

PETITION FOR EARLY ADMINISTRATION OF FINAL EXAMS

Students may not take early final exams unless extenuating circumstances exist such as **documented medical emergencies or family crisis, such as a death in the immediate family.**

Students seeking early administration of their final exam should submit a *Petition for Early Administration of Final Exam* form to the Office of Instruction **at least two weeks prior to the first day of final exams to be considered.**

All Instructor signatures must be obtained before submitting petition to the Vice President for approval. In some circumstances, a meeting will be arranged between the student and the Vice President to discuss the request. If the request has been approved, the faculty members impacted will be notified. **All students are to follow up with the instructor of the class. Time and place of the administration of the final exam will be arranged between the instructor and the student on an individual basis.**

Student's Name: _____

Student's Contact Number: _____ **Student's Email Address:** _____

Date student needs to leave: _____

Reason for early administration of final exams:

Course Name & Number <i>Example: ENGL 2200-20</i>	Instructor Name <i>Professor Smith</i>	Instructor Signature	Approved xx	Disapproved
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Return the completed form to the Office of Instruction located on the 2nd floor of the Administration building.

Approved: _____
Vice President, Instruction

For office use:

V.P. Instruction Signature

Email notification of approval to each instructor

Scan and save \Filing\Early Finals\Approved Finals
Appropriate Year\Last Name_First Name_Semester Year