

Final Examination Rescheduling Form

SR-90-91-(67)219 (AHC)

Student Name:

Student ID:

Semester:

Date:

Class/Section	Instructor	Class Meeting Time	Scheduled Exam Time and Day

Nature of Conflict:

Dean's Signature:

Comments:

First Instructor Signature:

Comments:

Second Instructor Signature:

Comments:

Third Instructor Signature:

Date Received by Office of the Provost:

Ruling by Office of the Provost:

Signature of Official Making Ruling:

Rescheduling of Final Exams

If you have final exam conflicts or you have three or more final exams scheduled for the same day, follow these steps:

- pick up a “Final Examination Rescheduling Form” from your major department or your college office;
- fill in the top part of the form in which you must show your complete final exam schedule;
- take this to your dean for verification;
- take the verified form to one of your class instructors and attempt to make a rescheduling agreement (date, time, place);
- if you reach an agreement, the instructor should sign the form, keep a copy, and send a copy to the dean of your college;
- if you cannot reach an agreement, the instructor should note this fact and sign the form (in this case, try to reach an agreement with the instructor of another class in conflict);
- if no instructors agree to reschedule and you have all comments and signatures on the form, take the form to the Provost and Senior Vice President for Academic Affairs (OM 110);
- the Provost or designee will determine if an exam should be rescheduled and if so, the time, date, and place -you and the instructor will receive written notice of any rescheduling;
- the Provost's ruling can only be modified by an agreement between the instructor and yourself;
- if you reject a ruling by the Provost, you thereby agree to take each exam at the scheduled time.

Note: the Provost will not consider any form submitted less than one week before the first day of finals, or any form that is incomplete. An instructor is not required to reschedule a final exam at your request.