must be administered during the final examination period.



**Request Form to Reschedule Final Examination Due to Closely Scheduled Final Exams on Different Instructional Sites (e.g., Jackson Medical Mall, Universities Center, E-Center)**

Students with closely scheduled final exams on two different instructional sites (e.g., Jackson Medical Mall, Universities Center, E-Center) may petition the Department Chairperson in which the second course resides for rescheduling of one examination. The petition must be completed by the “Last Day to Drop a Class with a W Grade” date that is indicated in the Academic Calendar.

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_  
J Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*I have closely scheduled final exams on two different instructional sites resulting in less than 30 minutes of travel time in between exams.

Student’s Final Exam Schedule – List All Finals

Course	Day/Time of Final	Instructor

Final to be Rescheduled: \_\_\_\_\_

Proposed Alternative Day/Time Final to be Taken: \_\_\_\_\_

*To be completed by Department Chairperson:*

Has the instructor been notified and consulted? Yes. No

Department Chairperson’s Approved Arrangements for Rescheduled Final Examination

Note: If the course instructor teaches multiple sections of the final to be rescheduled, it is strongly encouraged that the arrangement is for the student to take the final examination with the same instructor at one of the other already scheduled times.

Department Chairperson’s Signature & Date: \_\_\_\_\_

Academic Dean’s Signature & Date: \_\_\_\_\_