

COLLEGE OF EDUCATION AND HUMAN SCIENCES

REQUEST TO CHANGE A FINAL EXAM TIME

It is University policy that to schedule a final exam for an entire class at a time different than its regularly scheduled time, an instructor must have the permission of the Department Chair and the Associate Dean of the College.

Name _____

Examination _____
Dept. Course # Section Title

Regularly scheduled for _____
Date Hour

To be changed to _____
Date Hour

Have checked with students in the class about availability. ___ yes ___ no

Have checked with Registrar's office about classroom availability. ___ yes ___ no

Reason for request: _____

Department Recommendation: ___ approved ___ denied

Chair Signature Date

College Action: ___ approved ___ denied

Associate Dean Signature Date

C: Instructor
Department Chair
Carrie Butler Becker, Registrar's office