

Request for Exam Postponement Within Final Exam Period

Full Name:

Major:

SIS ID:

UVA Email:

Advisor Name:

The deadline for turning in your completed form is 5 calendar days before the last day of classes. Take home exams, projects and final papers do not qualify for exam postponement.

Directions: Arrange with your instructor a *later* date within the final exam period on which to take the exam (early exams are **not** permitted). Complete the form, have your instructor sign it, and submit to the [EHD Registrar](#). We will review your request and inform you **only** if your request is denied.

Select one:

I wish to postpone one exam as I have *three exams* scheduled on *two consecutive days*.

I wish to postpone two exams as I have *four or five exams* scheduled on *two consecutive days*.

I must postpone one exam as I have *two exams* scheduled *at the same time*.

I wish to postpone one or more exams due to other circumstances. I will complete all requirements **by the end of the exam period**.

Course Subject & Number	Date & Time of Exam	Rescheduled Date and Time	Instructor Signature (Postponed Exam)

Approved

Denied

Office Use Only

Associate Dean's Signature: _____