



# SNOW COLLEGE

## REQUEST FOR A FINAL EXAM AT A DIFFERENT TIME

### INSTRUCTIONS.

The final exam schedule is published prior to registration; as such, students are expected to take their final exams at the scheduled time. Any departure requires a showing of extenuating circumstances.

Students seeking to complete a final exam outside that scheduled by the college are required to discuss an alternative exam time with their professor and obtain the signature of the Dean or Department Chair prior to completing this form and paying a \$30 fee at the cashier's window. If the student and professor agree upon an alternative time and the Chair or Dean approves the request, the student must complete and return this form along with a cashier's receipt for the fee to the professor at the earliest reasonable time possible. If a student is requesting an alternative exam schedule for multiple classes, the student must discuss alternative exam times with each professor, complete this form for each class, pay the fee for each class, and return the form and receipt to each professor, respectively. The form and a cashier's receipt must be returned to the professor at least two weeks prior to the alternative final exam time.

### INFORMATION.

I, \_\_\_\_\_ (ID \_\_\_\_\_), submit this petition for an alternative final exam schedule for the course listed below. I understand my professor may refuse an alternative exam schedule or recommend an alternative time. If the alternative time recommended by the professor is not possible, I understand I am responsible to take the final exam at the regularly scheduled time.

The Class for which an alternative exam schedule is requested:

Course # and Name: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

Regular Hour/Day of the scheduled final exam: \_\_\_\_\_

Recommended alternative for the final exam: \_\_\_\_\_

Reason for need to schedule the exam at an alternative time:

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**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Professor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_