



THREE FINAL EXAMS ON ONE DAY PETITION

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Petitions must be submitted at least two weeks before the last day of class.

STUDENT - It is your responsibility to:

- 1. List the three final exams you have on the same day.
2. Obtain instructor's signature signifying agreement to change final exam.
3. Arrange with an Instructor to have the changed final proctored and obtain signature.
4. Submit completed form to the Registrar's Office. (Copies will be sent to the student and instructors)

INSTRUCTOR - Students are not required to take more than two in-class final exams in one day. This student has three finals on one day and would like to take this exam at a different time. Please indicate your approval by signing Part B. As the instructor you are responsible for delivering the examination in advance to the proctoring professor. Students may not be used as couriers.

PROCTOR - Please sign Part C indicating your willingness to proctor this exam at the time and place indicated. The proctor is responsible for returning the completed exam to the instructor. Students may not be used as couriers.

NOTE: Rescheduled exams must be proctored with another regularly scheduled final exam. It must be proctored by a professor in an exam classroom. It may NOT be proctored in a faculty office or by a faculty secretary.

PART A - Date three finals are scheduled \_\_\_\_\_

Table with 4 columns: Course ID#, Course Title, Instructor, Exam Time. Rows 1, 2, 3.

PART B - Final exam to be changed \_\_\_\_\_

Signature of instructor granting change \_\_\_\_\_

PART C - Final exam during which the changed exam will be proctored

Course \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Classroom \_\_\_\_\_

Signature of proctoring professor \_\_\_\_\_

PETITION OUTCOME

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Petition submitted after deadline

\_\_\_\_\_ Three exams not scheduled for same day

\_\_\_\_\_ Not rescheduled during a regularly scheduled final exam

Registrar's Office \_\_\_\_\_

Date \_\_\_\_\_