



Petition - Reschedule Final Examination

University Policy on End of Semester Examinations (see current catalog): "No final examination may be given on other than regularly scheduled dates unless approved by the appropriate academic dean. A student with three final examinations scheduled on the same day may appeal to one of the teachers or the appropriate dean who will reschedule an exam during the final examination period."

Completed by Student

Student's Name _____
Student's ID# _____ Student's Phone # _____

Final Examination(s) petitioned for re-scheduling:
Course: _____ Course : _____
Date of Exam: _____ Date of Exam: _____
Time of Exam: _____ Time of Exam: _____

Reason for the request:

**Assistant Dean's Approval required to request change from Professor.
Either bring completed form to Foster 130 or email completed form to
HSBUndergraduatePrograms@baylor.edu**

Approved Not Approved

Assistant Dean's signature Date

To be filled out by Professor

I support this request. I do not support this request.

Professor's signature

If approved by the Assistant Dean, the exam will be re-scheduled to:

Date: _____
Time: _____

[Note: A rescheduled exam must be during the regular exam period.]