

Change Exam Request

PSU-Center for Student Accommodations 213 Russ Hall, 1701 South Broadway; Pittsburg, KS 66762

Phone: (620) 235-4309 or (620) 235-6584 Fax: (620) 235-6582

<http://www.pittstate.edu/office/center-for-student-accommodations/index.dot>

STUDENT SECTION: Change requests must be submitted with at least 24 hour notice. **Instructor approval is required for all test changes made by the student.** You must have your instructor sign this change request form in order for CSA to honor your request. **If your instructor has changed the date or time of your exam,** fill out this form out and submit it to CSA. **No instructor signature is needed.**

Student Name: _____ ID#: _____ Phone: _____

Course Title & #: _____ Inst. Name: _____

OLD EXAM DATE:

Date of Exam: M T W TH F Date: _____ Time of Exam: _____ AM PM

NEW EXAM DATE:

Date of Exam: M T W TH F Date: _____ Time of Exam: _____ AM PM

Who made the test change?

- The Instructor
- The student (Instructor's signature required) _____

Student Signature: _____

Student Policies:

- It is your responsibility to complete the Change Exam Request Form and return the form to the Center for Student Accommodations (213 Russ) in a timely manner.
- Any alterations or forgery to the Exam Request Form is a violation of Pittsburg State University Student Conduct Code and will be subject to sanctions authorized by the code.

If there are any questions or concerns at any time during the semester please feel free to contact:

Center for Student Accommodations
213 Russ
(620) 235-4209 or (620) 235-6584