

REQUEST FOR EXAMINATION DEFERRAL

Spring 2020

Due: April 24, 2020



STUDENT NAME _____

DATE _____

ANONYMOUS GRADING NUMBER _____

EMAIL ADDRESS _____

Are you graduating in May 2020? _____

CURRENT EXAM SCHEDULE

(LIST ALL OF YOUR SCHEDULED IN-CLASS EXAMS; DO NOT INCLUDE TAKE-HOME EXAMS)

Professor	Course Title & Number	Date & Time of Exam
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

REASON/S FOR DEFERRAL (Refer to back of this form)

PROPOSED EXAMINATION SCHEDULE

List **only** the exams you wish to defer. From the available exam dates on the back of this form, list the time and date for rescheduling. ***Examinations must be rescheduled within the next two available exam periods, with the fewest schedule changes.*** All requests must conform to the stated policy which is on the back of this form. Part-time students who are unable to take deferred exams during the day should so indicate on this form. **DO NOT CONTACT YOUR INSTRUCTOR!**

Please check this box if you are petitioning to schedule your deferred exams at 9am due to religious observance.

Deferred Exam: _____ New Date & Time _____

Deferred Exam: _____ New Date & Time _____

Deferred Exam: _____ New Date & Time _____

ACTION TAKEN

APPROVED AS REQUESTED _____ DATES TO BE ARRANGED _____ MUST DISCUSS FURTHER _____ DENIED _____

COMMENTS:

EXAMINATION DEFERRAL POLICY

All students are required to take examinations as scheduled with the exception of the following six grounds only:

- (1) Physical inability to take the examination;
- (2) Personal necessity, which includes emergency situations and religious observances;
- (3) Three examinations scheduled on three consecutive days, in which event one of the three may be deferred;
- (4) For part-time students with a documented full-time obligation on the days in question, two examinations scheduled on two consecutive days, in which event one of the two may be deferred;
- (5) An examination scheduled in the morning (9:00 a.m.) following an examination the evening before (6:00 p.m.) (There is no rule that states you must have 24 hours between exams. An evening exam followed by a 9:00am exam is the only circumstance that would create a reason for deferral based on this ground.); and/or
- (6) Two or more examinations scheduled on the same calendar day.

Documentation is required for grounds 1, 2, 4, and 6. Examinations may be deferred only through the Office of the Registrar. Do not contact your instructor to reschedule an exam or ask for authorization to defer an exam.

When an examination is deferred, it may be moved only to one of the next two available examination periods during which deferred examinations are scheduled and in which the rescheduled examination would not again be subject to deferral under the conditions outlined above. Exams may not be taken earlier than their scheduled dates.

Travel plans will not be considered a personal necessity unless the original exam date was changed after the purchase of tickets. Participation/attendance at weddings and other commencement ceremonies is not considered a reason for exam deferral.

Deferred examinations must be taken before the first day of the subsequent term (Spring, Summer, Fall).

Wednesday April 29, 2020	Thursday April 30, 2020	Friday May 1, 2020	Saturday May 2, 2020
11:00AM	11:00AM	11:00AM	10:00AM
Deferred Exams	Deferred Exams	Deferred Exams	Deferred Exams

Monday May 4, 2020	Tuesday May 5, 2020	Wednesday May 6, 2020	Thursday May 7, 2020	Friday May 8, 2020	Saturday May 9, 2020
11:00AM	11:00AM	11:00AM	11:00AM	11:00AM	10:00AM
Deferred Exams	Deferred Exams	Deferred Exams	Deferred Exams	Deferred Exams	Deferred Exams

Monday May 11, 2020
11:00AM
Deferred Exams