**CONSENT TO MOVE A FINAL EXAMINATION**

The student and the instructor must complete the information below, sign the form where indicated, and return the form to the Office of Accessible Education in Ladd Library G35. Failure to take a final examination results in an automatic “F” for the course.

College Policy on Final Exams: The final examination schedule is composed by the registrar. All students are expected to take final examinations at the time scheduled. Exceptions are made for students who have two exams at the same time or three exams in one day. Those students must complete a Consent to Move a Final Examination form and submit it to the Office of Accessible Education (OAE). Students requesting to move a final exam for reasons other than having two exams at the same time or three exams in one day must submit a petition to the Academic Standing Committee (ASC) no later than 2 weeks before final exams begin. Once the ASC has made a decision, if proctoring by the OAE is required, that decision will be relayed to the OAE as soon as possible but no later than the Thursday before final exams begin. In this case, students whose requests are approved by the ASC should submit a Consent to Move a Final Examination form to the OAE. If the instructor is proctoring, there is no need to complete the form or include the OAE. Final examinations cannot be rescheduled to accommodate the travel plans of students. Students should not make any travel plans until they have full knowledge of their final examination schedule.

Name of Student:

Student ID #:

COURSE INFORMATION

Course Title:

Course # & Section:

Name of Instructor:

Reason(s) for Request:

[ ] Two exams at the same hour [ ] Three exams in the same day

[ ] Approval received from ASC on the following date: \_\_\_\_\_\_\_\_ (Please only check this box if you have submitted a petition to the ASC and have received an approval letter.)

Instead of the scheduled hour, this final examination will be administered and suitably proctored on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Proctor: [ ] Faculty or Faculty Representative

 [ ] Office of Accessible Education (OAE)

If proctored by the OAE, select a start time: [ ] 8:00 AM [ ] 11:00 AM [ ] 2:00 PM

By signing below, instructors confirm that they approve this change to the exam’s date because it meets the guidelines set by college policy.

Student Signature Date

Instructor Signature Date

**OAE Use Only**

 Date Rec’d Entered?