



Petition to Change Time of Final Exam

Name _____ Student ID# _____

Class (circle one): FY SO JR SR Major(s) _____

Final Exam Policy – Final examinations are given at the close of each semester. Students must take their final examinations at the assigned times, which are published with the Schedule of Classes at the time of registration each semester. The schedule of final examinations is also regularly posted to www.eastern.edu/registar. Exceptions are made only in the case of documented medical emergency or family crisis, such as a death in the immediate family, or when a student has three final exams scheduled on one day. Conflicts should not occur between final examinations since they are scheduled on the basis of course meeting times. Students seeking re-scheduling should submit this form to their Dean. The petition must be received at least two weeks prior to the first day of final exams in order to be considered.

Exams will not be given early in order to meet the travel plans of students. Students are to arrange all transportation well in advance in order to avoid conflict with the exam schedule.

Return this completed form to your Dean, no later than two weeks prior to the first day of the final exam week.

| Course | Instructor | Class Mtg. Time | Scheduled exam date and time |
|--------|------------|-----------------|------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Rationale for request: (or you may attach a statement) _____

The decision will be e-mailed to your Eastern University e-mail account. I understand that the information provided is correct, and I understand that misrepresentation may constitute an honor code violation.

Student Signature _____ Date _____

Student cell phone or contact number (_____) _____ - _____

OFFICE USE ONLY:

Approved Not Approved Other: _____

Dean's Signature: _____ Date: _____