

## Rule 8: Rescheduling A Final Exam

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

TO: The instructors of the three course sections listed below

FROM: \_\_\_\_\_

UIN: \_\_\_\_\_ 0 0 \_\_\_\_\_

Final exam scheduled for \_\_\_\_\_ day, \_\_\_\_\_ month, 202 \_\_\_\_ in these courses:

\_\_\_\_\_ - \_\_\_\_\_  
#1 Course and Section

Final Exam Time	Course Instructor Name	Email
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\_\_\_\_\_ - \_\_\_\_\_  
#2 Course and Section

Final Exam Time	Course Instructor Name	Email
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\_\_\_\_\_ - \_\_\_\_\_  
#3 Course and Section

Final Exam Time	Course Instructor Name	Email
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The student named above reports that the official Texas A&M University final exam schedule places exams in all three of these courses on the same day. *Student Rule 8.4* states:

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 procedure and associated form for this request are available at [us.tamu.edu](http://us.tamu.edu). The student must initiate the requests 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.

Please work with each other and this student to reschedule one of these examinations at a reasonable, mutually convenient time. Thank you.

\_\_\_\_\_  
Dean or Dean Designate Signature

\_\_\_\_\_  
Dean or Dean Designate Printed Name

### Instructions

1. Complete the form identifying the three courses and scheduled exams that occur on one day.
2. Contact your dean's office to have your schedule validated and to get the form signed.
3. Send a copy of the signed form to your instructors and work with them to reschedule one of the exams.
4. If you are unable to reach a consensus with your instructors, contact your dean's office for assistance.