



# REQUEST FOR OUT-OF-TIME FINAL EXAMINATION

When completing this form please refer to the Out-of-Time Final Examination Policy for **conditions** of approved requests, which can be found on the OC Calendar. Each out-of-time exam must be completed on a separate form. Please note the decision for approval of this request is at the **sole discretion** of the Dean, Director, or Designate. This form must be submitted **at least 14 days prior** to final examination date.

**PART A – Student:** Complete Part A of this form and attach **additional official documentation** – ensure that each section of the form is complete fully as incomplete forms will be denied.

Student’s Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Course & Section Number: \_\_\_\_\_

Professor/Instructor: \_\_\_\_\_ Scheduled Exam Date/Time: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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

To be completed by Professor/Instructor/Dean’s Office Only:

**PART B – Professor/Instructor:** Submit this form to your Professor/Instructor for the completion of Part B - the Professor/Instructor **must** sign this form before it can be submitted to the Dean’s Office.

Professor/Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments regarding exam change (if any): \_\_\_\_\_

\_\_\_\_\_

Rescheduled Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_ Duration: \_\_\_\_\_

Sitting with Exam Course & Section: \_\_\_\_\_

**PART C – Dean/Director/Designate:** Once your Professor/Instructor completes Part B, submit the form to the appropriate Dean’s Office for the Dean, Director, or Designate to consider.

Request Approved:

Request Denied:

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*If this form is being completed for a campus other than Kelowna please know that **all completed copies must be submitted to the appropriate Kelowna Dean’s Office - please see below:***

Arts & Foundational Programs  
Room H121

Okanagan School of Business  
Room E217

Science, Technologies & Health  
Room C245