

## OVERLOAD PETITION

### FINAL EXAM OVERLOAD POLICY

Students who have three or more final exams officially scheduled for a single day are entitled to arrange with the faculty member instructing the highest numbered course (the 3 digit number following the department code) a different day for the exam. The student requesting accommodation should submit form along with a copy of his or her class schedule, at least **two weeks** prior to the beginning of final exam week. The faculty member has **until the Monday of pre-finals week** to arrange a mutually convenient time for administration of the final exam. If the matter cannot be resolved between student and faculty member, the student may take the request to the Office of Academic Affairs, 220 Russ Hall, no later than the Wednesday of pre-finals week.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student phone number \_\_\_\_\_ Email \_\_\_\_\_

Course Name \_\_\_\_\_

Course Number \_\_\_\_\_

Final Exam Date \_\_\_\_\_

Final Exam Time \_\_\_\_\_

Agreed reschedule Date and Time \_\_\_\_\_

Agreed rescheduled location \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_