



REQUESTING AN ALTERNATE FINAL EXAM TIME

The final exam schedule is published prior to registration; as such, students are expected to take their final exams at the scheduled time. The following procedure guides requests for an alternate final exam time:

Information on Alternate Final Time Requests

1. Alternate times for final exams add to a faculty member's workload at a busy time of the semester. A faculty member is not obligated to grant such a request.
2. There is a \$50 fee to move final exams. Unless the circumstances are beyond the student's control, this fee cannot be waived. The professor and the dean determine together if a waiver is appropriate.
3. If a student has three or more regularly scheduled final exams on the same day, they use this process to move one of those finals. The fee is automatically waived in these circumstances.
4. Students seeking to complete a final exam outside that scheduled by the college are required to discuss an alternative exam time with each professor. If the professor agrees, the student must fill out this form, get the professor's signature, pay the \$50 fee at the cashier's window, and have the request considered by the dean.

Approvals

Step 1: Classes Requested. Talk to each professor at least two weeks in advance to request permission to take the exam at an alternate time. Have the instructor sign at the bottom of this form.

Step 2: Pay the Fee. Moving a final exam time for one or more of a student's courses requires a fee of \$50 (account A05684). Unless one of the two exceptions apply, go to the cashier's office to pay the fee and attach the receipt to this form.

- Exception A: Students with three regularly scheduled finals on one day may, without paying the fee, move one of the final times.
- Exception B: When circumstances beyond the student's control (health issues, jury duty, etc.) create a scheduling conflict, the fee for alternate exam times is waived.

Step 3: Dean Verification. Present this form with faculty signatures and a receipt (when needed) to an academic dean over one of the classes. He or she will verify the request and payment.

Signatures

Course	Instructor Name	Instructor Signature	Dean Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Name	Badger ID	Student Signature
_____	_____	_____