

Alternate Exam Request Form

(Only one student per class should complete this form, acting as a main point of contact.)

Instructions:

1. Identify a point of contact to complete this form. The Exam Coordinator should be contacted for any consultation on the process. Once the section below is complete, forward to your professor electronically or in-person.
 - a. *Note: 1L and Remote Course Exams are not eligible for Alternate Exams at this time.*
 - b. *Evening Exams are eligible for Evening Alternate Exams – contact the Exam Coordinator for specific availability.*
2. Your professor must sign this sheet and return to Blake Stemen (bstemen@seattleu.edu) directly or with a separate email approving the Alternate Exam. This form is still required to be turned into Blake Stemen.
3. The Registrar's Office will create a survey and send to all enrolled students of the course. This identifies students who will take the Alternate Exam. A minimum of 7 enrolled students must sign up for the Alternate Exam to be confirmed and added to the Exam Schedule.
4. Those not signing up will be expected to take the exam at the regularly scheduled exam time, unless otherwise approved by the Associate Dean (i.e., if the alternate exam date does not meet your needs and you have a conflict per the exam conflict rules, you may reschedule your exam). You may not take the alternate exam if doing so creates a conflict with your other exams.
5. The Alternate Exam is not official until this form and the sign-ups are complete and submitted to the Exam Coordinator, Blake Stemen (bstemen@seattleu.edu).

Student Section:

Name: _____ SU Email: _____

Class: _____ Professor: _____

Original Exam Date: _____

Preferred Alternate Exam Date: _____

Backup Alternate Exam Date: _____

Faculty Signature: _____ **Date:** _____

Return this form to the Registrar by **April 13 at 12:00 PM. Sign-ups to take the Alternate Exam close **April 27 at 4:00 PM**.**