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 may NOT be proctored in a faculty office or by a faculty secretary.**

**PART A** – Date three finals are scheduled ________________

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<tr>
<th>Course ID#</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Exam Time</th>
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**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 _________________

Revised – 06/2016