



Request for Early Final

FOR VERIFIED EMERGENCIES ONLY

Student Name: _____ Date: _____

Reason for Request: _____

Requested Date(s) to take Final(s) _____

Course	Signature of Instructor	
_____	Approved	Denied
_____	Approved	Denied
_____	Approved	Denied
_____	Approved	Denied
_____	Approved	Denied
_____	Approved	Denied
	Approved	Denied

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.