



REQUEST FOR OUT-OF-TIME FINAL EXAMINATION

Directions to Students:

Complete Part A of this form and give it to your Professor who will complete Part B. Submit the signed form to the appropriate Dean's office. Refer to the policy and procedure on the reverse page.

PART A - TO BE COMPLETED BY STUDENT

Student Number: _____ Student Last Name: _____

Student First Name: _____ Student Email: _____

Signature: _____ Telephone Number: _____

Course & Section Number: _____ Date: _____

Officially Scheduled Date & Time of the Examination: _____

Reason for Request: (Attach Medical Certificate or other documentation:



PART B - TO BE COMPLETED BY PROFESSOR

The professor is responsible for arranging an alternative time for the final examination in consultation with the student.

I approve this request and can reschedule the final examination as follows:

Date: _____ Time: _____ Room: _____

Invigilator: _____

I do **not** approve this request.

Reason: _____

Professor's Signature: _____ Date: _____

Policy on Out-of-time final examinations

Students will not be permitted to apply for out-of-time final examinations except under the following circumstances:

- a medical condition
- emotional or other problems
- religious observance

Students who intend to apply for out-of-time final examinations for one of the above reasons must submit a request to the Dean's Office.

If students have missed a final examination because of a medical condition or some unforeseen circumstance, they must bring a copy of the out of time final examination form to their professor to determine when the out of time exam will take place. Requests should be submitted within 48 hours of the missed examination and must include appropriate documentation to support the request.

Once the professor has signed the form students must take it to the Dean's Office for final approval. The student and the professor will be notified when a decision has been made.

Students having two exams scheduled at the same time or 3 exams scheduled in a 24 hour period should complete a request for out-of-time final examination form and submit it to the appropriate Dean's Office for processing.

If approved by the Dean's office, rescheduling of the final examination is the responsibility of the professor in consultation with the student. **Whenever possible the rescheduled exam should be slated for a time after the regularly scheduled examination.**



a place of mind

PART C - TO BE COMPLETED BY THE DEAN OR DESIGNATE OF THE FACULTY IN WHICH STUDENT IS ENROLLED

Request Approved

Request Denied

Reason for Denial:

Signature of Dean or Designate: _____

Date: _____