

NORTHWEST NAZARENE UNIVERSITY

**Early Final Examination Exception Request**

**Student Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_

Early Final Exam Exception Policy

1. If a student requests a final examination be taken at a different time period **within the final exam 4-day schedule:**
  - (1) A petition must be filed for each examination. The petitions can be picked up in the Registrar's Office.
  - (2) The petition must be signed by the professor to indicate approval or disapproval.
  - (3) The petition is given to the dean of the school in which the course is housed.
  - (4) The exam is subject to a \$50 fee.
2. If the exam is requested at a time **earlier than the final exam schedule,** the process is the same, except that the petition must be turned in to the **Vice President for Academic Affairs**, and is subject to a \$50 fee.
3. If the exam is requested at a time **following the final exam schedule,** and the faculty member agrees to this request, the student may be issued an "X" grade followed by a letter grade, and the faculty member can work out the details as they wish.

**Request:** I request to take my final exam in \_\_\_\_\_  
Course Number and Title

which is scheduled on: \_\_\_\_\_  
Day and Time

to be taken on: \_\_\_\_\_  
Day and Time

**Reason:** Explain why you should be considered an exception to the examination policy. Use a separate sheet if necessary.

**Signatures required in the order listed.**

*I understand that I must pay a fee of \$50.00 for each early final examination that is approved.*

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

Business Office: Verification of Early Examination Fee paid \_\_\_\_\_ Date \_\_\_\_\_

School Dean Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Needed only if early final exam is taken prior to the final exam dates.**

Vice President for Academic Affairs: \_\_\_\_\_ Date \_\_\_\_\_