



### PETITION TO CHANGE FINAL EXAM SCHEDULE

(Deadline to submit petition: seven days prior to the start of final examination week)

The university requires an examination be given at the end of the semester in all courses at the time specified in the exam schedule (*Catalog*, p. 32). Examinations may not be changed for sake of convenience. Use this form to request a change in time, if you believe you have a legitimate reason. **Vacation and travel plans are not acceptable reasons.**

1. **State specifically the reason for the request.**
2. Obtain instructor's signature of each exam you are requesting to change. This indicates their availability to accommodate the change, but does not guarantee approval of petition.
3. Submit the petition to the Registrar in the Administration Office.
4. Look for response to the petition in the mail.
5. Arrange alternate final time with your professor, if the petition is approved.

I, \_\_\_\_\_, petition the Academic Committee of William Jessup University to take an early/late final in the following course or courses:

Course # and name \_\_\_\_\_

Course # and name \_\_\_\_\_

Course # and name \_\_\_\_\_

Please explain the reason for this petition:

**Three or more finals scheduled in one day. (No charge)**

**Other:**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Petition Granted \_\_\_\_\_ Petition Denied \_\_\_\_\_

Official Signature \_\_\_\_\_ Date \_\_\_\_\_

**\$30 per final processing fee**

**Administrative fee waiver** \_\_\_\_\_  
initials