

## EXAM RESCHEDULE REQUEST

**Due by Friday, October 30 at 5:00 pm - Please submit by email to [lawreg@colorado.edu](mailto:lawreg@colorado.edu) or in person to the Registrar's Office (located inside the Dean's Office on the 3<sup>rd</sup> floor).**

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

The law school rules allow you to reschedule an exam if you have **two exams on the same day or more than three exams in one week or an exam in the morning the day after an all-day take home exam.**

In each case, one exam can be rescheduled. University rules allow you to reschedule an exam because of religious obligation. We will also 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.
- 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 of the examinations.
- iii. Students who have examinations scheduled during the afternoon of one day (including take-home examinations) and during the morning of the next day shall be permitted to reschedule one of the examinations.
- iv. 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. The Registrar shall choose which examination to reschedule. All arrangements for rescheduling under this subsection must be made in writing and approved by the Dean's Office by the deadline it sets.

**If you need to reschedule one or more of your exams for any of the above reasons, please list your full exam schedule below** (note that paper or project due dates do not count as exams for purposes of rescheduling):

**What is your reason/s for needing to reschedule an exam?**

- ☐ I have two exams on the same day.  
☐ I have more than three exams in one week.  
☐ I have an exam in the morning the day after an all-day take home exam.  
☐ Other (religious obligation, childbirth, serious surgery)

**What exam are you requesting to reschedule?** Please be aware that depending on the type/format of the exam you request to reschedule we may not be able to approve rescheduling it over one of your other exams.

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

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

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