

Request for Final Exam Accommodations

Please print legibly:

 Last Name

 First Name

 Email Address

I am: **Requesting Accommodations due to Examination Conflict:**

Accommodations will be made for those students who have two examinations on the same day or four examinations in four days or less. Take-home exams longer than eight hours are to be considered two different exams over two days for purposes of this rule. Eight-hour (or less) take-home exams over one day will not be considered to be two exams on that day.

Please check if you will be using ExamSoft.

Requesting Accommodations for my exam schedule because:

Please check if

Documented Disability

Will be using ExamSoft

Student Signature: _____

Date: _____

To help maintain your anonymity, do not let your instructor know whether you will be a laptop or a bluebook exam taker or that you are requesting to reschedule your exam. The Office of Student Affairs will communicate with your instructor.

Please list your complete Examination Schedule below				
Credits	Exam Date	Exam Time	Course Name	Professor

This area is for office use only			
New Date	New Time	Room	Comments

One week prior to the start of the Final Exams you will receive an email detailing the date, time, and room of your accommodated exam.