

Request for Change in Exam Time
MATH 150A/150B/155A/155B

NOTE: Exams will only be given on the date listed in the course schedule.

You may request a change in exam time if: you have documentation from the EAD office indicating that you qualify for extended time, you are a participant in a university sponsored event that conflicts with the scheduled exam time, you are taking another class that meets during the scheduled exam time, you are a participant in a religious observance that conflicts with the schedule exam time, or you have a scheduled event related to your academic training such as a graduate school interview. **All requests for a change in exam time must be made AT LEAST ONE WEEK PRIOR TO THE EXAM. Late requests will be denied. Requests due to personal travel plans or social obligations will be denied.**

Students who have an excused absence due to an emergency situation, such as a serious illness or the death of a family member, should notify their instructor as soon as possible via email. If a student misses one exam due to an excused absence, the student may replace the missed exam with the final exam percentage. If a student misses two or more tests with an excused absence, the make-ups will be handled on a case by case basis. Students who do not miss any tests with excused absences will be allowed to replace their lowest test score with the average of that test and the final exam percentage if it is to their advantage.

Complete the following form:

1. Name (Print Clearly): _____
2. Class: 150A 150B 155A 155B
3. Lecture Section: _____ Recitation Section: _____
4. Instructor's Name (Print Clearly): _____
5. I am requesting a change in exam time for: (You may select more than one exam.)
 Exam 1 Exam 2 Exam 3 Exam 4 Final Exam
6. I am requesting a change in exam time because:
 I have documentation from the EAD office indicating that I qualify for extended time.
 I will be participating in a university sponsored event.
 I am taking another class that meets during the scheduled exam time.
 I will be participating in a religious observance that conflicts with the schedule exam time.
 I have a scheduled event related to my academic training.
7. **STAPLE** documentation supporting your request to this form.

Departmental Use Only:

Request is: Granted Denied

Instructions: