

Alternate Time Request Form for Exam 1, M261

This form is due Wednesday, September 17, 2008 by 1pm. Late requests will not be considered. The only instances in which a student will be considered for an alternate exam time are:

- testing at the RDS (Resources for Disabled Students) testing center
- another class and/or exam scheduled for the same time
- University approved activity scheduled for the same time
- documented serious illness or documented death in the immediate family

No alternate testing time will be authorized without use of this form. Please return the form to your instructor, who will give it to the course coordinator for approval.

NAME: _____ SI: _____

EMAIL: _____

SECTION AND INSTRUCTOR: _____

REASON FOR THE CONFLICT:

testing at the RDS (Resources for Disabled Students) testing center. (Please attach RDS form)

class scheduled for the same time. Turn in a computer copy of your class schedule for this semester. Course number:

University approved activity scheduled for the same time. (Please attach letter from coach or relevant official.)

documented serious illness or documented death in the immediate family. (Please attach a letter from your physician or relevant documentation.)

If you take the exam due to one of these problems, be prepared to present the Exam Proctor with the following documents:

- a photo identification and
- a printed copy of your class schedule that shows you have a class at the scheduled exam time or a signed statement from your employer or your M261 instructor documenting that you have an irreconcilable conflict.

If you cannot take the exam Thursday evening, see your instructor to make arrangements to take an alternative exam. These arrangements must be done by Tuesday, the week of the exam.

Alternative Exam Times:

(earlier) on Thursday, September 18 from 4:00 to 5:45 pm

(later) on Thursday, September 18 from 7:15 to 9:00 pm