

Siena College - Final Examination Exception Request Form (Jan 2009)

Please complete this form and bring it to the Registrar's Office with the necessary signature(s) if you would like to request special consideration regarding the conducting of a final exam for one or more of your sections. Note: requests must be made each term unless a permanent exemption has been approved by the BOI.

Instructor Name: _____ Term: _____ Date: _____

Course number/Section Indicator(s): _____

Note: Final exams are counted as **two** class periods. Please detail how these two class periods – now lost without the final exam – will be made up during the semester:

Examination Exemption: If you are requesting a one-term exemption, please complete the following and have your department head sign indicating his/her approval. Note: If other instructors are teaching the same course they will have to request one-time exemptions also if desired.

Department Head Signature: _____

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Special Requests: complete this section of the form if you have personal needs as far as either the location of your exam or the time it is to be offered or both are concerned.

Instructor Name: _____ Term: _____ Date: _____

Course Number/Section Indicator: _____

Preferred Building and Room: _____

Date/Time Request: (Including religious observances)

Note: Final Exam MUST be given during the established exam period

Indicate the day(s) and time(s) that you will NOT be available: _____

Misc. Request: (i.e. 'schedule 2 days after a specific course' or 'do not the schedule the same day as a specific course'): _____

The Registrar will make every attempt to meet your special needs request. At times there are conflicting variable which may prohibit meeting the specifics of the request. Final exam scheduling information will be posted on the Registrar's Web Page.