

# AP 275 – Request for Alternative Time for Finals

Associated Board Policy: 275.00

Procedure Owner: Vice President of Academic Affairs

Related Procedures: None

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## I. Procedure Scope and Purpose

This procedure applies to all students who are taking classes at Cowley College who need to take their final exams outside the scheduled and published final examination timeframe.

Student requests to take final examinations at times outside the official final exam schedule will be granted for only the most urgent and compelling reasons outside the student's control (e.g., hospitalization or military obligation). The student must provide verification of circumstances necessitating alternative final exam arrangements.

This procedure outlines the allowable reasons for permission to be granted to take final examinations outside the scheduled exams. Because of student success and testing integrity, students are required to take examinations on the scheduled dates and times. However, permission to take final examinations at an alternative time can be allowed in specific instances such as medical need, military situation, school-sponsored activity or other serious life-changing situations.

## II. Definitions

Final Examination: A test given at the end of a course. A final exam is required for each academic credit course. Examinations are given according to a published final exam schedule.

## III. Procedure

- A. The student must complete the "Request for Alternative Time for Finals" form and return it to the Academic Affairs office. Supporting documents must be attached before this request is considered.
- B. Upon receiving the petition, the Vice President of Academic Affairs will review the request and render a decision. In cases that do not meet the listed criteria for alternative time for final(s), approval will only be granted at the mutual discretion of the VPAA and the individual faculty member(s) affected.
- C. The Academic Affairs office will notify the student of the decision.
- D. If approved, the student must then pick up the approval form and discuss the final examination request with all of his or her teachers.
- E. The teachers will denote an alternative examination date and time that is appropriate for both parties and sign the form in the appropriate location.
- F. If approved, the final examinations will be provided at the time and date agreed to by the student and teachers.


**IV. Effective Date(s)**

This procedure first became effective: April 1, 2014

Revised on: February 21, 2019

Revised on: April 23, 2024

**V. Signature and Title**

This procedure is implemented by: 

Title: Vice President of Academic Affairs

# COWLEY COLLEGE

## REQUEST FOR ALTERNATIVE TIME FOR FINALS FORM

To be eligible to take final examinations outside the published schedule, one of the following must be present and documented: medical need, military situation, school-sponsored activity, or other serious life-changing situations.

To be considered, complete this form and provide supporting documents.

**STUDENT SECTION:**

COWLEY COLLEGE ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Reason for request:

- Medical Need
- Military Situation
- School-Sponsored Activity
- Serious Life-Changing Situations
- Other

Explanation (attach supporting documentation): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I acknowledge, that if approved, I will then be required to discuss final examinations with the instructors to find a more appropriate examination date and time (as found on bottom of this form).

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

Cowley College is an equal opportunity educator and employer.

**FOR OFFICE USE ONLY**

**Petition has been:**

- Approved**
  - Meets criteria
  - Other - mutual VP/instructor discretion
- Denied, does not meet criteria listed below:**
  - No Documented Medical Need
  - No Documented Military Situation
  - Not an Approved School-Sponsored Activity
  - No Documented Serious Life-Changing Situations

Vice President of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**FOR STUDENT AND TEACHER USE IF APPROVED**

Course	New Exam Date & Time	Instructor Name	Signature of Instructor