

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:

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 _____

Kathryn Stuart, Dean of Studies _____ 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) 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. 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.

Individual students may not take final examinations at other than the scheduled time—not even in 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 schedule 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 are absent from final exams for legitimate reasons may make up these final exams upon presentation of a signed form of permission from the appropriate dean.

To request permission to change a final exam time, please complete this form and have it signed by the relevant professor **before** you make an appointment with the appropriate dean's office. Requests for final exam time changes must be submitted before the officially scheduled time(s) for the final exam(s).