



Request to Reschedule a Final Examination

Students who are requesting to reschedule a final examination for a course offered through the College of Arts and Sciences (COAS) must:

- Contact the Instructor of Record (IOR) for the course via FSU email to see if the IOR will allow the student to **reschedule within the posted final examination week for the semester** in question (see final examination policy on next page). The student must first receive written permission from the instructor before proceeding to the next step.
- Petition the COAS Student Affairs Office using this form.

To guarantee a timely approval:

- Contact your IOR as early as possible regarding your request. If the Instructor supports your request, solidify all details of when, where, and how the rescheduled final exam will take place. The rescheduled exam must still fall within the final examination week for the semester.
- Use your FSU student email to submit this completed form to the COAS Student Affairs Office (as-advising@fsu.edu). Be sure to copy your Instructor on that email.
- Completed requests must be emailed before 5 p.m. on the last day of classes prior to the start of the final examination week.

The Student Affairs Office in the COAS Dean's Office will reply to all parties copied on the email to notify the student and Instructor of Record of its decision.

Note: The student may forward the instructor's email in lieu of obtaining the instructor's electronic signature on this form.

Name: _____ Campus ID: _____

FSU Email: _____ Course name and prefix/number: _____

Original Date/Time/Location During Exam Week: _____

Proposed Date/Time/Location During Exam Week: _____

Instructor Signature: _____ Date: _____

By typing my name here, I am electronically signing this form.

COAS Dean's Office – Student Affairs Signature: _____ Date: _____



Request to Reschedule a Final Examination (continued)

Florida State University Final Examination Policy

1. Final examinations in all undergraduate courses are discretionary within any given department.
2. All students enrolled in an undergraduate course having a final examination, including graduating seniors and graduate students, are required to take the examination at the time scheduled.
3. The scheduling of a final examination or a test in lieu of a final examination at any time other than the regularly scheduled final examination period is a violation of university policy.
4. A test covering a portion of the semester's work that is given in lieu of a final examination (e.g. "a unit test") must be given in the regularly scheduled examination period.

Courses meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week.

Example: A class that meets at 8 a.m. Tuesdays and 9:30 a.m. Thursdays will have its examination at the exam time scheduled for the 8 a.m. Tuesday class.

Exceptions to the Examination Policy for an individual undergraduate student:

- Approval by the appropriate academic dean (course dean) is required for any change in examination time for an individual undergraduate student.
 - The rescheduling of final examinations is permitted for an undergraduate student when justified by illness, conflicting examinations, more than three scheduled examinations in a 24-hour period, or for certain emergencies.
 - **Requests to reschedule a final examination must be made and approved prior to the scheduled exam. This petition is not required for any missed final examinations.**
- In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time. In the case of time conflicts that cannot otherwise be resolved, the course listed first in the schedule takes precedence over a course listed afterward.
- The student must first receive written permission, preferably via email, from the instructor if he/she is willing to give an examination at a specified time within the exam week.