

Request for Permission to Change Final Exam Time For Arts and Sciences Courses

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 may not give final examinations in advance of the exam period nor at any different time within that period without special permission from the Office of 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 an Assistant Dean for Student Support in the Academic Advising Resource Center. 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 or final projects scheduled to start and end within a 24-hour period. Travel schedules are NOT considered a legitimate reason to change exam times.

INSTRUCTIONS: To request permission to change a final exam time in a **College of Arts and Sciences course**, please complete this form, have it signed by the relevant instructor and then take it to the Academic Advising Resource Center for review and authorization. *For courses in the Conservatory, completion of a different form and special permission is required from the Conservatory Associate Dean for Student Academic Affairs. Please schedule an appointment in Conservatory Bibbins 113 or online at <https://www.oberlin.edu/dean-of-the-conservator>.*

TO BE COMPLETED BY THE STUDENT

Name _____ T# _____ OCMR _____

Division: ☐ A&S ☐ Conservatory ☐ Double Degree

Class: ☐ First Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Fifth Year

Reason for exam change request:

_____ I have two exams scheduled at the same time. *(Policy applies to only to exams, not final projects/papers.)*

_____ I have three final exams or projects/papers scheduled to start and end within a 24-hour period. *(Examples: if you have an exam at 9:00 a.m., another at 2:00 p.m. and another at 7:00 p.m. all on the same day, you are eligible for an exam change. If you have an exam at 9:00 a.m. and another at 2:00 p.m. on the same day, with a third exam at 9:00 a.m. the following morning, you are not eligible for an exam change.)*

You do not need to meet with an Assistant Dean for Student Support; complete the remainder of this form and drop it off at the Academic Advising Resource Center for review and authorization.

_____ Neither of the above. *Please explain briefly:*

You may need to meet with an Assistant Dean for Student Support. Please contact the Academic Advising Resource Center at 440-775-5183 to discuss your circumstance and arrange a meeting if needed. Be sure to bring documentation of your conflict should you be required to meet.

Must also complete reverse side

Please list all final exams/projects/papers that you have scheduled during the exam period, not just the one you are requesting permission to change:

Course Name & Number	CRN	Class Meeting Days & Times	Is this Class a Seminar?	Exam Date	Exam Time

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

In signing this request the student affirms that they have adhered to the Honor Code in all statements and representations made in support of this request.

Student _____ Date _____

Instructor (print name & sign) _____ Date _____

Student and instructor must both sign the form before receiving authorization from the Assistant Dean for Student Support:

Assistant Dean for Student Support _____ Date _____