

# STUDENT REQUEST TO CHANGE FINAL EXAM

## *Panola College*

Final examinations are scheduled by the institution and published in the final exam schedule on the Panola College website. Request to Take Final Exam Early: The student must initiate the request(s). Approval begins with the Instructor, Department Chair and School Dean.

Today's Date:

Student Name:

Panola ID Number:

SEMESTER:

YEAR:

INSTRUCTOR NAME:

COURSE RUBRIC/NAME:

SECTION:

**TO REQUEST A CHANGE IN FINAL EXAM TIME OR LOCATION, FILL IN THE FORM BELOW:**

Time:

Date:

Room:

I am requesting to give the final exam to

at:

Time:

Date:

Room:

REASON FOR REQUEST:

**SAVE AND EMAIL THIS FORM TO YOUR DEPARTMENT CHAIR FOR APPROVAL**

APPROVED

DENIED

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
DATE

APPROVED

DENIED

\_\_\_\_\_  
DEPARTMENT CHAIR SIGNATURE

\_\_\_\_\_  
DATE

APPROVED

DENIED

\_\_\_\_\_  
DEAN SIGNATURE

\_\_\_\_\_  
DATE