

# EXAM-RESCHEDULING REQUEST

COMPLETED FORM MUST BE SUBMITTED TO LAUREN THOMPSON OR AMY WEAVER IN THE DEAN'S OFFICE BY 5:00 PM ON TUESDAY, NOVEMBER 7, 2023.

Name: \_\_\_\_\_ UGA Email Address: \_\_\_\_\_

## Rescheduling Request Due to Conflicting Exams

Please list your conflicting exams, along with the date and time for those exams. You must also obtain the signature of the professor who has agreed to have their exam rescheduled. If neither professor will agree, please so state on the instructor-signature line.

Course/Exam: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Course/Exam: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exam being rescheduled: \_\_\_\_\_

Instructor's signature (granting permission): \_\_\_\_\_

## Rescheduling Request for Other Exceptional Reasons

Please identify the course/exam that you seek to have rescheduled, along with the scheduled date and time for the exam. You must also explain the basis for your request or attach an explanation. If your instructor will not agree, please state on the instructor-signature line.

Course/Exam: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Basis for request: \_\_\_\_\_

Instructor's signature (granting permission): \_\_\_\_\_

**Rescheduled Exam Date:** Please indicate whether you have an exam that conflicts with any of the following scheduled makeup exam days. Your makeup exam will be scheduled on one of the available dates below.

Wed, Nov 29 at 1:30pm – Conflict: \_\_\_\_\_ Wed, Dec 6 at 1:30pm – Conflict: \_\_\_\_\_

Mon, Dec 11 at 9:00am – Conflict: \_\_\_\_\_

**I understand Honor Code obligations apply to any rescheduled exam. I realize any discussion about an exam with students who have taken it before me or who will take it after me constitutes an Honor Code violation.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

APPROVED: \_\_\_\_\_

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

\_\_\_\_\_  
DATE

RESCHEDULED EXAM DATE: \_\_\_\_\_

Please ensure that your request falls within the [exam rescheduling parameters](#) outlined in the Student Handbook.

Requests will not be considered until after November 7, 2023.

If your request is approved, you will receive an email notifying you of the date, time, and location of your rescheduled exam.