

REQUEST TO CHANGE FINAL EXAMINATION DATES

Faculty may not reschedule a student’s final examination without the approval of the Registrar.

NAME _____ Student # _____

DATE _____ Berea Email _____

A. Permission to change final examinations may be given when the student has more than two such examinations on one day. This form must be completed and contain all requested signatures.

I. List the three (or more) courses that have examinations scheduled for the same day:

II. List the course(s) for which you are requesting a change, indicate the new date and time, and obtain the instructor's signature.

COURSE NEW DATE AND TIME INSTRUCTOR'S SIGNATURE

B. A student may request rescheduling of final examinations in extremely extenuating circumstances.

I. Explain the reason for this request. (**You must attach a separate explanation.**)

II. List the course(s) for which you are requesting a change. Indicate the required information below.

COURSE NEW DATE AND TIME INSTRUCTOR'S SIGNATURE

C. Student's Signature _____

Return to the Office of the Registrar, **no later than October 1st (Fall) or March 1st (Spring).**

Approved _____ Date _____

Comments _____