

**REQUEST FOR EXAM POSTPONEMENT WITHIN FINAL EXAM WEEK
COLLEGE OF ARTS & SCIENCES**

PLEASE READ CAREFULLY: If you are unable to complete a course by the end of the exam period you should use the Extension of Time (Incomplete) Form

NAME _____ ID #:
(Please print) (LAST) (FIRST) (MI)

e-mail Address: _____ Phone Number: _____

Casteen Scholar Echols Scholar Student Athlete Transfer Student **OR** 1st-Year Dorm: _____

I expect to graduate in _____

DEADLINE FOR TURNING IN THE COMPLETED FORM TO GARRETT HALL:

The deadline is **6 calendar days before the last day of classes**. The deadline may be excused for emergency circumstances (e.g., serious illness, death in the family).

Check the appropriate box (all requests require instructor permission):

- I wish to postpone one exam as I have *three exams scheduled on two consecutive days*.
- I wish to postpone two exams as I have *four or five exams scheduled on two consecutive days*.
- I must postpone one exam as I have *two exams scheduled at the same time*.
- I wish to postpone one or more exams due to other circumstances and I will complete the course by the end of the exam week. Explanation: _____
Please alert your Association Dean if you are experiencing any serious health or family emergencies.

DIRECTIONS:

Arrange with your instructor a **later** date within the final exam period on which to take the exam. **Early exams are not permitted**. Complete this form and have your instructor sign it. Give the copy to your instructor and return the original to the Garrett Hall receptionist. Your Dean will review your request and will notify you and your instructor **only** if your request is denied.

DEGREE CANDIDATES: Your course grade must be in the hands of the College Registrar **by the end of the examination period**.

<u>LIST YOUR COMPLETE EXAM SCHEDULE</u>		<u>LIST CHANGE(S) REQUESTED</u>	
Course Mnemonic and Number	Date and Time of Exam	Rescheduled Date and Time of Exam	Postponed Exam Only Instructor's Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

() APPROVED () DENIED
PRINT IN DUPLICATE