



Southwest College of Naturopathic Medicine and Health Sciences

Examination Release

I, \_\_\_\_\_, am requesting permission to take one or more of my final examinations at an alternative time. Following are the reasons for my request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A list of legitimate reasons/examples and the comprehensive policy and procedures for rescheduling finals is available on the back)

_____ Student's Signature	_____ Date		
_____ Instructor's Signature and date	_____ Course #	_____ New Date of exam	
_____ Instructor's Signature and date	_____ Course #	_____ New Date of exam	
_____ Instructor's Signature and date	_____ Course #	_____ New Date of exam	
_____ Instructor's Signature and date	_____ Course #	_____ New Date of exam	
_____ Instructor's Signature and date	_____ Course #	_____ New Date of exam	
_____ Instructor's Signature and date	_____ Course #	_____ New Date of exam	
_____ Registrar's Signature	_____ Date	_____ V.P. of Academic Affairs Signature	_____ Date

For Office Use Only:

Fee waived: Y / N

Amount owed: \_\_\_\_\_ Bursar's signature \_\_\_\_\_ Date: \_\_\_\_\_

Policy regarding being excused from a regularly scheduled final examination

1. Death in the family of a parent, spouse, significant other, child, sibling, grandparent or a close friend.
2. A severe illness to include surgery, an incapacitating disease or reoccurring condition that would render the student unable to take the final examination.
3. An act of nature such as floods, storms or fire.
4. Any incident in which the student is physically or mentally impaired.

Policy: Conditions to be followed for requesting an exemption from the final examination schedule.

1. The request for delaying the examination shall be made in writing to the professor (using the examination release form). It will be at the professor's discretion as to whether or not the examination can be rescheduled since a new examination may need to be written.
2. The form must be submitted to the office of the Registrar prior to the rescheduled exam.
3. Some form of documentation may be necessary for proof that condition is current or that the event did occur in order for the Registrar to waive the fee.
4. The student has three weeks from the end of the quarter to make up the examination.

5. A grade of Incomplete will appear on the student's Grade Report until the examination is made up. However, if the student fails to make up the examination or does not pay the fee the incomplete will change to a No Pass at the end of the three-week period.