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.*