

## Final Examination Schedule Conflicts

Every instructor should be prepared to work with students who have conflicts with the final exam schedule if they meet the criteria outlined in the policy below.

### *Final Examination Schedule Conflicts*

*With the consent of the academic department, the individual faculty instructor has authority to manage students who have conflicts with the final examination schedule. A student with three final examinations scheduled within ~~the same calendar day~~ a twenty-four (24) hour period or two examinations at the same time may petition to reschedule one exam to a different time or day. If one of the conflicting final examinations is a mass exam, then it will be rescheduled.*

### Instructions

1. Print out a copy of the final exam schedule.
2. Print out and complete the petition to reschedule.
3. Sign the petition and attach schedules.
4. Take the petition with attachments to the instructor to request rescheduling of the exam.  
(Remember: If you have a mass exam, it should be rescheduled first.)

If you have any questions or concerns, please call the Office of Curriculum Systems, 542-6358.