**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 a minimum of two weeks prior to the scheduled exam date (or approved reduced timeframe in the event of an emergency).

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

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| **Reason for Requesting Alternate Final Schedule:** |  |
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| --- | --- |
| **Impacted Courses:** |  |
|  | **Course Name & CRN:** |  |
|  | **Instructor:** |  |
|  |  |  |
|  | **Course Name & CRN:** |  |
|  | **Instructor:** |  |
|  |  |  |
|  | **Course Name & CRN:** |  |
|  | **Instructor:** |  |

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| --- | --- |
| **Dean’s Findings & Comments:** |  |
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| **Dean’s Signature** |  | **Date** |

***Please return the completed form to the Vice-President of Instruction’s Office (Science Building).***

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|  | **Approved** |
|  | **Denied** |

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

3/23/20