

# 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 or school. 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. \*

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Student Name ID Number

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Semester

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Course Number

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Course Name

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

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Instructor's signature      Date

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Dean's signature      Date

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Business Office Signature for \$50.00 Fee Paid

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Date

*Attach receipt*

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 \$50 Reschedule Final Exam Fee (**attach receipt**).
  - a. **The Dean may waive the fee in extenuating circumstances.**
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

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