



Maalot College  
6530 N. 7<sup>th</sup> St. Phoenix, Arizona 85014  
(480) 454-7228 [maalotcollege.org](http://maalotcollege.org)

### Request to Reschedule Exam

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Name & Number of course \_\_\_\_\_

End date of the course \_\_\_\_\_

Instructor \_\_\_\_\_

Name of Exam \_\_\_\_\_

Original Exam Date: \_\_\_\_\_

Reason for request to reschedule the exam or extend the due date of the paper:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Date Requested for Exam \_\_\_\_\_

Signature of Student making the request \_\_\_\_\_

For your benefit, please make every effort to reschedule the exam as close as possible to the original date. No request will be granted for more than past 6 months from the end date of the course. This date must include enough time to grade and enter the final grade. It is the responsibility of the student to check that the final grade is entered before the 6 months have passed. Once six months have passed and no grade is entered, the student will receive an automatic F for the course.

Please return this form to: [Maalotinfo@maalotinstitutesoftorah.com](mailto:Maalotinfo@maalotinstitutesoftorah.com)

#### For office use only

Request Permitted \_\_\_\_\_

Request Denied \_\_\_\_\_

Extended deadline (exact date) \_\_\_\_\_

Signature of Instructor \_\_\_\_\_

Signature of Dean or Director \_\_\_\_\_