

**Petition Form for  
Change of Examination Time**

I petition to change my examination time as follows:

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Course Title \_\_\_\_\_

Scheduled Exam Day and Hour \_\_\_\_\_

Desired Exam Day and Hour \_\_\_\_\_

My reasons for this petition of change are:

Instructor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Approval \_\_\_\_\_ Date \_\_\_\_\_

Fee of \$20 paid at Receptionist's Desk \_\_\_\_\_ Date \_\_\_\_\_

**Student:** Return form to Faculty after fee is paid, and before Examination.

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Exam administered)

**Faculty:** Forward form to Business Office by 12<sup>th</sup> of month for payment processing.