

SIENA COLLEGE – FINAL EXAMINATION REQUESTS

Please fill in and bring this form to the Office of the Registrar if you would like to request special consideration regarding the conducting of a final examination this semester. NOTE: this request must be made each semester in which you would like to request special consideration. If you would like a permanent/standing exemption, you must submit your request to the Board of Instruction (through the VPAA)

(Professor’s Name – please print or type)

(Course Number and Name)

Examination Exemption:

If you are requesting an examination exemption, please complete the following; otherwise, skip to “Special Requests”

Section number (s): _____

Are there other sections of this course being taught by other faculty?

Yes No (circle one) If yes, they must make separate requests.

In the space below, please give a rationale for this exemption (please explain how you will be making judgement on grades):

Special Requests:

Number of students in your section(s): _____

1. Request for non-ARC location.
Preferred building and/or room(s): _____

2. (Unavoidable) Time/Date conflicts. NOTE: Exams must be given during exam period.

Indicate day/time you will not be available: _____

Reason you will not be available: _____

Department Head Signature: _____ . Date: _____

Original: Office of the Registrar
Copies: School Office, Faculty Member

FALL DEADLINE: 10 October

SPRING DEADLINE: 9 February