



Request to Remain Later than 24 Hours After Last Final Exam

As specified in the Hokie Handbook, Room and Board and So Much More section, all on-campus residential students are required to vacate their rooms within 24 hours after their last final exam. A request for exception to this requirement can be made by completing and submitting this form to your Area Office by the deadline specified in the semester closing email received from the Office of Student Programs. Graduating seniors **are** expected to submit this request form and the other criteria for consideration are listed below. Expect to receive an email response to this request.

Name _____ Student ID: _____

Address _____ Phone: _____ E-Mail: _____

I am requesting permission to stay in my residence hall room until: Date: _____
Time: _____

My last final examination occurs on: Date: _____
Time: _____

Reason for This Request to Remain Late (please check one):

_____ **Graduating Senior**

_____ **Family Member Graduating**
(Graduate's name and Student ID needed below)

_____ **Flight Leaving after Deadline**
(list flight number and time below)

_____ **Employment / Work which supports
Commencement Activities**
(list type of work below)

_____ **Academic Work**
(include class & type of work below)

Other:

All requests are subject to the approval of the Assistant Director/Area Coordinator and all decisions are final. In the event that your request is approved, you will, under no circumstances, be allowed to remain beyond the published closing time for all residence halls. Further, in making this request you understand that all university policies will continue to be enforced and that you agree to abide by all university policies and regulations. Any violations of policy will result in this permission being revoked and University Judicial action being taken. In the case of such a violation, you will be required to vacate the building within 24 hours of the violation.

I have thoroughly reviewed the information contained in this request form and the related residence hall closing email received from Student Programs. I agree to the conditions and understand my responsibilities if approved to remain in my residence hall room as specified in this request.

Signature: _____ Date: _____

Office Use Only: (circle one) **Approved** **Not Approved**

AD/AC initials: _____ Date email response sent: _____