

**OHIO STATE ATI  
PETITION FOR ALTERNATE FINALS**

**THE REQUEST FOR ALTERNATE FINALS MUST BE RECEIVED IN THE ATI ACADEMIC AFFAIRS OFFICE TWO WEEKS PRIOR TO THE EXAMINATION AND NEEDS TO BE FOR REASONS BEYOND THE STUDENT'S CONTROL.**

***Faculty Rule 3335-8-19 Course examinations.***

*At the close of each course as defined in rule 3335-8-01 of the Administrative Code, an examination will be given on the student's capabilities relative to the stated course objectives, the method of examining to be determined by the instructor or supervisor of the course. Examinations in laboratory and seminar courses shall be optional with the instructor concerned.*

(Board approval date: 7/9/2004)

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**Student – Print information below:**

**Name** \_\_\_\_\_ **OSU ID#** \_\_\_\_\_ **Major** \_\_\_\_\_

I request permission for alternate finals (other than the assigned final exam time) for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Substantiating Comment:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Courses and Instructor's Approval**

<b>Course</b>	<b>Instructor's Signature</b>	<b>Alternate Date/Time/Location</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Academic Affairs Office**      **Approved / Disapproved (Circle one)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_