

**Dean Approval to Change
Scheduled Final Exam Day and/or Location and/or Time**

(changes of any kind within finals week)

<http://www.csuchico.edu/prs/EMs/2017/17-004.shtml>

Instructions:

1. Faculty: For changes of any kind **within** finals week, complete **all fields** on this form and submit to your Chair and ASC via email. (Changes **outside** of finals week are EXCEPTIONS and this is not the correct form.)
2. Departments: Forward completed form to your Dean requesting approval via email.
3. Deans: Forward form to APSS indicating approval; copy all parties on the email.

Class and Section:

Instructor:

Final Exam Change Statement

The department understands that if this change creates a conflict for any student, the department should make every effort to accommodate the student with an alternative final exam day/time.

1. Why is the change needed?

2. How will students be notified?

3. Final Exam Day and/or Time change:

Current date and start/end time:

Proposed date and start/end time:

(Start times are 10am, 12, 2, 6 and 8pm)

4. Room requested:

Approved By:

Dean or Designee name and title