

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)

Name _____ OSU ID# _____ Major _____

I request permission for alternate finals (other than the assigned final exam time) in the course(s) listed below for the following reason:

Course	Instructor's Name	Alternate Date/Time/Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVALS ARE REQUIRED.

All requests and approvals must be sent from OSU email accounts.

The student must:

1. Meet with each instructor to make the request and determine an alternate date/time/location.
2. Download this form and complete the information above.
3. Do a Save As and name the file ALTERNATE FINALS and their last name (Example: ALTERNATE FINALS Jones)
3. E-mail the file as an attachment to their academic advisor, the instructor(s) of the course(s), Jill Gallion (gallion.9@osu.edu), and Carri Gerber (gerber.140@osu.edu)

The academic advisor must REPLY ALL and provide any substantiating comments on this request.

The instructor of each class listed must then REPLY ALL to give their approval and include the alternate date/time/location that has been agreed upon.

The Assistant Director of Academic Affairs will review the responses of the advisor and instructor(s) and REPLY ALL with approval or denial of the request.

The ATI Academic Affairs Office will notify all those involved of the final decision.

Distribute: Student file / Advisor / Course Instructors

Revised 07/2021

