

**To be filled by the student:**

Name:	
ID :	
Date:	
Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Campus:	<input type="checkbox"/> Abu Dhabi <input type="checkbox"/> Al Ain

**Part 1:**

I would like to apply for a make-up final exam.

Reason:  Conflict     Third exam

Course Code and Section:	
Instructor:	
Make-Up Exam Date:	
Make-Up Exam Time:	

**Part 2:**

I choose to take all 3 exams on the same day.

List the course codes and sections.

1 <sup>st</sup> Exam:	
2 <sup>nd</sup> Exam:	
3 <sup>rd</sup> Exam:	

Student's Signature:	Date:
Instructor's Signature:	Date:

**Instruction to Students:**

- If you have more than 2 final exams in a day, you can apply to reschedule the last exam, unless it is a common exam, in which case the immediately preceding exam is to be rescheduled.
- Students having conflict may choose to re-schedule one of the exams with the consent of the concerned faculty member.

**Please attach your final exam schedule:**

- ✓ Complete Part 1 if you would like to apply for a make-up exam, seek your instructor's approval then submit this form to your college.
- ✓ Complete Part 2 if you would like to take all 3 exams on the same day then submit this form to your college.
- This option does not apply to students with conflicts.

**Distribution:**

Original – Student | Copy – Instructor | Copy – College | Copy – Registrar's Office