

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. *

Student Name ID Number

Semester

Course Number

Course Name

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

Approved by Instructor Date

Approved by Dean of College or School Date

Business Office Signature for \$30.00 Fee Paid

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 \$30 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

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