



Office of Student Success and Academic Services, Enterprise Hall, Room 008
Phone: 703-993-1880 Fax: 703-993-1886 Email: busreqst@gmu.edu

CHANGE OF FINAL EXAM REQUEST

Use this form if you have three or more Final Exams scheduled ON THE SAME DAY, if you have two conflicting exams or if you have another reason. This does not apply to Mid-Term Exams or take home Final Exams.

- Obtain signed approval from your Professor with the new date, time and location for final exam.
- Submit the completed form to busreqst@gmu.edu two weeks prior to the scheduled final exam.
- Include a copy of your final exam schedule and any supporting documentation.
- All requests must be approved by the Assistant Dean, Undergraduate Academic Services.

STUDENT INFORMATION:

Student Name: _____ Date: _____

Major/Concentration: _____ G Number: _____

Mason E-Mail: _____@gmu.edu Daytime Phone: _____
(Students are notified of decisions via Mason email ONLY)

COURSE INFORMATION:

_____ Fall _____ Spring _____ Summer _____
(Prefix) (Section) (CRN)

Reason (Check Box): 3 Exams on Same Day 2 Conflicting Exams Other (Specify): _____

PROFESSOR INFORMATION: I agree to administer the final exam for this course for the above student on:

_____ at _____ in Building _____ Room _____.
(Date) (Time) (Location)

Professor Name – Please Print Professor Signature Date

STUDENT SIGNATURE: In signing this, I confirm that all information specified above is true and complete. Submission of fraudulent information will be considered a violation of the Mason Honor Code.

Student Signature Date

Assistant Dean/Director’s Decision: Approved Denied

Assistant Dean/Director, Undergraduate Academic Services
Costello College of Business

Date