

Request to Reschedule Final Examination Due to Three or More Final Examinations in One Day

In alignment with our Student Success priorities, students should not have to take more than three final examinations in a given day. To resolve the problem of multiple final examinations, students 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 Three or More Final Examinations in One Day

Students with three or more final examinations on the same day may petition the Department Chairperson in which the 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 three or more final exams on the same day.

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: _____