



College of Education and Human Development
Student and Academic Affairs
 4400 University Drive, MS 4B4
 Fairfax, Virginia 22030
 Phone: 703-993-2080; Fax: 703-993-2082

CHANGE OF FINAL EXAM REQUEST

Student Last Name _____ First Name _____ M.I. _____

Student G# _____ GMU Email _____

Day Phone _____ Evening Phone _____

Course Instructor Name _____

Semester _____ Academic Year _____ Course Name/Number _____

Reason for request _____

I agree to administer the final examination for this student on:

Date: _____ Time: _____ in _____ (Building & Room Number)

Course Instructor Signature: _____

Student's Signature: _____

- NOTE: 1. This form is only for *final* exam change requests when a student has three or more exams scheduled in one day, two conflicting exams, or in the case of a serious illness or family emergency.
 2. Students must submit this form with the course instructor's signed approval **two weeks prior** to the scheduled final exam. Please provide documentation and/or exam schedule.
 3. Return the to the College of Education and Human Development, Student and Academic Affairs (Thompson Hall, Suite 2300, MS: 4B4) for the Associate Dean's approval.
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APPROVAL: Department Use Only:

Associate Dean: _____ Date: _____

CHANGE OF FINAL EXAM REQUEST

Purpose: To request a change in final exam schedule due to a student having three or more exams **IN ONE DAY**, two conflicting exams, or in the case of a serious illness or family emergency.

Instructions: Students must complete this form, obtaining the approval and signature of the course instructor. Once complete, the student must deliver the form, with supporting documentation and/or exam schedule, to the College of Education and Human Development, Student and Academic Affairs for the Associate Dean's (Dr. Ellen Rodgers) approval.

The following signatures are needed for approval:

- Course Instructor
- Associate Dean for Student & Academic Affairs (Dr. Ellen Rodgers)

Notes: Students must submit this form with the course instructor's signature **two weeks prior** to the scheduled final exam.

This form does **not** apply to mid-term exams.