

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 at Lane Hall 103. Failure to take a final examination results in an automatic "F" for the course.

Form Due by: April 6, 2020 by 4:30pm

Name of Student: _____

Student ID #: _____

COURSE INFORMATION

Course Title: _____

Course # & Section: _____

Name of Instructor: _____

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

OAE Use Only

Date Rec'd _____

Approved? _____

Entered? _____