

UNIVERSITY OF UTAH COLLEGE OF LAW
PETITION TO RESCHEDULE EXAM

Instructions: **1)** Complete the top part of the Petition. (*You must fill out a separate form for each reschedule request.*) **2)** Obtain approval from the appropriate faculty member. **3)** Return the form to Dean Dickey. (You can take it to her office or leave it in her mailbox.) She will notify you by email (law school account) with your updated exam schedule.

Name _____ Today's Date _____

Current Class Schedule (MUST INCLUDE ALL COURSES, INCLUDING THOSE WITH NO EXAM)

Course Title	Professor	Date / Time of Exam OR Paper Due Date/ Time (IF APPLICABLE)	<i>Admin Use Only</i>

Exam Preferred to be Rescheduled*:

*While every effort will be made to accommodate your preference, Dean Dickey may need to select an alternate exam for rescheduling.

Reason for Request:

- Less than 18 hours between the end of one exam and the beginning of another
- Exams on four (4) consecutive days
- Other. Please explain and attach documentation, if applicable:

*******Faculty Approval*******

Instructions for Faculty: Please complete this section **ONLY IF** you approve the proposed reschedule of your exam.

Faculty Name: _____ Exam: _____

Faculty (please ✓ appropriate response):

Would you prefer to have the student take the exam **BEFORE** or **AFTER** the regularly scheduled exam date/time?

Faculty Approval/Signature _____ Today's Date _____