

# Request to Alter Final Examination Schedule

According to the policy of both schools, Columbia College and Engineering students may request permission to take a make-up final exam under the following circumstances:

1. More than one final exam is officially scheduled at the same time
2. More than two final exams are officially scheduled in one calendar day

Columbia College and Columbia Engineering request your assistance in these requests. Students must complete this form, have their advising dean in the James H. and Christine Turk Berick Center for Student Advising sign it, and then present the form to relevant instructors. The instructor who agrees to move the final exam based on the information below should indicate the alternative arrangement. Should you have any questions, please contact the Advising Dean indicated.

<b>Student Name:</b>				<b>Date:</b>	
<b>UNI:</b>		<b>Class Standing:</b>		<b>Cell Phone:</b>	
<b>School:</b>	<input type="checkbox"/>	Columbia College (CC)		<b>Intended Major(s)/Concentration(s):</b>	
	<input type="checkbox"/>	Columbia Engineering (SEAS)			
<b>CSA Adviser Name and UNI:</b>				<b>Type and Date of Adviser Contact:</b>	

*(email, appointment, walk-in, phone)*

Signature of Advising Dean: \_\_\_\_\_

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

**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 Berick Center for Student Advising (CSA). 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 as soon as possible after the exam is taken.

Course in which final exam will be moved: \_\_\_\_\_

New Date: \_\_\_\_\_

New Time: \_\_\_\_\_

New Place: \_\_\_\_\_

If you would like the CSA to proctor the exam, please indicate that here: \_\_\_\_\_

If you would like the CSA 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: \_\_\_\_\_

Please indicate to where the completed final examination should be brought:  
\_\_\_\_\_

Instructor Name and Uni: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Additional Notes:

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