



## Exam Reschedule Petition

*Please see the current student handbook and page 2 of this form for applicable policies on exam rescheduling. Requests that fail to meet the predetermined criteria for reschedule will not be approved or processed. All requests must be received by the deadlines listed in Course Schedule. Late requests will not be considered.*

<b>Name</b>	<input type="text"/>	<b>Student ID</b>	<input type="text"/>
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<b>Email</b>	<input type="text"/>	<b>Degree Program</b>	<input type="checkbox"/> JD
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LLM/SJD

- Exam Type**
- Standard Accommodation
  - Language Accommodation
  - Disability Accommodation

*List ALL courses in which you are currently registered and the scheduled exam date and time. Incomplete forms will take significantly more time to process.*

<u>Course Name/ Instructor</u>	<u>Scheduled Date</u>	<u>Time</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Reason for Reschedule**



## Rules & Policies Governing Exam Rescheduling Petition

### Advance Rescheduling is Allowed Under the Following Circumstances:

1. A student has two School of Law examinations that are scheduled to start within a 23-hour period (not including take home exams and first-years midterms).
2. A student has three School of Law examinations on three consecutive days (not including take home exams).
3. A student's religious beliefs prohibit the taking of an examination at the scheduled time.
4. Student participation in a law school competition for which the student is receiving academic credit, and directly conflicts with a scheduled exam.

The Examination Coordinator will determine which exam to move in the case of situation 1 or 2, above. If more than one exam is rescheduled, the exams normally are kept in the same order.

Exams will **not** be rescheduled for vacations, airplane tickets, family events, business conflicts, or conferences. In addition, School of Law exams will not be rescheduled due to conflicts with exams at other law schools of other programs in the university.

Exceptions to this policy *might* be granted (with timely and appropriate documentation) for the wedding of an immediate family member (parent, sibling, child) IF the student has a role in the ceremony AND the student has a direct time conflict.

Students are prohibited from discussing exam reschedule requests with their instructors. All exam reschedule requests or questions must be directed to the examination coordinator.

**I have read all of the rules and policies governing examination rescheduling, I accept them, and agree to abide by them.**

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STUDENT SIGNATURE

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Date