Request to Alter Final Examination Schedule

According to Columbia College and Columbia Engineering policy students may request permission to reschedule a final exam under the following circumstances:

1. More than one final exam is officially scheduled at the same time
2. Three or more final exams are officially scheduled in one calendar day (not within a 24 hour time period)

Columbia College and Columbia Engineering call for instructors to assist in these requests. Students must complete this form, have their advising dean in the Center for Student Advising sign it, and then present the form to course instructors. The instructor who agrees to move the final exam based on the information below should indicate the alternative arrangement. Should an instructor have any questions, please contact the advising dean indicated below or Monique Rinere, Dean of Advising, at mrinere@columbia.edu and 212-854-1223. Students should return a copy of the completed forms to their advising dean.

| Student Name: | | Date: |
|---------------|---------------|
| UNI: | Class Standing: | Cell Phone: |
| School: | □ Columbia College (CC) | □ Columbia Engineering (SEAS) |

CSA Advising Dean Name and UNI: ____________________________

Student: Please copy and paste your final examination schedule from SSOL here or attach a copy:

Signature of Advising Dean: ____________________________ Date: ____________________________
Alternative Final Examination Arrangement

Instructor: Please indicate below your agreement to move your final exam and the alternative arrangement for that exam. If you prefer not to have the exam proctored in your department, proctoring is available in the Center for Student Advising. You may send the exam to the advising dean or indicate that you would prefer that the CSA pick the exam up. We will then deliver the exam back to you by the method you prefer (i.e. email, fax, hand deliver, etc.) as soon as possible after the exam is taken.

1. Course in which final exam will be moved: ________________________________

2. Please note the proctoring arrangement you would prefer for the rescheduled exam.

☐ I will arrange proctoring for the exam.

New Date: ________________________________
New Time: ________________________________
New Place: ________________________________

☐ I would like the Center for Student Advising to proctor the exam.

Please indicate whether you will send the exam to the advising dean by email or would like the: exam picked up: ________________________________

If you would like the exam picked up, please indicate a location: ________________________________

Please indicate to where the completed final examination should be delivered: ________________________________

Additional Notes: ________________________________

Instructor Name: ________________________________ UNI: __________
Instructor Signature: ________________________________ Date: __________

*Please return this completed form to the student*