

OVERLOAD PETITION

FINAL EXAM OVERLOAD POLICY

Students who have three or more final exams officially scheduled for a single day are entitled to arrange with the faculty member instructing the highest numbered course (the 3 digit number following the department code) a different day for the exam.

Student

The student requesting accommodation should submit the form at least two weeks prior to finals.

Step 1: Complete Form

Step 2: Attach class schedule

Step 3: Submit form to Faculty

(Possible) Step 4: If unable to resolve matter between student and faculty then student may take request to the Office of the Provost/Academic, 220 Russ Hall no later than the Wednesday of pre-finals week.

Student Name: _____

Student ID: _____

Student Phone Number: _____

E-mail: _____

Course Name: _____

Course Number: _____

Final Exam Date: _____

Final Exam Time: _____

Faculty

Step 1: Must respond to student petition by Monday of pre-finals week

Step 2: Identify mutually convenient time for final exam OR

Step 3: If matter cannot be resolved between student and faculty... refer to step 4 of Student Options

Agreed Schedule Date and Time: _____

Agreed scheduled Location: _____

Unable to identify mutually convenient time to reschedule final

Faculty Signature _____

Date: _____

Provost Recommendation: (after reviewing all classes in conflict causing final exam overload)

Provost Signature: _____

Date: _____

Copies of form sent to:

Date: _____

Date: _____