



CONNORS
— STATE COLLEGE —

Final Exam Deviation Request

The Finals Deviation Request process is designed to support students facing extraordinary, unforeseen circumstances beyond their control that prevent them from completing final examinations as scheduled; travel alone is not an eligible reason. Barring true emergencies, requests should be submitted prior to Finals Week to ensure fairness and consistency. Students must obtain instructor approval for each course before submitting the request to the Office of Academic Affairs, and instructors indicate their consent by signing the form. Please note that instructor approval does not guarantee final approval, as all requests are reviewed by the VPAA on a case-by-case basis.

CSC ID: _____ Student Name: _____

Please list the course(s) you are requesting deviation from the scheduled time:			
<i>Course</i>	<i>CRN</i>	<i>Alternative Date/Time</i>	<i>Instructor's Signature</i>
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Please write a brief statement explaining why your final exam needs to be taken earlier:			
Please attach any supporting documentation you may have. Please note that all documents submitted will remain confidential. Email the completed request to cscvpaa@connorsstate.edu .			

By submitting this request, I acknowledge that Final Exam Deviation requests are reviewed on a case-by-case basis. Submission of this document does not guarantee approval, and additional documentation may be requested later.

Student's Signature

Date