

**REQUEST TO RESCHEDULE EXAM - Due by Friday, March 9 at 5:00 pm – by email [cindy.gibbons@colorado.edu](mailto:cindy.gibbons@colorado.edu), or submit to Registrar’s Office (located inside Dean’s Office on the 3<sup>rd</sup> floor)**

Your Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course name \_\_\_\_\_

Proposed makeup date/time (See Rule) \_\_\_\_\_

Instructor Name \_\_\_\_\_

**Check one:**

\_\_\_\_\_ **By Rule.** The law school rules allow you to reschedule an exam if you have two on the same day, or three (or more) consecutively in the same week. In each case, one exam can be rescheduled. University rules allow you to reschedule an exam because of religious obligation. And we will accommodate childbirth or serious surgery.

In each of these cases, you can move the exam to the **nearest date later** than that scheduled by filing this form with the Registrar. Law School Rule 3.3.6 (E) <http://www.colorado.edu/law/about/rules/index.htm> states:

- i. Students who have two scheduled examinations on a single examination day shall be permitted to reschedule one of the two examinations so as to eliminate the necessity of taking two examinations on a single examination day.
- ii. Students who have examinations scheduled on three or more consecutive days or more than three in one week shall be permitted to reschedule one examination.
- iii. Exams rescheduled under this subsection shall be taken on a date designated by the Registrar. Except in extraordinary circumstances, the new date will be on the nearest LATER day that does not cause another right to change under this subsection.

**State your reasons here. Please list all of your other exams:**

\_\_\_\_\_ **By Petition.** Rescheduling for any other reason requires good cause. Submit a written petition on a separate sheet to the Associate Dean for Academic Affairs explaining reasons for the request, and **attach this form completed and with instructor’s consent.** These requests are granted reluctantly because of the administrative burden on the staff; thus reasons of convenience only are insufficient.

\_\_\_\_\_ date \_\_\_\_\_  
Instructor’s signature (*required for petitions*)

*Submit form to Cindy. Cindy will present petitions to Dean Norton for review.*

---

\_\_\_\_\_ date \_\_\_\_\_  
Associate Dean (*required for petitions*)