

**OFFICE OF THE ACADEMIC VICE PRESIDENT
REQUEST FOR SPECIAL SCHEDULING OF FINAL EXAMINATION
(To be filled out by student, AVP approval pending Faculty approval)**

Requesting a Change in the Final Examination Schedule -
Students may request exceptions to the published final exam schedule in cases where adherence to the published schedule would cause undue academic hardship. Completed forms indicating instructor approval must be returned to the Office of the Academic Vice President/Provost to complete the approval process.

Date _____

Student Name _____

Course Number _____ Professor _____

Scheduled Time for Final _____

Requested Time For Final (date and time) _____

Reason _____

Recommended _____

Not Recommended _____

Comments:

Professor's Name _____

Professor's Signature _____

APPROVAL (pending faculty approval) _____

DENIAL _____

COMMENTS:

Academic Vice President