SPRING 2012 REQUEST FOR POSTPONEMENT/ACCOMMODATION OF EXAMINATIONS

Accepting forms from Monday, March 5, 2012 – Friday, March 23, 2012.

(Please complete one form for each exam to be postponed, AND the attached calendar)

Note: Postponed exams will be scheduled to the first day on which no exams are scheduled or to the next available day of the following week if you have four consecutive exams in the same calendar week (Monday through Friday). Morning exams following evening exams are moved to the afternoon of the same day scheduled.

NAME: _____ STUDENT ID# N_____

J.D. 1L: ___ 2L: ___ 3L:___ **LL.M.** FT:___ PT:___ **JSD** ___ **Exchange**_____ **Visitor**_____

PHONE (DAY): _____ FAX: _____

TODAY'S DATE: _____ **NYU EMAIL:** _____

REASON FOR POSTPONEMENT/ ACCOMMODATION (CHECK ONE):

TWO AT SAME TIME: _____ TWO ON SAME DAY: _____ EVENING/MORNING (Evening begins at 6:00 pm): _____

SABBATH (Time Adjustment): _____ THREE CONSECUTIVE EXAMS TOTALLING 12 OR MORE CREDITS _____

ILLNESS (ATTACH DOCTOR'S NOTE): _____ EXAMS ON FOUR CONSECUTIVE DAYS IN SAME CALENDAR WEEK: _____

OTHER (ATTACH LETTER): _____ APPROVED CDS ACCOMMODATION: _____ IN-ABSENTIA: ____

LIST ALL COURSES FOR WHICH YOU ARE REGISTERED, CHRONOLOGICALLY BY EXAM DATE. LIST BOTH THE START AND END TIMES OF EACH EXAM LISTED. CONSULT COURSE DESCRIPTIONS FOR LENGTH OF EXAMS. ALSO LIST ALL COURSES FOR WHICH YOU ARE REGISTERED THAT WILL NOT HAVE AN IN-CLASS EXAM AND INDICATE THE EVALUATION METHOD (Take Home Exam or Paper).

PROFESSOR	COURSE TITLE	COURSE NUMBER	Cred.	Exam Length	Orig. Date	Orig. Time Start & End	

STUDENT EXAM ID#: _____

EXAMINATION TO BE POSTPONED (LIST ONLY ONE):

PROFESSOR	COURSE TITLE	COURSE NUMBER	Orig. Date	Orig. Time Start & End	

DO NOT WRITE BELOW THIS LINE

RESCHEDULED MAKE-UP DATE:

EXAM DATE:_____ **TIME:**_____ **ROOM:**_____

APPROVAL SIGNATURE:_____ **DATE APPROVED:**_____

SPRING 2012 Examination Period
May 4- May 15

Name: _____

Instructions: Write each of your exams on this calendar according to the date scheduled.

Monday	Tuesday	Wednesday	Thursday	Friday
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	May 4 _____ _____ _____
May 7 _____ _____ _____	May 8 _____ _____ _____	May 9 _____ _____ _____	May 10 _____ _____ _____	May 11 _____ _____ _____
May 14 _____ _____ _____	May 15 _____ _____ _____			