



REQUEST FOR EXAMINATION DEFERRAL

Students are required to take all examinations at the day and time scheduled. An exception can be made and an examination deferred when: (1) two or more examinations are scheduled to commence on the same day, i.e., a "conflict"; (2) an examination is scheduled on a day of religious observance; (3) an emergency or other rare circumstance occurs that is beyond the student's control (i.e., serious personal injury or illness; serious illness, injury, death of a member of the student's immediate family; significant family events scheduled prior to the announcement of the exam schedule). Non-conflict deferral requests must include a written explanation of the event precipitating the request along with appropriate documentation (e.g., doctor's note, travel documents). Deferred exams will be scheduled for the next available day, unless it results in a student having an exam on three consecutive days. No exam will be rescheduled to a time prior to the scheduled exam.

STUDENT INFORMATION

NAME _____ **DU ID#** _____

EMAIL ADDRESS _____

EVENT PRECIPITATING REQUEST:

- Conflict
- Religious observance
- Special exigency

EXAMINATION SCHEDULE

Please provide your **complete** exam schedule below.

	COURSE	INSTRUCTOR	EXAM DAY/TIME
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

NAME (print) _____

SIGNATURE _____ **DATE** _____