

You need a separate form for each exam you want to reschedule. Print this form and complete it. Then get your instructor's signature.

Then return to ODS (either in person as a hard copy or by emailing it to ods@westmont.edu).

Request to Reschedule a Final Examination (ODS Version)

Student Name:

Student ID:

Class Level
(1st year, etc)

Westmont Email:

Date:

Please have the instructor sign this form before submitting it to the Disability Services Office.

Students who have the accommodation of extended time on exams through the Office of Disability Services who have **more than one** final examinations scheduled on the same day, complete **Part A**.

Part A: I have the following final examinations on the same day: (Please print legibly)

Course & Section	Course Title	Instructor	Day, Date & Time of Final Exam

I would like to **reschedule** the following final examination:

Course & Section	Course Title	Instructor	Requested NEW Day, Date & Time of Final Exam (should be 8:00, 11:00, or 2:00)

Reason/Explanation:

I am registered with ODS to have the accommodation of extended time on exams and I have more than one exam on the same day.

To Instructor:

Pending approval of this request by the Registrar/Academic Senate Review Committee:

☐ I approve the new day and time and understand that ODS will proctor the exam.

☐ I do not approve of the new day and time.

Instructor Signature

For Office Use Only. Request approved _____

Request denied _____

Registrar for Academic Senate Review committee

Date

Petition must be turned in to ODS by the deadline.