

Request for Early Final Examination(s)

Final examinations are scheduled during the last week of the semester. A required two-hour time period is scheduled for each class period during this week. The only courses which are exempt from a final examination are activity courses. **Only with approval from the Vice President of Academic Affairs will a student be permitted to deviate from the announced final examination schedule.**

I _____ request to take my final examination(s) before the announced final examination period. I understand that **documentation that supports the request for early final(s) must be provided in order for this request to be considered.**

Student ID: _____ Phone Number: _____

To be completed by the Student and Instructor(s):

Course/Section/Title	Proposed Testing Date if Approved*	Instructor Signature of Approval

Student Signature _____ Date _____

To be completed by the Vice President of Academic Affairs:

Class	Reason	Approved	Denied

Vice President of Academic Affairs _____ Date _____

*A student who fails to take the final exam on the scheduled date forfeits their right to a final exam(s).