

# RESCHEDULED EXAM REQUEST FORM SPRING 2018

(MUST BE SUBMITTED TO STUDENT AFFAIRS BY TUESDAY, MARCH 20, 2018)

## Rescheduled Exam Dates and Times

If you have two in-class exams scheduled to begin less than 24-hours apart, you can request to reschedule one of the exams. The scheduling of two exams that begin precisely 24-hours apart does not constitute a conflict. For example: if you have an exam scheduled for Monday, May 7 at 9:30 a.m., and an exam on Tuesday, May 8 at 9:30 a.m., this does not constitute an exam conflict. Both exams must begin less than 24-hours apart.) **You must take the rescheduled exam after the originally scheduled exam date and within that same week.** This option does not apply to take-home exams or paper classes, unless the take-home exam is distributed and due on the same day on which you have an in-class exam. Rescheduled exams are offered on the dates listed below.

At the top of the form (Course #1), please indicate the course and requested information for the course you wish to reschedule. You must also indicate the date to which you wish to reschedule the exam (from the designated exam dates in that same week). Next, in the space designated as Course #2, list the course and requested information for the conflicting course. In the space provided, please list the course and requested information for all other courses in which you have an in-class exam.

- **Thursday, May 3<sup>rd</sup> – 1:30 p.m.**
- **Friday, May 4<sup>th</sup> – 6:00 p.m.**
- **Tuesday, May 8<sup>th</sup> – 6:00 p.m.**
- **Wednesday, May 9<sup>th</sup> – 9:30 a.m.**
- **Thursday, May 10<sup>th</sup> – 1:30 p.m.**

The request form must be submitted to the Student Affairs drop box on the 9<sup>th</sup> Floor (across from the elevators), no later than **Tuesday, March 20, 2018**. Late applications will not be accepted. You may also email the form to [lawstudentservices@depaul.edu](mailto:lawstudentservices@depaul.edu).

# RESCHEDULED EXAM REQUEST FORM

(MUST BE SUBMITTED TO STUDENT AFFAIRS BY TUESDAY, MARCH 20, 2018)

Name: \_\_\_\_\_ DePaul Student ID#: \_\_\_\_\_

Phone number: Day \_\_\_\_\_ Eve \_\_\_\_\_

Email address: \_\_\_\_\_

**Course #1 – EXAM TO BE RESCHEDULED** Scheduled exam date and time: \_\_\_\_\_

Proposed rescheduled exam date and time: \_\_\_\_\_

Name of course: \_\_\_\_\_

Day(s) and time class meets: \_\_\_\_\_

Course number as listed in schedule (5-digit class Number): \_\_\_\_\_

Name of professor: \_\_\_\_\_

**Course #2 - CONFLICTING EXAM** Scheduled exam date and time: \_\_\_\_\_

Name of course: \_\_\_\_\_

Day(s) and time class meets: \_\_\_\_\_

Course number as listed in schedule (5-digit class number): \_\_\_\_\_

Name of professor: \_\_\_\_\_

**Course #3 - OTHER SCHEDULED EXAM** Scheduled exam date and time: \_\_\_\_\_

Name of course: \_\_\_\_\_

Day(s) and time class meets: \_\_\_\_\_

Course number as listed in schedule (5-digit class number): \_\_\_\_\_

Name of professor: \_\_\_\_\_

**Course #4 - OTHER SCHEDULED EXAM** Scheduled exam date and time: \_\_\_\_\_

Name of course: \_\_\_\_\_

Day(s) and time class meets: \_\_\_\_\_

Course number as listed in schedule (5-digit class number): \_\_\_\_\_

Name of professor: \_\_\_\_\_