

CHAPMAN UNIVERSITY SYSTEM

This form is to be completed only by students using an off-site proctor or requesting an alternative date for the comprehensive examination. Please refer to the Off-site Proctor Selection and Alternative Date Request Guidelines on the following page. This form must be completed and submitted at the same time of the comprehensive exam application.

****Applications and requests received after the application deadline posted in the catalog will not be processed.****

Exam Date _____ **New Application** **Re-Application**

BU ID# _____ **Home Campus** _____

Name _____
Last First Middle Initial

BU Email _____

Academic Program _____ **Emphasis** _____

Are you taking your exam off-site? **yes*** **no**

**If you answered yes, please fill out your proctor's information below:*

Proctor Name and title: _____

Street Address _____ **City** _____ **State** _____ **Zip** _____

Phone () _____ **Email** _____

Do you need to take the exam on a different date? **yes*** **no**

**If you answered yes, please fill out the alternative date you are requesting and the reason below:*

Student Signature _____ **Date** _____

***Alternative Date Approval (Office Use Only):*

Comment: _____

Campus Director Signature _____ **Date** _____

Comment: _____ **Approve** **Disapprove**

Dean Signature _____ **Date** _____

Routing Information (for staff use only)

- Obtain campus signature upon receipt of request for alternate exam dates.
- Fax notification of off-site proctor/alternate date request to BU Central Office at (949) 754-0670.
- For alternative date requests- BU Central Office will contact the campus once a decision has been reached.
- Campus is responsible for notifying student of results.
- For Off-Site Proctor- BU Central Office will contact proctor directly to coordinate the exam.

Guidelines for Off-site Proctor Selection and Alternative Date Requests

Failure to follow the procedure outlined in this document for an off-site proctor or an alternative exam date may result in a delay in sending the examination to the proctor and could possibly postpone the examination until the next administration.

Off-Site Exams

There are two acceptable proctor situations for taking the comprehensive examination at locations other than a Brandman University Campus:

1. Academic Proctors

An individual with a university or college affiliation such as:

- A college or university testing office or testing official.
- The department that would house your major.
- Professors or teaching assistants** .

**You must submit a letter from the department chair verifying the qualifications of any proposed TA proctors.

2. Military Proctors

A military proctor is acceptable for students located on military installations. Many military facilities have their own education offices or testing officers. These are both excellent places to begin looking for a proctor. If neither of these options is available, for example, in the case of military personnel at sea, the command or senior officer on board is acceptable.

The staff at your BU Campus may be of assistance to you if you are unable to locate an acceptable proctor. Once an acceptable proctor has been selected, the student must complete and submit the "Off-Site Proctor Notification Form".

The off-site comprehensive examination is to be given on the same date as published in the catalog. *Students must be sure to confirm the exam date with their proctor. If the proctor is unavailable on the scheduled exam date, the student will need to request and receive approval for an alternative test date.*

Alternative Exam Date

If a student cannot take the exam on the scheduled exam date, (s)he **MUST** complete and receive approval for an Alternative Exam Date. This form should be submitted at the time of the student's exam application.

Acceptable reasons for an alternative exam date may be: religious reasons, special accommodations due to disabilities, or proctor availability for an off-site exam. Vacations and other personal scheduling conflicts are not acceptable reasons for requesting an alternative exam date. Alternative dates are usually the Friday before the exam or the Monday after.

Alternative date requests will be reviewed by the Dean for denial or approval. The student's campus will notify him/her whether the alternative exam date is approved or denied. Students approved for an alternative exam date will be given a different set of exam questions.