

## REQUEST FOR ALTERNATE EXAM ACCOMMODATIONS

Unless otherwise designated by the professor, exams for face-to-face courses will only be administered in person at the assigned time. If students are not ill, in quarantine, or in isolation, then they must complete face-to-face exams in person at the assigned time. In extraordinary situations, students may request an exception to this policy by completing the form below and submitting it to Academic Administration. **Examinations rescheduled for any reason other than verified illness or death in the immediate family may require a fee of \$100 per examination.**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Request and Rationale:

Receive the approval and signature of each professor with a course exam that is affected by your request. You may attach multiple forms if necessary.

Course/Section #1: \_\_\_\_\_ Professor Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Approve  Deny      Signature: \_\_\_\_\_

Course/Section #2: \_\_\_\_\_ Professor Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Approve  Deny      Signature: \_\_\_\_\_

Course/Section #3: \_\_\_\_\_ Professor Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Approve  Deny      Signature: \_\_\_\_\_

*Undergraduate students should submit **completed** forms to Dr. Dionne Felix ([felixd@southern.edu](mailto:felixd@southern.edu)), AVPAA.  
Graduate students should submit **completed** forms to Dr. Tyson Hall ([tyson@southern.edu](mailto:tyson@southern.edu)), Graduate Dean.*

For Office Use Only

Approve  Deny      Comments: \_\_\_\_\_

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Signature -- Associate Vice President for Academic Administration (Undergraduate Students)      Date  
or Graduate Dean (Graduate Students)

Exam Rescheduling Fee       No Fee

Copies to: Student, Professor(s), Student Finance