

REQUEST TO CHANGE FINAL EXAMINATION TIME: University Studies Majors ONLY!

Review the deadline at <https://www.registrar.vt.edu/dates-deadlines/academic-calendar.html>

This form should only be used to request exam changes due to 3 or more exams within a 24-hour period OR more than one exam at the same time. Neither the Dean's Office nor the instructor will allow an exam change due to travel, business, or family plans.

If you have three (3) exams scheduled to begin within 24 hours	You may request to change one (1) exam
If you have four (4) exams scheduled to begin within 24 hours	You may request to change two (2) exams
All exams must be taken during final exam week	

INSTRUCTIONS FOR COMPLETING THE FORM:

- Complete and submit the form with all requested information and your instructor(s) signature to advising@vt.edu by the deadline at the link above.
- Exam start time one day to the same time the next day does NOT constitute a 24-hour period (EX. 7:45AM Monday, 2:00PM Monday, and 7:45AM Tuesday). *24-hour period includes 9:00AM Monday to 8:59 AM Tuesday.*
- An instructor may agree to allow you to take your exam with another section of the same course or to reschedule at a time convenient to you both. The approving instructor(s) must sign the form.
- Electronic exams (EE) are not considered a conflict with the regular exams due to the length of time they are offered.

PLEASE FILL IN TEXT BOXES DIGITALLY

First & Last Name:	<input type="text"/>	Last 4 of Student ID:	<input type="text"/>	VT Email:	<input type="text"/>
Local Phone:	<input type="text"/>	Major:	<input type="text" value="University Studies"/>	Academic Year:	<input type="text"/>
Term:	<input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer				

Please list all exams within a 24-hour period:

CRN	Course Information	Exam Date	Exam Time	Instructor
EX: 11541	BIOL 1014	12/13/2020	2:00 PM	V. Hokie

Please list the exam(s) for which you are requesting a new time:

(Instructor signature is required. Please send this form to your instructor to obtain their signature and then submit to advising@vt.edu.)

Course Information	Original Exam Date & Time	Requested Exam Date & Time	Instructor Name	Instructors Signature	Date Signed	Approved by Dean (Dean's use only)
EX: BIOL 1014	12/13/2020 at 2:00 PM	12/14/2020 at 3:30 PM	V. Hokie	V. Hokie	11/16/2020	Yes

I certify the information provided is correct and I understand any misrepresentation may constitute an Honor Code violation.

STUDENT SIGNATURE _____

DATE _____