

**COLLEGE OF SCIENCE**  
**REQUEST TO CHANGE FINAL EXAMINATION TIME**



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

Students submit the document to the [College of Science Dean's Office Document Submission Portal](https://tinyurl.com/y3m9mlcb) (<https://tinyurl.com/y3m9mlcb>)

This form should only be used for changing exams due to 3 or more within a 24-hour period or exam time conflicts. 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:**

1. Complete and submit the form with all requested information and your instructor(s) signature to the College of Science Dean's Office Document Submission Portal by the established deadline.
2. From exam beginning 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 would be 9:00AM Monday to 8:59 AM Tuesday.*
3. 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.
4. An email will be sent to the student and instructor(s) involved.
5. Electronic exams (EE) are not considered a conflict with the regular exams due to the length of time they are offered.

**PLEASE PRINT**

Term:                      Fall                      Winter                      Spring                      Summer                      Year \_\_\_\_\_

First & Last Name \_\_\_\_\_ Last 4 Digits of Student ID \_\_\_\_\_ VT Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Major(s) \_\_\_\_\_

**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

**I wish to change the exam in:**

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