

DUKE UNIVERSITY

PETITION TO CHANGE FINAL EXAMINATION SCHEDULE
UNDERGRADUATE STUDENTS

Name (print): _____

Student ID: _____

Email: _____

Phone: _____

Term and Year: _____

*	Course Subject, Number and Section	Exam Date	Exam Time	Instructor Name

*Prioritize (1, 2, and 3) in this column the examinations that you prefer to change. Block exam dates/times cannot be changed.

Reason for Change (check one):

Three examinations that begin and end within 24 hours (any contiguous combination of the 9AM, 2PM, and 7PM exam times)

Two examinations scheduled at the same time

Student Signature

Date

Process - Petition to Change Final Examination Schedule:

1. Submit the completed form to the Office of the University Registrar.
NOTE: The deadline for the submission of this completed form is three weeks **prior** to the last day of classes.
2. The Office of the University Registrar will confirm that the exam is being given in each of the courses you listed and then contact the instructor of the exam that you have requested to be re-scheduled. The Office of the University Registrar will contact you via email when the instructor has responded to the request.
3. After receiving that email from the Office of the University Registrar, contact the instructor to finalize the arrangement for re-scheduling the exam.

Office of the University Registrar

mailing address: Box 104804, Durham, NC 27708
physical address: 1121 West Main Street, Suite 1200, Bevan Bldg., Durham, NC 27701
Phone: 919.684.2813 | fax: 919.684.4500 | email: registrar@duke.edu