

**STUDENTS 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:**

My final exam was scheduled for:

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**

<input type="checkbox"/> APPROVED	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> DENIED	INSTRUCTOR'S SIGNATURE	DATE
<input type="checkbox"/> APPROVED	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> DENIED	DEPARTMENT CHAIR'S SIGNATURE	DATE
<input type="checkbox"/> APPROVED	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> DENIED	DEAN'S SIGNATURE	DATE