

## **Student request for a rescheduled midterm or final exam**

*Students may request to reschedule a midterm or final exam in the event of a documented personal health issue, a major family event such as a death in the family, or an immovable interview appointment.*

*For all requests documentation must be provided and student must receive approval by the Office of Student Engagement, the Program Dean, Benet CMC (if job search related) and the professor.*

*If approved, OSE or the professor will arrange with the student the alternative exam accommodation.*

**Student:** \_\_\_\_\_ **Professor:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Academic Term:** \_\_\_\_\_

**Normal Exam Time:** \_\_\_\_\_

**Reason for the request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OSE Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CMC Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Professor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Suggested Exam makeup time and date:

\_\_\_\_\_