

EXAM ACCOMMODATION & DEFERRAL FORM

Registrar's Office – 203 Keller Hall – 937-229-4187



University of Dayton
School of Law

Please indicate term: Fall ☐ Spring ☐ Summer ☐ Year: _____

I am currently a: 1L ☐ Upper-Level ☐

I am currently a: Hybrid ☐ Residential ☐

Please indicate: Mid Term ☐ Final ☐

Please provide the following information — Print legibly:

Student ID# _____ Last Name _____ First Name _____ Local Phone _____ Email Address _____ Mailbox# _____

Student Signature: _____ Date: _____

Request:

☐ **Special Exam Accommodations...** Please briefly state requested accommodation. If documentation is not on file, please attach. **This form must be completed each semester.**

☐ **Exam Deferral...** Examinations are deferred when a student has two or more examinations scheduled to begin during a 24-hour period (e.g., a 1:30p.m. examination followed by an 8:30a.m. examination the next day; however, an 8:30a.m. examination followed by an 8:30a.m. examination the next day does not constitute a deferral). **Deferral requests based on the timing of exams must be submitted to the Registrar's Office and approved by the Associate Dean for Academic Affairs five weeks before the final examination period begins.** Please attach your explanation to this form and list the deferred exam below. (Please note: you must contact the Associate Dean for Academic Affairs if you have an emergency deferral request during the exam period.)

Any request must include your complete exam schedule below or attached				ADMINISTRATORS ONLY: Do not write in the space below			
Date	Time of Exam	Course	Section #		Date	Time of Exam	Instructions
				➔			
				➔			
				➔			
				➔			
				➔			
				➔			

Administrator's Signature: _____

Date: _____

Copy to Student: _____

Revised: 10/2023