**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 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 for that student.*

Instructions  
    1. Print out a copy of the [final exam schedule](javascript:%20OpenWindow%20('http://www.reg.uga.edu/or.nsf/html/Schedule%20of%20Classes')).  
    2. Print out and complete the [petition](javascript:%20OpenWindow%20('http://www.curriculumsystems.uga.edu/FinalExamConflicts/exam_petition.pdf')) 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.