Final Exam - Fall 2021

RESCHEDULE REQUEST FORM

Office of the Registrar
Phone: 416.226.6620 ext. 6711 or 1.877.TYNDALE Fax: 416.226.4210
3377 Bayview Ave., Toronto, ON, M4M 3S4• Webpage: www.tyndale.ca/registrar

FRIDAY, NOVEMBER 26, 2021 is the DEADLINE to submit an Exam Reschedule Request Form to the Office of the Registrar.

Name: _____ Student ID: _____

Tyndale Email:_____ Daytime Phone: _____

EXAM(S) REQUESTING TO RESCHEDULE:

COURSE CODE	COURSE NAME	PROFESSOR'S NAME
1)		
2)		
3)		

Check one of the following legitimate reasons that applies to your situation:

☐ 2 exams scheduled at the same time
☐ 3 consecutive exams in 24 hours (Undergraduate) or 3 exams in one day (Seminary)
☐ Illness or injury (a doctor's note must be provided; see back page for detailed policy)
☐ Other (please specify): _____

I have read and will submit to the Final Examination Conflict Policy on the back of this request form.

Student Signature: _____ Date: _____

** You will receive confirmation of your rescheduled exam date and time via email.*

OFFICE USE ONLY	
Date Received:	Approved by Registrar:
Received by:	Registrar's Comments:

Final Examination Conflict Policy

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DEADLINE

The deadline to submit a Final Exam Reschedule Request Form is **FRIDAY, NOVEMBER 26, 2021.** Requests received after this time will **NOT** be considered.

EXAM CONFLICTS AND RESCHEDULING

The only circumstances that will allow the rescheduling of a final exam are as follows:

a) 2 exams scheduled at the same time;
b) 3 consecutive exams within 24 hours (Undergraduate) or 3 exams in one day (Seminary);
c) Sudden illness or injury (a doctor's note must be submitted with the form).

Students are expected to write their final exams at the end of their courses and are *strongly discouraged* from missing a final exam.

Exams will **NOT** be rescheduled due to personal preferences, travel plans, work schedule, church work, or other similar circumstances. Students are expected to arrange personal plans around the exam schedule.

If you are facing extenuating circumstances that make it impossible for you to write your final exam such as a sudden illness or an injury, you will need to provide medical documentation. You should seek medical assistance as soon as possible to verify that you were ill at the time of your illness or injury, not after the fact.

You will have to submit a **Final Exam Reschedule Request Form** within 48 hours of the missed exam with **a doctor's note verifying your inability to write on the original scheduled date and when you will be able to write it**.

You may be requested to provide the original copy of the doctor's note on the rescheduled exam date if your final exam reschedule request is submitted electronically or by fax.

Failure to provide necessary supporting documents will result in the denial of your final exam reschedule request.

EXAM RESCHEDULE DATE

Students cannot set their own reschedule date but must accept the rescheduled date and time from the Office of the Registrar. Rescheduled dates, times, and instructions are sent in writing to your Tyndale email account after November 26, 2021.

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Please refer to the 2021-2022 Tyndale University Academic Calendar for more information.