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 Wichita Area Technical College 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.