

**REQUEST FOR FINAL EXAM CHANGE
PAMPLIN COLLEGE OF BUSINESS**



Fill form in completely, listing all information concerning courses with exams scheduled within 24 hours. **IMPORTANT:** List or attach your **complete** exam schedule — not just the one you are changing. For 3 exams within 24 hours, you may change one; for 4 exams within 24 hours, you may change two. **NOTE: From beginning exam time one day to the same time the next day does not constitute a 24-hour period** (EX. 7:45 Monday, 2:00 Monday, and 7:45 Tuesday).

If one of your instructors has another section of the same course, ask if you may reschedule your exam and take it with that section. If the instructor agrees, obtain his or her signature in the appropriate space. If no instructor has a section with which you may take the exam, check with the instructors to see which of them is willing to give you a special exam and have that instructor indicate approval.

- Be sure the name of the instructor granting approval is legible.
- Make certain you sign the form and return it to 1046 Pamplin no later than 5:00 PM on Friday, November 20, 2009.

A copy of this form will be sent to the instructor. You may pick up your copy in 1046 Pamplin during the week preceding exams.

Name	Student Number	E-mail (Required)
Date	Major	Phone Number
	Fresh Soph Jr Sr circle one	

- I request an exam time change based on having three (3) or more exams which begin within 24 hours (please list below).
- I request an exam time change because (DOCUMENTATION REQUIRED) _____

Department	Course #	Course Title	Class Time	Exam Date/Time	Instructor
<i>Example: MATH</i>	<i>1525</i>	<i>Calculus w/Matrices</i>	<i>MWF 8:00 a.m.</i>	<i>MON., 5/8/06, 1:05 PM</i>	<i>Dr. John Doe</i>

I wish to change the exam(s) in:

_____ from _____ to _____
 _____ from _____ to _____

Instructor's Approval: _____ Office: _____ Mail Code _____
Signature

 Printed Name/Email Address (Required)

Instructor's Approval _____ Office: _____ Mail Code _____
Signature

 Printed Name/Email Address (Required)

I certify that the information provided is correct, and I understand that misrepresentation may constitute an Honor System violation.

Student Signature	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Candice E. Clemenz, Associate Dean
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