REQUEST FOR RESCHEDULING OF FINAL EXAMINATION(S)

Final Examination Rescheduling Policy states that a student may request that one or more exams be rescheduled under the following circumstances:

1) Two exams in the same calendar day;
2) An evening exam followed by a morning exam the next calendar day;
3) Three exams on three consecutive days (in the first week of exams, only);
4) Four exams in five days (in the first week of exams, only).

NOTE: Exam reschedule policy prohibits exams to be rescheduled prior to the originally scheduled exam

Please Be Sure To Show ALL Examinations (and Instructors name) -- Including Take Homes And The Parameters of Each Take Home.

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<th>Monday 12/2</th>
<th>Tuesday 12/3</th>
<th>Wednesday 12/4</th>
<th>Thursday 12/5</th>
<th>Friday 12/6</th>
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<td>9:00 AM</td>
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My request for rescheduling is within the Rescheduling Policy because:

______ Two exams on the same calendar day
______ An evening exam (6:00-9:00) followed by a morning exam (9:00-12:00) the next calendar day
______ Three exams on three consecutive days (in the first week of exams, only)
______ Four exams in five days (in the first week only)
______ Other (please explain)

WILL YOU BE USING EXAMSOFT: YES_______ NO_______

NAME: ________________________________ STUDENT LEVEL __________

TODAY’S DATE: __________ Phone #: __________________________

SUBMISSION DEADLINE: OCTOBER 11, 2013. REQUEST FORMS CAN BE EMAILED TO ADELA FLEMING, FLEMINGAD@UMKC.EDU OR GIVEN TO AUDREY MCCLANAHAAN IN THE ADMINISTRATIVE SUITE. YOU WILL RECEIVE AN EMAIL 2 WEEKS BEFORE FINAL EXAMS FROM ADELA INDICATING ANY CHANGES THAT WILL BE MADE TO YOUR SCHEDULE. PLEASE CONTACT ADELA WITH ANY QUESTIONS THAT YOU MIGHT HAVE.