

Proposed Revision to Requests to Change the Date of a Final Examination

Current Language: A course instructor may, due to highly unusual circumstances, petition for a change in the examination schedule. The petition must be made before the first day of final examinations, and it must be cleared by the department head and the appropriate dean before consideration by the provost.

Proposed Language: A course instructor may, due to highly unusual circumstances, petition for a change in the examination schedule. *The instructor must submit the request in writing to his or her chair* ~~petition must be made before the first day of final examinations~~ *no later than the last day of late registration for that term*, and it must be cleared by the ~~chair~~ department head and the appropriate dean before consideration by the provost.

DRAFT