

REQUEST TO MOVE A FINAL EXAMINATION

The student and the instructor must complete the information below, sign the form where indicated, and return the form to the Administrative Coordinator for Student Affairs located in Lane Hall 103. Failure to take a final examination results in an automatic "F" for the course.

**Form Due by:** Friday, April 5<sup>th</sup>, 2019 by 4:30 PM

Name of Student: \_\_\_\_\_ Class Year: \_\_\_\_\_

Student ID #: \_\_\_\_\_

COURSE INFORMATION

Course Title: \_\_\_\_\_

Course #: \_\_\_\_\_ Section: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

Semester/Term and Year: \_\_\_\_\_

Reason(s) for request:

Two Exams at the same hour     Three exams in the same day     Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This final examination will be administered at other than the scheduled hour and suitably proctored on:

Date: \_\_\_\_\_

Proctor:  Faculty or Faculty Representative

Office of Accessible Education (OAE)

If proctored by the OAE, select a start time:     8:00 AM     10:30 AM     1:15 PM

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date