UNIVERSITY of DENVER
CAMPUS LIFE & INCLUSIVE EXCELLENCE
Disability Services Program

Disability Services Program
DSP@DU.EDU | 303-871-3241

Late Exam Sign Up Request Form – PLEASE PRINT CLEARLY

Students requesting to take a **quiz, test, or mid-term** in the Testing Center with **less than 5 days required notice** or a **final exam** with **less than 10 days required notice**, must complete this form.

Note: DSP will make every effort to schedule your exam; however, it is not guaranteed.

Student Information *(to be filled out by student)*

Student Name: _____ _____
First *Last*

DU ID #: __ __ __ __ __ __ __ __ __ **E-mail:**_____

Reason for late sign up: _____

Exam Information *(to be filled out by student and reviewed by Professor)*

Course Info: _____ _____
Name *(e.g. MATH 1200)* ***Section***

Date/time class is taking exam: _____ _____
Date ***Time***

Date/time you want to schedule exam *if different from when class is taking it*:

_____ _____
Date ***Time***

Approved accommodations needed for exam:_____

_____

Professor Information *(to be filled out by Professor)*

Professor Name:_____ _____
First *Last*

E-mail:_____ **Exam Duration:**_____

Required Student & Professor Signatures

Student Signature:_____ **Date:**_____

Professor Signature:*_____ **Date:**_____

* = Your decision to approve the student's requested exam day and time should be based upon the course policies, as they apply to **all students.**

Next Steps

1. Drop off form with **both student and professor signatures** at Ruffatto Hall, 4th floor (DSP office) or scan/email to DSP@DU.EDU.
2. If your late request is approved, we will email you confirmation.
3. If you **do not receive an email confirmation**, you must plan on taking your exam as scheduled in the classroom or make alternate arrangements with your professor.

DSP Staff

Name:_____ **Date/Time Reviewed Form:**_____

- ☐ **Approved for (date/time)**_____
  Booked student in CW Sent email confirmation to student & professor
- ☐ **Not Approved** (Reason:_____)