

An Exam Rescheduling Request may be approved for a student who meets the following criteria:

- a. The student has a proven examination conflict (two or more exams at same time) or scheduling hardship (exams scheduled in three or more consecutive exam periods), or
- b. The student is unable to attend a scheduled examination due to religious/spiritual observance and has provided appropriate supporting documentation.

The student must inform the Registrar's Office and submit this request as soon as they become aware of an exam conflict, scheduling hardship, or religious/spiritual observance overlapping a scheduled exam and not later than 10 days following the relevant term's add/drop deadline.

The Registrar's Office will work with the student and course instructor(s) to reschedule the affected examination(s), and communicate alternate arrangements to the student within two weeks of the submission of the Exam Rescheduling Request. Should the student not find the proposed resolution satisfactory, the student may submit an appeal to the Undergraduate Student Appeals Committee no later than two weeks after receiving notification of the proposed resolution from the Registrar's Office.

PART A - STUDENT/COURSE INFORMATION

Last Name: _____ First Name: _____

Student ID: _____ BU Email: _____

REASON FOR EXAM RESCHEDULING REQUEST:

- Examination Conflict
 Exam Scheduling Hardship
 Religious/Spiritual Observance

AFFECTED COURSE(S):

Dept. & Course No.	Course Title	Original Exam Date/Time

DATE _____ STUDENT'S SIGNATURE _____

In signing above, the student acknowledges having read and understood the ways in which personal information is collected and used at Brandon University, as described at [Personal Information Collection/Disclosures](#).

PART B – ADMINISTRATIVE APPROVAL

Course No. & Title	Rescheduled Exam Date/Time	Rescheduled Exam Location

- Notification of rescheduling decision sent by email to student and instructor(s).

Processed by: _____ Date: _____

Alternative formats of this form are available upon request by contacting the Registrar's Office.