

OFFICE OF REGISTRAR  
5000 DEER PARK DRIVE SE, SALEM, OREGON 97317-9392  
503.375.7017 | 503.585.4316 fax

***Please review full policy on reverse side before submitting form.***

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_

**Exams may be rescheduled for the following reasons:**

- ☐ Two exams at the same hour
- ☐ Four exams in one day
- ☐ Student illness / Family emergency
- ☐ Documented disability

*\*A fee is charged to cover the cost of monitoring a rescheduled final unless there is a conflict on the schedule.*

**Instructions:**

Do you meet the guidelines above? Proceed with the instructions below.

If not, you may petition the Registrar to have your exam time changed (use space below).

- Fill out the form (including a detailed reason why you are needing to reschedule)
- Submit for Registrar's approval

**If approved:**

- Pay exam rescheduling fee
- Take form to the instructor for signature
- Turn form in to Director of Career and Academic services and schedule an alternate exam time

**EXAM TO BE RESCHEDULED:**

Course name and number \_\_\_\_\_ Current exam time \_\_\_\_\_ Name of Instructor \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Registrar \_\_\_\_\_

Date \_\_\_\_\_

**REGISTRAR USE ONLY**

☐ Denied ☐ Approved

Signature of the Instructor \_\_\_\_\_

Date \_\_\_\_\_

☐ Fee Paid ☐ No fee charged

The above final exam has been scheduled to be taken on \_\_\_\_\_ at \_\_\_\_\_ o'clock.

Signature of Director of Career and Academic Services \_\_\_\_\_

Date \_\_\_\_\_

## **FINAL EXAM POLICY:**

The last week of each semester is devoted to final examinations. Students are required to take their final examinations at the scheduled times. In no case should a student plan to leave for the semester prior to the end of his/her last examination. Exams are not rescheduled for travel plans. The following are the only grounds for requesting to have an exam rescheduled:

- A student has two exams scheduled for the same exam time. Students should obtain this permission at least one week before exams begin to make arrangements for an alternate time.
- A student has four examinations in one day. Students should obtain this permission at least one week before exams begin to make arrangements for an alternate time. This permission is arranged with the registrar.
- A student is ill or has a death in his/her family. When possible, the student must call the registrar before the exam period.

All student requests reschedule exams must be made to the Registrar's Office. Student must complete the Exam Rescheduling Form available in the Registrar's office. If any exam is rescheduled the exam will be monitored in the Academic Support Center.

Except for reasons of schedule conflict, a fee will be charged for each rescheduled examination. Rescheduled finals must be written during the published exam week. Exceptions may be made in cases of documented disabilities or emergencies.