**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 or Executive Director 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. Please include your proposed last date on campus:** |
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| **Semester Coursework (list all courses in which you are enrolled):** |
| **Course Name:** | **Course CRN:** | **Instructor Name:** | **Final Date & Time:** |
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| **Executive Director’s Approval:** |
|[ ]  **Approved** |
|[ ]  **Denied** |

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| **Executive Director’s Comments:** |  |
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| **Executive Director’s Signature** |  | **Date** |

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| **Dean’s Approval:** |
|[ ]  **Approved** |
|[ ]  **Denied** |

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| **Dean’s Comments:** |  |
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| **Dean’s Signature** |  | **Date** |

 ***Please submit the completed form to the Vice-President of Instruction’s Office.***

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|[ ]  **Approved** |
|[ ]  **Denied** |

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