

FALL 2009 REQUEST FOR POSTPONEMENT/ACCOMMODATION OF EXAMINATIONS

Accepting forms from Friday, October 23, 2009 – Friday, November 6, 2009.

(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 (CHECK ONE):

TWO AT SAME TIME: ___ TWO ON SAME DAY: ___ EVENING/MORNING: ___ SABBATH (Time Adjustment): ___
 THREE CONSECUTIVE EXAMS TALLING 12 OR MORE CREDITS ___ ILLNESS (ATTACH DOCTOR'S NOTE): ___
 EXAMS ON FOUR CONSECUTIVE DAYS IN SAME CALENDAR WEEK: ___ OTHER (ATTACH LETTER): _____
 APPROVED CDS ACCOMMODATION: _____

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: _____

**FALL 2009 Examination Period
December 7- 17**

Name: _____

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

Monday	Tuesday	Wednesday	Thursday	Friday
Dec 7	Dec 8	Dec 9	Dec 10	Dec 11
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dec 14	Dec 15	Dec 16	Dec 17	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	