Request to Reschedule Final Examinations

No student will be excused from final examinations. When the student is unavoidably prevented from taking a final examination at the regularly scheduled time, they may take the examination after the scheduled date with the instructor’s permission.

Students with three or more final examinations on the same day may petition their academic dean for rescheduling of one examination with permission of the instructor. The petition must be submitted at least one week before the beginning of final exams.

If the instructor teaches multiple sections of the final to be rescheduled, it is strongly encouraged that the student make arrangements with that same instructor to take their final at one of the other already scheduled times.

Student Name:__________________________________________  OBU ID#:____________________

Phone Number:_______________________  Email Address:___________________________________

Reason for request to reschedule:

☐ Three or More Final Exams on the Same Day

<table>
<thead>
<tr>
<th>Course</th>
<th>Student’s Final Exam Schedule – List All Finals</th>
<th>Instructor</th>
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<tbody>
<tr>
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<td>Day/Time of Final</td>
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☐ Other (Describe Below)

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Final to be Rescheduled:________________________________________________________________

Proposed Alternate Day/Time Final to be Taken:___________________________________________

Instructor’s Signature Permission to Reschedule Final:____________________________________

Student’s Signature:___________________________  Date of Request:___________________

Dean’s Signature Permission to Reschedule Final:__________________________________________

Date of Dean’s Approval:_______________________

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.