

OKLAHOMA BAPTIST UNIVERSITY

Request to Reschedule Final Examinations

Final examinations may not be waived or given out of schedule without the written, prior approval by the Dean of the student making the request. However, students with three or more final examinations on the same day may petition the Dean of the school or college in which he or she is enrolled for possible rescheduling of one examination, with the written permission of the instructor on this form.

Student's Name _____ ID# _____ OBU Box _____

Reason for request to reschedule: (1) Three or more exams on the same day _____
(2) Other _____

Student's Signature _____ Date _____

EXAM SCHEDULE

| | | | |
|--|-----------------|-------------|--------------|
| List all courses in which you are enrolled | Final exam date | Rescheduled | Instructor's |
| Check those to be rescheduled | and time | Date & Time | Signature |

Dean's Signature _____ Date _____

Procedure for student:

1. Provide the information requested on this form: name, ID#, the reason for your request, original exam schedule, then sign and date the form.
2. Determine if any of the exams to be rescheduled are multiple section courses with the same instructor. If yes, the exam for the multiple section course will be rescheduled.
3. Determine if any of the exams to be rescheduled can be taken at the same time as another exam given by the instructor.
4. After all rescheduling and instructor signatures have been obtained, return the form to your Dean's office for final approval and signature.
5. A copy of this form will be kept on file in the Dean's office, a copy will be given to the student, and copies will be sent to all instructors who have agreed to reschedule a final exam.