MINNESOTA STATE UNIVERSITY MANKATO

Request for Alternate Final Exam Schedule

Final exams at Minnesota State Mankato are scheduled on a rotational basis to avoid conflicts for students with final exam times. Occasionally, conflicts arise and alternate final exam times are necessary. Please complete this form to request an alternate final exam schedule.

Instructor Name:_____ Department:_____

Course:_____ College:_____
Subject/Number/Section

Final exam semester: Fall Final_____ Spring Final_____

Are you requesting this change for just one section or all sections of this course? ☐One Section
☐All Sections

Explain why it is necessary to request an alternate final exam schedule: _____

_____

_____

_____

Preferred Final Exam Day/Time:

_____

Preferred Location:

_____

Department chairs, please indicate your support:
☐I ***support*** the request.
☐I ***do not support*** the request.

College Deans, please indicate your approval:
☐I ***approve*** the request.
☐I ***do not approve*** the request.

Signature:_____ Date: _____
Department Chair

Signature:_____ Date:_____
College Dean

For Office Use Only:

Date Received: _____ By: _____