LSU | College of Science

Request to Change Final Exam (3 Exams in 24-Hour Period)
Fall 2020

Name: LSU ID Number:

College & Major:

Email: Phone Number:

Students having three or more final examinations in a **24-hour period** may request permission to take no more than two examinations on the day concerned. Requests for special arrangements will be considered only when the three or more examinations cover **more** than seven (7) hours of credit work. These requests should be made to the dean or director at the college or school in which the student is registered. The dean or director is authorized to determine which of the examinations is to be taken at a time other than originally scheduled; that decision is final.

Students, list the three exams in a 24-hour period below:

Course & Number	*Instructor Name*	*Day/Date of Exam*	*Exam Time*

Note, group final exams will be required to change first. If no group exam exist, you may list the courses in the order of preference to reschedule below:

1st	**2nd**	**3rd**

So that instructors concerned may have adequate notice for rescheduling examinations, **students with schedule problems must have all arrangements completed by 4:30 p.m. on Friday, November 6, 2020."** All exams must be taken by the end of the final exam period. It is the student's responsibility to inform the faculty member concerning this matter.

The above student has approval to reschedule the final exam in _____.*

College of Science Approval:

Signature: _____

Name Print Name Date

**Note: This request was approved based on the student's schedule prior to the final day to drop a course and receive a "W" grade. This approval will no longer be valid if the student drops one of the courses listed above.*