



### 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](mailto: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 Gabrielson 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](mailto: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: exam conflicts rule. No petition necessary.** The Registrar's office will review and confirm which exam will be rescheduled.

A student may delay any examination that is scheduled on the same day as another of their examinations or if the student has three or more exams scheduled on consecutive days. Take-home exams are treated as conflicted only if each and every day scheduled for the take-home exam violates the above rule. If a conflict exists, the Registrar shall have the discretion over which exam will be delayed. The delayed 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** Delayed taking for health reasons: required procedure. A student who seeks a delay in an examination for health reasons must be evaluated by a licensed health care provider and submit appropriate documentation to support their request. The documentation should be timely, on the healthcare provider's letterhead, and include information about the student's incapacitation and timeline for recovery. If it is not possible for the student to be evaluated by a healthcare provider before the examination, the student must report to the Dean of Students or the Office of the Registrar their incapacitation and seek healthcare and documentation as soon as practicable thereafter.

**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](mailto: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: \_\_\_\_\_