APPLICATION FOR EARLY FINAL EXAMINATION

Name ___________________________ ID # ____________ Semester __________ Year __________

Final examination schedules are posted on MyGFU. Students are required to take the final examination at the time scheduled for each course. Please refer to the final schedule and to the University catalog policy on “Attendance” and “Final Examinations” before completing the form below.

An application for exception to the above policy will be considered provided only in the following circumstances:

1. A time conflict occurs between final exams. (Indicate the time conflict below).
   - Three or more exams scheduled in one day
   - Two exams scheduled at the same time

2. The advance examination is to be taken not earlier than Wednesday of the 14th week of the semester.

If the above time conflicts occur, the instructor and student may arrange to reschedule the exam at a mutually agreed upon time. Complete the form below in consultation with your professor, then return it to the Registrar’s Office for final approval. You and your instructor will receive an email from the Registrar’s Office indicating if your application has been approved.

STUDENT EARLY FINAL EXAM INFORMATION

Year in School ___________________ Email ___________________________ Phone __________

Course Number (ie. BIOL 100) Course Title (ie. Foundations of Biology) Professor __________

Scheduled Exam Date ___________ Time __________

Requested Exam Date ___________ Time __________

Conflicting final exam(s) __________________________

Professor Support: ☐ Recommend ☐ Do Not Recommend

Professor’s Signature: ___________________________ Date __________

For Office Use: ☐ Request Approved ☐ Request Denied

Registrar’s Signature: ___________________________ Date __________

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