**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 Office of Accessible Education in Ladd Library G35. Failure to take a final examination results in an automatic “F” for the course.

**Form Due by:** Thursday, December 8, 2022 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?