

Student Rule 8: Rescheduling a Final Exam

In those instances where a student is scheduled for three final examinations in one day, the student may request to reschedule one of the exams. **The student must initiate the request(s) no later than ten workdays before the first day of TAMU final exams.** The same procedure, form and deadline applies to Blinn TEAM students and students enrolled in other co-enrollment programs where final examinations between institutions conflict.

NOTE: Workdays are days Monday through Friday, excluding holidays and breaks.

Instructions for student

1. Ensure that you are making this request **no later than ten workdays before the first day of TAMU final exams.**
2. Complete the form (below) identifying the three course sections and scheduled exams that occur in one day.
3. Print out your class schedule and the final exam schedule.
4. Send a copy of this form and your class schedule to your instructors and work with them to reschedule one of the exams.
5. If none of the three instructors agree to reschedule or if you do not hear from them, contact your Dean's delegate **at least 5 business days before the first scheduled final exam**, and include the following:
 - a. Copy of your class schedule and exam schedule
 - b. This form
 - c. Any communication or other information, if available, showing you asked all three instructors to reschedule

The Dean's delegate will work with your faculty to reschedule one of the exams and contact you. The form below is for the Dean's delegate to complete as needed.

DATE:

TO: The instructors of the three courses sections listed below

FROM:

UIN:

EMAIL:

#1 Course and Section

Instructor Name

Instructor email

Time/date of exam

#2 Course and Section	Instructor Name	Instructor email	Time/date of exam
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#3 Course and Section	Instructor Name	Instructor email	Time/date of exam
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The official Texas A&M University final exam schedule places exams in all three of the courses and sections listed above on the same day, or within the same 24-hour period. Student Rule 8.4 is referenced above regarding this situation. Please work with each other and with me to reschedule one of these exams at a reasonably, mutually convenient time.

Thank you.