



## Final Exam Change Request

The policy is that no student should have more than two written exams in a day. Hopefully one of the instructors will agree to change the exam informally. If not, the exam scheduled in the afternoon must be changed. To verify that the student has three written exams in one day (excludes take home exams or papers), bring this form to each faculty member (start with the instructors of the morning and evening exam) to get signatures verifying that he or she is giving an exam scheduled on that day.

Arrangements for this change should be made at least **two weeks** before the end of the semester.

Student Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ has three final exams as follows:

1. \_\_\_\_\_  
dept. course #      class meeting time      time & date of exam      instructor signature

2. \_\_\_\_\_  
dept. course #      class meeting time      time & date of exam      instructor signature

3. \_\_\_\_\_  
dept. course #      class meeting time      time & date of exam      instructor signature

New exam time: \_\_\_\_\_ for \_\_\_\_\_ class

Signed by instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the registrar's office so we can track the number of exams that are changed because students have three exams in one day.