



- Students with more than two examinations with start times within a 24 hour period 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: _____ Student ID #: _____
Last First Middle

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.

	Date:	Date:	Date:	Date:	Date:	Date:
8:00–11:00						
12:00–3:00						
3:30–6:30						
7:00–10:00						

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.

Student Signature

University Registrar