

Late Requests

If you submit a regular semester exam request after the deadline, AIM will require you to complete a **Late Submission Form**. You must provide a reason for the late request and include any relevant details in the note box. The form must be completed before your request can be processed.

Note: Late requests are not guaranteed to be approved. If advance notice is not provided, your request may be denied, and you will need to take the exam in the classroom.

Exceptions may be made for extenuating circumstances, such as:

- Instructor reschedules an exam with less than three days' notice
- Medical emergencies

Each exam request is reviewed individually. A denial for one exam does not affect your ability to request accommodations for future exams.

Final exam requests submitted after the deadline will be denied. In such cases, you must coordinate directly with your instructor for accommodated testing.

If you have any questions or concerns, please contact the **AAS Testing Coordinator**.

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