

## **REQUEST FOR EARLY FINAL**

Final examinations are an important part of student learning. Therefore, it is expected that all classes with the exception of activity classes will have a regularly scheduled final and that all students intending to complete the class will be present at the date and time of the scheduled final. In the unusual instance when a student must take the final examination at a date or time different from that scheduled, please follow the directions below.

### **STUDENT MUST**

- pick up a Request for Early Final form from the Instruction Office. One form per class.
- complete Items 1- 7 at least two weeks prior to the beginning of finals week.
- Submit to instructor of the class.

1. Student Name: \_\_\_\_\_

2. Student ID Number: \_\_\_\_\_

3. Student Phone Number:

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

4. I am requesting an early final for:

Course: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Instructor \_\_\_\_\_

5. The reason I am requesting an early final is:

Please check one:

- I have a job that starts prior to the time of the scheduled final.
- I have a medical problem that is urgent and will require me to miss this final.
- I have a military obligation that requires I miss the final.
- I am attending inter-session or summer session at another institution and the course(s) begins prior to the scheduled time of the final.
- I have a family emergency.
- Other (Please explain.) \_\_\_\_\_

6. In the space below please write a more in-depth description of the reason for this request.

7. Student Signature: \_\_\_\_\_

***Please note: It is the student's responsibility to meet with the instructor to schedule a mutually agreeable time to take the final.***

**STUDENT REQUESTS INSTRUCTOR'S REVIEW OF REQUEST:**

- Consider request, sign and date.
- Return to the Instruction Office.
  - Request approved by Instructor
  - Request not approved by Instructor

\_\_\_\_\_  
(Instructor Signature)

\_\_\_\_\_  
(Date)

**VICE PRESIDENT - INSTRUCTION MUST:**

- Review request.
- Notify student of recommendation.

Vice President - Instruction initial: \_\_\_\_\_

Notify student:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Method: \_\_\_\_\_

Forward copy to instructor: \_\_\_\_\_  
Date