VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** OBTAIN ALL SIGNATURES AND SUBMIT TO COL GRIGG MULLEN, DEAN'S OFFICE REPRESENTATIVE, 603 NICHOLS ENGINEERING HALL, NO LATER THAN 20 NOVEMBER 2015.
- ** SUBMIT A SEPARATE REQUEST FOR EACH EXAM SCHEDULE CHANGE.
- ** ON THE ATTACHED PAGE, FILL IN YOUR ORIGINAL EXAM SCHEDULE AND DESIRED CHANGED EXAM SCHEDULE.

NAME_____**CLASS**_____**VMI BOX #**_____
(Please print legibly)

_____ **I plan to graduate in December, 2015.**
_____ **My original exam schedule presents me with three exams in a row.**
_____ **Other – Please explain extenuating circumstances in detail. NOTE: Requests to change exams to facilitate travel plans or to attend family vacations will be disapproved. (Use Other Side if Necessary)**_____
_____
_____

Therefore, I request to change the scheduled exam period for
_____**from** _____
(Course Number) **(Scheduled time/date)**

TO: Scheduled makeup session on:

Time:_____**Day:**_____**Date:**_____

OBTAIN THE FOLLOWING SIGNATURES:

Course Instructor:_____**DATE:**_____
(Please sign and print name)

Disabilities Coordinator:_____**DATE:**_____
(NOTE: Only for those cadets needing special testing accommodation) (Please sign and print name)

Dr. Copeland:_____**DATE:**_____
(NOTE: Only for those cadets with medical exceptions.)

SUBMIT THIS FORM TO COL GRIGG MULLEN
(603 NICHOLS ENGINEERING)

ORIGINAL EXAM SCHEDULE:

Exam Days	Monday 14-Dec	Tuesday 15-Dec	Wednesday 16-Dec	Thursday 17-Dec	Friday 18-Dec
0830-1130	TR 1050	MWF 0900	MWF 0800	MWF 1000	TR 0925
1400-1700	MWF 1400	TR 0800	TR 1425	TR 1300	MWF 1300
1900-2200	*Make Up*	MWF 1500	*Make Up*	*Make Up*	

DESIRED EXAM SCHEDULE:

Exam Days	Monday 14-Dec	Tuesday 15-Dec	Wednesday 16-Dec	Thursday 17-Dec	Friday 18-Dec
0830 - 1130					
1400 - 1700					
1900 - 2200	*Make Up*		*Make Up*	*Make Up*	