Summer Final Exam Request Form

For Summer Courses Requiring a Final Exam Outside of Scheduled Class Time

For Summer courses requiring a standard 3-hour final exam outside of normal class time, use this form to request that a final be scheduled. Return the completed form to the Office of the Registrar no later than **May 15th**. In Summer quarter, final exams are scheduled only by request, and courses not requesting a separate final are assumed to be conducting their final assessment either in class or through alternate means.

Please note:

- Although these separate finals will not conflict with any scheduled course lecture or discussion section, constraints on the scheduling process cannot prevent the possibility that a student could have more than one 3-hour final scheduled during the same time period. For any student in this situation, it is the responsibility of the instructor to make alternate arrangements to resolve the conflict as early in the session as possible.
- The instructor must indicate on their syllabus that the final exam will be held during a separately scheduled day and time.

Department:_____

Prepared by:_____ **Email:**_____

Course	Session	Instructor