



Off-Site Proctor Notification/ Alternative Day Request- Comprehensive Examination

This form is to be completed only by students using an off-site proctor or requesting an alternative date for the comprehensive examinations. This form must be completed and submitted at the same time of the comprehensive exam application. Applications and requests received after the application deadline will not be processed.

Exam Date _____ New Application Re-Application

CUC ID# _____ Home Campus _____ CUC Email _____

Name _____
Last First Middle Initial

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 reasoning below:

Student Signature Date

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

Comment: _____

Campus Signature Date

_____ Approve _____ Disapprove

Comment: _____

Interim Dean Signature Date

- Routing Information (for staff use only)**
- Obtain campus signature upon receipt of request.
 - Fax request to CUC Central Office at (714) 628-7350
 - For alternative date requests- CUC Central Office will fax back form once decision has been reached. Campus is responsible for notifying student of results
 - For Off-Site Proctor- CUC Central Office will contact proctor directly to coordinate the exam.