

PETITION FOR EXAMINATION SCHEDULE CHANGE
Pursuant to §6.13 of the Academic Policy Statement

Student Name _____ Email address: _____

Phone: _____

Anticipated Graduation Date _____ 2L___ 3L___

This Petition Requests:

___ A. Permission to reschedule exam based on sub-section 6.13 (A.) of the Academic Policy Statement.

___ B. Permission to reschedule exam based on sub-section 6.13 (B.) of the Academic Policy Statement.

Please read Academic Policy Statement § 6.13 and state clearly your reason for the requested change:

You must submit with this petition a copy of your current finals schedule with each of your final examinations circled. Please indicate below which examination you are requesting to change.

Course Name: _____ Professor: _____

Date and Time of Exam: Date _____ Time _____

Are you submitting multiple petitions? _____

If so, please list the other examinations that you are seeking to reschedule. _____
You must submit a separate petition for each examination that you would like to reschedule.

All representations contained herein are true, accurate and complete to the best of my knowledge.

Student Signature: _____

Date: _____

Action by Faculty Support Specialist:

Course Name _____,

Length and format of exam: ___ M/C; ___ Essay; ___ Other

Rescheduled Date: _____

Rescheduled Time: _____

Action by Dean: _____

SUB-SECTION 6.13 OF THE ACADEMIC STANDARDS POLICY

6.13 Exceptions to Scheduled Examination Policy: Students are required to take final examinations at the scheduled dates and times unless an exception is approved by the Academic Dean. Students should not make arrangements with their faculty or notify their faculty that their examination will be rescheduled; faculty cannot authorize any changes to the examination schedule. A student may be excused from scheduled exams only under the following circumstances:

- A. A student may petition for a rescheduled exam in the case of serious illness, personal hardship (such as the death or serious illness of a spouse, significant other, parent, child, sibling, grandparent or other close family member), accident or other emergency that arises during the examination period. The student requesting a rescheduled exam for such an emergency must have appropriate documentation demonstrating that the student was unable to take the examination at the scheduled time. In the case of an examination that is rescheduled for medical reasons, the student must be examined by a physician prior to or within 24 hours after the scheduled examination. Rescheduling in such genuine emergency situations beyond the student's control shall be governed as per below.

- B. A student may petition for a rescheduled exam if the student has two examinations scheduled on the same day. The student may take one examination at the scheduled time and the other examination either the day before or the day following the scheduled date for the examination. All requests to reschedule examinations must be made in writing using the printed form "Petition for Examination Schedule Change." All requests must be approved by the Academic Dean.

Examinations deferred under Section (A.) must be made up as soon as possible, but no later than three weeks after the end of the examination period. If a student cannot take the examination within that time, the student will receive an Incomplete in the course and will be required to take the examination the next time the course is offered.

Midterm and other interim exams may be rescheduled at the professor's discretion. The intent of this policy is to regulate only final exams.

