

Math 130 Alternate Exam Time Request Form

This form is due one week before the exam date. Early forms are appreciated. Late requests may 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 (this form is NOT needed, the RDS paperwork will suffice.)
- 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: _____

EMAIL: _____

LECTURE SECTION AND INSTRUCTOR: _____

EXAM (1, 2, or 3): _____

REASON FOR THE CONFLICT:

___ 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.)

Use of this form does not guarantee the right to an alternate testing time. Students are expected to take the exam the same day as it is being offered unless their class schedule (or documented reason above) makes it impossible to do so.

___ I can take the exam from 8:00-9:15 am on exam day

___ I can take the exam from 2:00-3:15 pm on exam day

___ I can take the exam at a different time (Attach your class schedule)

___ I am unable to take the exam on exam day for the following reason. (Attach appropriate documentation AND your class schedule.) I am requesting the following alternate date and time: