

**OFFICE OF THE DEAN OF STUDIES**  
**205 Peters Hall – x58540**

**REQUEST FOR PERMISSION TO CHANGE A FINAL EXAM TIME**

Student's Name \_\_\_\_\_ T Number \_\_\_\_\_ OCMR \_\_\_\_\_

Reason to request the exam time change:

\_\_\_\_\_ I have two exams at the same time (*Note: Only actual exams, not final projects/papers due*)

\_\_\_\_\_ I have three exams in a 24-hour period (*Note: Only one exam can be rescheduled*)

\_\_\_\_\_ Neither of the above, please explain:

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Please list all your exams, not just the one you are requesting to reschedule:

Course Name & Number	Date	Time	Place
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am requesting permission to take the final exam for \_\_\_\_\_ (course name and number) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) in \_\_\_\_\_ (place).

**SIGNATURES:** *The form must be signed by you and your professor before you meet with a dean in the Office of the Dean of Studies.*

Professor \_\_\_\_\_ Date \_\_\_\_\_

Dean of Studies Office \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

## FINAL EXAMINATION/FINAL PROJECT REGULATIONS

The final exam schedule is determined by the Registrar and is posted on the Registrar's Office website ([www.oberlin.edu/regist](http://www.oberlin.edu/regist)) at the beginning of each semester.

Instructors who plan to conduct a final exam usually announce the time and date in class and/or indicate the exam time in the course syllabus. Take-home finals may not be given out before the last day of classes. Take-home finals must be turned in at the time of the regularly scheduled final exam for that course. With the exception of certain musical performance examinations, auditions, and other Conservatory assessments, final projects are due at the final exam time as scheduled by the Registrar.

An individual student may not take a final exam at other than the scheduled time—not even at the time allocated to other sections of the same course—without special permission from the Dean of Studies (for courses in the College of Arts and Sciences) or the Conservatory Associate Dean for Student Academic Affairs (for courses in the Conservatory). Acceptable reasons for a student to request a final exam time change include having two exams scheduled at the same time or having three exams scheduled in a 24-hour period. Travel schedules are **NOT** considered a legitimate reason to change exam times. Students who must be absent from final exams for legitimate reasons may make up these final exams upon presentation of signed form of permission from the Dean of Studies or the Conservatory Associate Dean.

To request permission to change a final exam time, please complete this form, have it signed by the relevant professor and then make an appointment with the appropriate dean's office.