

REQUEST FOR FINAL EXAMINATION TIME CHANGE

**College of Natural Resources
Office of Academic Programs
138 Cheatham Hall
Student Copy**

Form must be filled out completely

I.D. Number	Last Name	First	MI	Semester	Year
Local Address				Local Phone #	

1. For 3 exams scheduled to begin within 24 hours, you may request 1 change, for 4 exams beginning within 24 hours, you may change 2 (7:45 a.m. on Tuesday to 7:45 a.m. on Wednesday does not constitute 3 exams within 24 hours). See exam schedule in Timetable of Classes.
2. Permission is requested to change a final examination based on (circle one)
 - a. more than 2 exams scheduled in any 24-hour period.
 - b. an approved early examination (justify reason in a letter).
 - c. conflict (i.e. two examinations scheduled at the same time).
4. The academic dean's office in the College of Natural Resources has approved the following exam time change:

Dept/Course #/Index #	Title	Exam Date & Time	Instructor

This will verify the above listed course constitutes an exam conflict by Dr. Rich Oderwald, Associate Dean, College of Natural Resources, 138 Cheatham Hall, 231-5482.

Rich Oderwald, Associate Dean Date

I certify that the information provided is correct, and I understand that any misrepresentation may constitute a violation of the honor code.

Student's Signature Date

TO THE INSTRUCTOR: If you agree to give the above-named student an alternate date for his/her exam, please sign this form and keep the pink copy for your files.

Instructor's Signature Date

New Exam Date: _____

New Exam Time: _____

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New Exam Date: _____

New Exam Time: _____