

**CWSL PETITION TO
THE VICE DEAN FOR ACADEMIC AFFAIRS OR VICE PRESIDENT OF STUDENT LIFE
REQUEST TO RESCHEDULE EXAMINATION**

Student Name (print) _____

7-Digit Identification Number _____

Cell/Telephone # _____

CWSL E-mail: _____@law.cwsl.edu

Address _____

City, State, Zip _____

Student Signature _____ Date _____

APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE _____	BY _____
DISTRIBUTION:	
<input type="checkbox"/> original to Registrar	
<input type="checkbox"/> copy to Admissions Office	
<input type="checkbox"/> copy to Business Office	
<input type="checkbox"/> copy to Dean of Students	
<input type="checkbox"/> copy to Financial Aid Office	
<input type="checkbox"/> copy to Student	4/18

Please submit this petition to the Vice Dean for Academic Affairs or Vice President of Student Life. You may be contacted to provide additional information. You will be notified by email regarding any decision.

Academic Policy §5.04 regarding examination schedule provides:

Students are required to take final examinations at the regularly scheduled times.

The Vice Dean for Academic Affairs or Vice President of Student Life may reschedule examinations in the case of serious student illness, family death and similar emergency circumstances and as reasonable accommodation under the Americans with Disabilities Act. The Vice Dean for Academic Affairs or Vice President of Student Life may, upon student petition, reschedule examinations in other compelling personal circumstances. All non-emergency requests for final exam rescheduling or accommodations must be made thirty (30) days prior to the last day of classwork. If a student has two examinations scheduled at the same hour, upon petition one of the examinations may be rescheduled to an available examination period on the same day. If a student has four or more examinations scheduled on two consecutive days, upon petition one examination may be rescheduled to the next available exam period.

Whenever possible, examinations will be rescheduled to a later rather than an earlier date. When an examination has been rescheduled, the professor in his or her sole discretion may give a different or changed examination. All students taking an examination at other than its regularly scheduled time will be required to sign an Honor Code statement certifying that they have obtained no information about the regularly scheduled examination.

- **The failure to appear at the rescheduled exam may result in a failing grade as well as an administrative fee.**
- **Applicable documentation to support your request is required.**

Please provide your **full exam schedule** below and circle the exam(s) needed to be rescheduled:

Course Name	Instructor	Exam Date	Circle One
			a.m./p.m.
			a.m./p.m.
			a.m./p.m.
			a.m./p.m.
			a.m./p.m.

Reason (attach extra sheets if you need more space): _____

