

Petition to Move a Final Exam

TO: Instructors of Courses Listed Below

FROM: Registrar's office, _____

This student, _____,
is registered in the courses listed below that are scheduled for final exams on the same day,
and is petitioning to move an exam.

The Finals Week policy approved by the faculty states "that any student with more than two tests on a given day be allowed to petition an instructor to have one of the tests moved."

If you approve this student's petition to move your exam, check the appropriate boxes below, sign this form and have the student return it immediately to the Registrar's office. Coordination of the alternate testing rooms will be handled by the Registrar.

I approve this student's petition to move the final exam for:

course	Instructor signature
--------	----------------------

to alternate exam date/time:

Other, scheduled independently with student.

I will need a room to administer this exam.