

LA SIERRA UNIVERSITY  
College of Arts & Sciences

**FINAL EXAM SCHEDULE VARIANCE PETITION**

Per the policy in the *Academic Bulletin*, an alternative final examination schedule can only be arranged through the dean's office in limited cases, namely:

1. For reasons involving "emergency situations" as deemed by the dean's office or
2. For "students with examinations covering more than 12 units on one day" or
3. To resolve a schedule with overlapping exam times.

Procedure for submitting a petition:

1. Below, please list the class(es) for which you are seeking the alternative schedule.
2. Obtain signatures of appropriate instructor(s) and chair of department(s).
3. State clearly the reason(s) why you want to change your test schedule on the back of this sheet. Be as specific and complete as possible and attach any available documentation.
4. Sign and date the petition.
5. Return the petition to the College of Arts & Sciences (LSH #221) no later than 12:00 pm Thursday before finals week.
6. The CAS Dean's office will review the petition (seeking input as needed from appropriate individuals) and then communicate its decision to the student.

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Email: \_\_\_\_\_@laiserra.edu

Cell Phone # \_\_\_\_\_ O.A.C.S. Advisor: \_\_\_\_\_

Date of the last day you will attend class(es): \_\_\_\_\_

Course(s):

| Course Title | Course Time & Date | Exam Time & Date | Professor Signature |
|--------------|--------------------|------------------|---------------------|
|              |                    |                  |                     |
|              |                    |                  |                     |
|              |                    |                  |                     |
|              |                    |                  |                     |
|              |                    |                  |                     |

Student: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Department(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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(For CAS Dean's Office Use Only)

**Action by the College of Arts & Sciences Dean's Office:**

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Withdrawn:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CAS Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attached any available documentation of your case to this form.

[illegible]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_