

DUKE UNIVERSITY

**PETITION TO CHANGE FINAL EXAMINATION SCHEDULE
UNDERGRADUATE STUDENTS**

Name (print): _____ Student ID: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

*	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

Two examinations scheduled at the same time

Signature of the Academic Dean

Date

Process - Petition to Change Final Examination Schedule:

1. **Pratt Students** - Submit the completed form to Dean Connie Simmons in Room 305 Teer Engineering Buiding. Contact her (csimmons@duke.edu) if you have any questions; **Trinity Students** - Submit the completed form to Shennia Kearney in Room 02, Allen Building. Contact her (skearney@asdean.duke.edu) if you have any questions.

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.