

REQUEST FOR FINAL EXAMINATION CHANGE

A Student must request a change for these reasons: conflict (two exams at the same time), three exams scheduled in a 24 hour period, emergencies or unusual and compelling circumstances beyond your control (please attach documentation that will cause you to leave Middlebury during your scheduled exam.). We do not authorize examination schedule changes on the basis of conflicts with travel plans.

Fall Semester Form Due **DECEMBER 1**

Spring Semester Form Due **MAY 14, 2021**

Name: _____ Student ID#: _____ Box #: _____

Course: _____ Cell/Contact #: _____

Have you discussed your request with any of your professors? If so, please give details of that discussion below:

Exams Scheduled: Please List *all* Exams: (not papers, or projects)

Name of Professor	Exam Date and Time	Course
1.		
2.		
3.		
4.		
5.		

What is the reason for requesting the change: (Please check one)

- 3 exams in 24 hours; or
- 2 exams at the same time; or
- Emergencies or unusual and compelling circumstances beyond your control

Any details you would like to add:

For Office Use Only

Approved:
Yes No

The Handbook reads:

E. Rescheduling of Examinations, Excused Absences, and Incompletes

1. The Commons deans are charged with the responsibility of extending deadlines for papers and projects and determining that pre-announced examinations be rescheduled if warranted by compelling personal circumstances, illnesses, or injuries. In such cases, the dean will inform the instructor in writing. In response to a student's request, an instructor may reschedule a student's examination with the exception of a final examination, but he or she is not obliged to do so unless the Commons dean so decides.
2. An unexcused absence from a pre-announced examination will result in a grade of F for that unit of work.

3. The Commons dean may alter a student's final examination schedule

- (1) if the student has three examinations scheduled in 24 hours;
- (2) if there is a scheduling conflict (two exams at the same time); or
- (3) if there are emergencies or compelling circumstances. Faculty members may not alter a student's final examination schedule. Students who miss a scheduled final examination may be given a grade of incomplete only with the written permission of the Commons dean. (See "Grades and Records" section of this chapter)