



PETITION TO RESCHEDULE EXAM

3002. Taking examination: general rule. All examinations must be taken on the date and at the time set forth in the examination schedule, except when a delayed examination is authorized under §3003 or §3004. No examination may be administered prior to the time set forth in the examination schedule.

General Submission, Review & Approval Process

1. Complete this form by the deadline and email it to registrar@uclawsf.edu from your UC Law SF email along with documentation (if due to §3004 or §3005).
2. The Registrar's Office will review the petition. If it needs to be routed to the Dean of Students for review, the Registrar's Office (not the student) will route the form and provided documentation to Dean Hum for her review.
3. Upon approval/denial, the Registrar's Office will email the student to their UC Law SF email address to confirm the decision (approved/denied). If approved, information about the rescheduled exam date and time will be provided.

Questions: Please direct all questions about this form and rescheduled exam status to the Registrar's Office (registrar@uclawsf.edu) or by calling (415) 565-4613.

Student ID# _____

Student Email: _____@uclawsf.edu

First & Last Name _____

Telephone: (____) - _____

Student Signature _____

Today's Date: _____

EXAM INFORMATION: Please indicate the rule under which you are entitled to reschedule an exam:

§3003 Delayed taking: 24 hour rule. No petition necessary. The Records Office confirm which exam will be rescheduled via email by 11/20/2019. An examination is scheduled to begin within 24 hours of the end of another of his or her examinations. The examination shall be delayed to the next regularly-scheduled make-up examination period.

§3004 Delayed Taking: Compelling Reasons | §3005 Delayed Taking: Health Reasons
Medical emergency/other extenuating circumstances (original documentation must be provided with this form)
Reason: _____

§3004 The Academic Dean [Dean of Students] may authorize a delay in a student's examination if the student submits compelling reasons for the delay based on health reasons, accident, personal emergency, or extraordinary circumstances.

§3005 A student who seeks a delay in an examination for health reasons must be seen by the UC Law SF Health Service. If it is not possible for the student to be seen by the Health Service prior to the examination, the student must either report to the Health Service as soon as practical or be seen by a private physician who will contact the Health Service. The Service will submit a memorandum to the Records Office that confirms the student's visit to the Health Service or a private physician and that sets forth a medical opinion about the student's condition.

List all in-class and take-home exams below.
Then, check the course for which you are petitioning to reschedule the exam.

See above (Check)	Final/Take-Home Course Name (List All)	Course #	Professor	Exam Date	Time of Exam

Submit this form to the Registrar's Office VIA EMAIL to: registrar@uclawsf.edu along with any documentation (if applicable). You will receive a final confirmation of the decision after review, to your student email.

*****THIS SECTION TO BE COMPLETED BY THE DEAN OF STUDENTS OR REGISTRAR*****

Approved Denied Dean of Students/Registrar Signature: _____ Date _____

Exam to be Rescheduled (course) _____

New Day _____ Date _____ Time: _____ Room: _____

Exam to be Rescheduled (course) _____

New Day _____ Date _____ Time: _____ Room: _____