

School of Nursing
Request for Examination Postponement

Please print the following information:

Name: _____ University ID: _____

With the cooperation of the faculty member(s) involved, the time of an exam may be postponed. Congestion of a schedule is not a basis for a student's request to change the examination date unless at least three examinations come in a two-day period and do not extend over an intervening Sunday. In that case, one exam may be postponed; two may be postponed if there are four or five exams. **Students are not permitted to take a final examination before its regularly scheduled time.** Only the Associate Dean's Office authorizes final exam postponements, and then only on the recommendation of the course instructor. See full policy at <http://records.ureg.virginia.edu>.

1. Have your instructor sign this form if she/he agrees to your request.
2. Bring the form to the SON Registrar, who will pass the form to the Associate Dean.
3. Take the reply to your instructor(s). Your instructor will then know what action has been taken on your request and will be able to maintain accurate records.

DEGREE CANDIDATES should remember that their grades must be in the hands of the UNIVERSITY REGISTRAR by the end of this examination period.

My examination schedule is as follows:

COURSE	DATE AND TIME OF EXAMINATION
_____	_____
_____	_____

I wish to change	to		Instructor's Signature
_____	to	_____	_____
_____	to	_____	_____

Reason for requested change:

ACTION: Approved Denied

Signature of Assistant Dean, School of Nursing

Date