Colby College Office of the Registrar

Final Examination Postponement

Qualifications for Postponement of final examination: A student with three exams scheduled on the same date, or four exams in sequence, may postpone one exam. The exam to be postponed is the student’s choice. Consult the College calendar for official make-up exam date. Exams may be made up prior to this date by mutual agreement, but not before the originally scheduled exam time. This form must be filed with the Registrar’s Office, where the grounds for postponement will be verified, at least 10 days before the beginning of final examinations.

Name ____________________________ Class Yr. _____ ID # _____________

Semester  FA _____  SP _____  Academic year __________

I am taking: _____ three courses to be examined the same date, numbered ____, ____, & ____

 _____ four courses with sequential examination numbers ____, ____, ____, & ____

and have elected to postpone my examination in __________________________  __________________

Course & section  Exam number

Instructor (Print) ________________________________

Instructor (Signature) ________________________________ Date _____________

Instructor, please check one: __________________________  OR __________________________

To be proctored by Instructor  Proctored on scheduled make-up exam date

Rev. 8/19