

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 the **division chair in which the course resides** 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

Student's Final Exam Schedule – List All Finals

Course

Day/Time of Final

Instructor

Course	Day/Time of Final	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____

Division Chair's Signature Permission to Reschedule Final: _____

Date of Division Chair's Approval: _____

A copy of this form will be kept on file in the Division Chair'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.