

# Examination Schedule Conflicts

*A student may request that a scheduled exam be rescheduled when the student has two exams within a 24 hour period.*

*The Registrar's office will determine which exam will be rescheduled and when the rescheduled exam will be administered. Exams that qualify for rescheduling under this rule will generally be rescheduled for the individual student's next available exam slot that does not create a new conflict under this rule. Rescheduled examinations must generally be taken after the regularly scheduled examination slot.*

*All requests for rescheduled examinations must be in writing and presented along with any supporting documentation to the Registrar. All such requests must be made at least 21 calendar days prior to the beginning of the examination period. An illness or death in the family, illness of the student, or other compelling circumstances may merit a change in exam scheduling. If an emergency situation arises that prevents exam attendance, student should immediately notify the Registrar.*

Name: \_\_\_\_\_

Class of: \_\_\_\_\_

**List of Complete Final Exam Schedule:**

| Class | Date | Time | Professor Section | Conflicting? | Rescheduled Time<br>(For Registrar's Ofc Only) |
|-------|------|------|-------------------|--------------|--|
|       |      |      |                   |              |  |
|       |      |      |                   |              |  |
|       |      |      |                   |              |  |
|       |      |      |                   |              |  |
|       |      |      |                   |              |  |

\_\_\_\_\_ *Student's Signature*

\_\_\_\_\_ *Date*

*Rescheduled by Registrar's Office* \_\_\_\_\_

*Notified Student* \_\_\_\_\_