• Students with more than two examinations within 24 hours may apply for permission to change their exam schedules.
• The usual policy is to change the middle examination in a sequence of three.
• All requests for changes in examinations must be filed by 5:00 p.m. on the last day of classes for the term.

---

**Full Legal Name:**

Last ___________ First ___________ Middle ___________  

**Student ID #:**

---

**E-mail Address:**

---

**Today's Date:**

---

**FULL CURRENT EXAM SCHEDULE**—Complete the exam date for the column and list the course name (e.g., ENG 101) in the appropriate time block.

<table>
<thead>
<tr>
<th>Date:</th>
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<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>8:00–11:00</td>
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<td>12:00–3:00</td>
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<td>3:30–6:30</td>
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<td>7:00–10:00</td>
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</tbody>
</table>

The above student has permission to take ______________ final exam at the convenience of the instructor due to _______ exams in a twenty-four (24)-hour period or due to conflict with another course.

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**Student Signature**

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**University Registrar**

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UNIVERSITY REGISTRAR’S OFFICE • 180 MOSSMAN BUILDING, UNCG • PO BOX 26170, GREENSBORO NC 27402-6170 • 336/334-5946 • (FAX) 336/334-3649