

**Petition – Reschedule Final Examination**

**Policy on End of Semester Examinations (p. 35, Undergraduate Catalog):** “No final examination may be given on other than regularly scheduled dates unless approved by the appropriate academic dean. A student with three final examinations scheduled on the same day may appeal to one of the teachers or the appropriate dean who will reschedule an exam during the final examination period.”

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**To be filled out by Student**

Student’s Name \_\_\_\_\_ Student’s ID# \_\_\_\_\_

Student’s Phone # \_\_\_\_\_

Final Examination petitioned for re-scheduling:

Course \_\_\_\_\_

Date Listed for Exam \_\_\_\_\_

Time listed for the Exam \_\_\_\_\_

Reason for the request:

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**To be filled out by Professor**

I support this request      I do not support this request

\_\_\_\_\_  
Professor’s signature

\_\_\_\_\_  
Date

If approved by the dean, the exam will be rescheduled to:

Date \_\_\_\_\_

Time \_\_\_\_\_

[Note: A rescheduled exam must be during the regular exam period.]

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**To be filled out by Dean**

Approved      Not approved

\_\_\_\_\_  
Dean’s signature

\_\_\_\_\_  
Date