**Barton Community College**

**Finals Petition Form**

Students seeking an alternate time to take a course final must submit a completed Finals Petition Form and applicable documentation to the pertinent Dean or Executive Director a minimum of two weeks prior to the scheduled exam date (or approved reduced timeframe in the event of an emergency).

|  |  |
| --- | --- |
| **Student’s Name:** |  |
| **Student’s ID:** |  |
| **Student’s Cell Number:** |  |
| **Student’s Email Address:** |  |

|  |
| --- |
| **Reason for Requesting Alternate Final Schedule. Please include your proposed last date on campus:** |
|  |
|  |
|  |

|  |
| --- |
| **Impacted Courses (list all courses impacted by this request):** |
| **Course Name:** | **Course CRN:** | **Instructor Name:** | **Final Date & Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Dean/Executive Director’s Findings & Recommendation:** |  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Dean/Executive Director’s Signature** |  | **Date** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Dean/Executive Director’s Signature** |  | **Date** |

***Please submit the completed form to the Vice-President of Instruction’s Office.***

|  |
| --- |
|[ ]  **Approved** |
|[ ]  **Denied** |

|  |  |
| --- | --- |
| **Vice President of Instruction’s Comments:** |  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Vice-President of Instruction’s Signature** |  | **Date** |