



PERMISSION TO RESCHEDULE FINAL EXAM

Any student who needs to reschedule a final examination must obtain permission of the instructor involved and the dean of the appropriate college. If permission is granted, the student must pay a fee in order to be given an earlier or later examination. This fee covers the extra time and work involved in making and giving a special examination. *

First Name

Last Name

CSU ID#

Please provide the year and term:

YEAR _____

- Summer, Fall, Spring, Summer I, Fall I, Spring I, Summer II, Fall II, Spring II

Table with 7 columns: Code, Course Number, Section Number, COURSE TITLE, CREDITS, Dean Signature, Instructor Signature

Date and Time for Rescheduled Exam (to be determined by instructor)

Business Office Signature for \$35.00 Fee Paid

Attach receipt to this form

- 1. Student receives permission from the instructor and appropriate dean to take a make-up examination. {NOTE: If professor is willing to allow the student to take a make-up exam, a detailed description of the extenuating circumstances justifying the students' request should be attached to this form. The appropriate dean will then grant permission only if he considers the student's appeal to have sufficient merit.}
2. Present form to the Business Office and pay \$35 Reschedule Final Exam Fee (attach receipt).
3. Present form signed by Business Office to instructor prior to taking the rescheduled exam. [Note: Instructor will not administer exam without this form]
4. Instructor returns form to office of the appropriate Dean after turning in final grade to registrar. [Note: Instructor of record must administer exam to receive payment]
5. Dean will notify the Office of the Vice President for Academic Affairs to authorize payment to instructor by Business Office.

*SEE POLICY R-63 FOR MORE INFORMATION