

NORTHWEST NAZARENE UNIVERSITY

Petition for Early Final Examination Exception

Student Name: _____ ID# _____

Early Final Exam Exception Policy

1. If a student requests a final examination to be taken at a different time period within the final exam 4-day schedule:
 - a. A petition must be filed for each examination. The petitions are available in the Registrar's Office.
 - b. The petition must be signed by the professor to indicated approval or disapproval.
 - c. The petition is given to the dean of the college in which the course is housed.
 - d. A \$100 fee per exam will be charged.
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 appropriate College Dean.
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

scheduled on _____
Day/Date/Time

to be taken on _____
Day/Date/Time

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

Signatures required in the order listed.

I understand that I must pay a fee of \$100 for each early final examination that is approved.

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

Business Office: Verification of Early Examination Fee paid _____ Date: _____

Dept. Chair and/or School Dean Signature: _____ Date: _____

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

College Dean Signature: _____ Date: _____

Initial, date, and return to student _____ Date: _____