



## Final Exam Conflict Resolution Form

### Instructions:

**Final exam conflicts are defined as either two finals at the same time, OR three or more final exams on the same day.**

1. Undergraduate students should first attempt to resolve a final exam conflict with instructors informally.
2. If an undergraduate student who has a final exam conflict (as defined above) is unable to resolve exam conflict informally, they should then download and complete this form.
3. Take this form to instructors for resolution.
4. Once conflict(s) has been resolved, make copies for the instructor(s) and student.
5. **Submit completed form to Registrar's Office by the end of week ten of the semester.**

<b>Student Name:</b>		<b>ID:</b>	
<b>Final Exams in Conflict (scheduled on same day or at same time)</b>		<b>* To be completed by the Instructor(s)</b>	
Course Number, Section, Title		Course Enrollment*	
Final Exam Day and Time		Instructor	
Course Number, Section, Title		Course Enrollment*	
Final Exam Day and Time		Instructor	
Course Number, Section, Title		Course Enrollment*	
Final Exam Day and Time		Instructor	
Course Number, Section, Title		Course Enrollment*	
Final Exam Day and Time		Instructor	
<b>Resolution to Conflict</b>			

Approval Signatures: We have agreed upon the above stated resolution for the final examination conflict stated. Please check as appropriate

- Student verifies having read and followed the Final Examination Conflict Policy.
- Student verifies having consulted with instructor(s) in an attempt to resolve this conflict(s).

Student: _____	Date: _____
Instructor: _____	Date: _____
_____	Date: _____
_____	Date: _____
*Dean: _____	Date: _____
*Provost: _____	Date: _____

\*Needed only if resolution is not reached with the Instructor(s)