REQUEST FOR CHANGE OF EXAM SCHEDULE

Please attach a copy of your current class/exam schedule, which can be printed from ARMS. The exam(s) you are requesting to change should be highlighted.

Date Submitted_____________

Name__________________________  Furman ID#______________________________

Cell Phone____________________  Home Phone_______________________________

Contact Name___________________  Phone____________________________________

Relationship to Student______________

Policy: Students are expected to take exams according to the schedule published on the Academic Records web page. According to Furman University policy, "A student's request to reschedule a final exam will be considered only in the case of serious illness or other circumstances beyond the student's control." (Policies and Procedures Manual, 120.2; emphasis added). In addition, the Furman Catalog specifies that exceptions "are not normally granted for reasons related to family or personal travel" (p.39). Students with three exams scheduled on the same day may request to change one of those exams, however there is no provision for changing a schedule because two exams fall on the same day, or on account of the timing of difficult exams. Exam changes will not be made for reasons of personal convenience.

If after reading these statements of policy you believe that your request is consistent with them, please explain the extenuating circumstances in the space below. For more rapid processing of your request, please include all information requested. The Associate Dean will contact the appropriate party to determine the extent of the conflict with Furman’s exam schedule. If relevant, please also submit documentation confirming the nature and timing of the conflict.

NOTE: If a professor teaches two or more sections of the same course, university policy allows the professor to permit a student to take the exam with another section. These arrangements should be made with the professor(s). Otherwise, no changes will be made without the permission of the Associate Academic Dean. You will be notified of the Dean’s final decision via email.

Please explain extenuating circumstances below:

For Office Use Only:
☐ Approved   ☐ Denied   ☐ DB   ☐ Email sent to student & professor___________(who)