# Request for Early Final

**FOR VERIFIED EMERGENCIES ONLY**

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<th>Approved</th>
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Student Name: ___________________________________________    Date: __________

Reason for Request: ________________________________________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Requested Date(s) to take Final(s): ________________________________

____________________________________________________________________
____________________________________________________________________

Course Signature of Instructor: ______________________________________

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Signature of Instructor: ____________________________________________

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Vice President, Academic Affairs

____________________________________________________________________

Date

Please attach class schedule and necessary documentation.

**THIS FORM MUST BE FILLED OUT AND APPROVED TWO WEEKS PRIOR TO THE DATE DESIRED TO TAKE THE FINAL.**

This request is not authorized until the appropriate academic administrator has signed this form.
REQUEST FOR EARLY FINALS

Students enrolled in courses at WSU Tech may apply to the Instruction Office for permission to take early finals only under one of the following situations:

1. Medical need.
2. Military situation.
3. Other serious situations requiring a different final exam time.

All students asking for early finals will need to provide sufficient documentation to meet the above stipulation.