

Final Exam Change/Conflict Resolution Form Instructions

This form may be used by academic departments and colleges to request a schedule change for a final exam. The change may be for time, day, or location. However, instructors may not change the published scheduled time or day for a final examination without authorization from the College Dean.

The Department Scheduling Coordinator should complete the form and submit it to their College for signature approval. The Dean or designee then submits the signed form to Academic Support.

Academic Support schedules final exams approximately one month before final exam week. If necessary, this form is usually submitted after the final exam schedule is made available to the campus. However, this form can be submitted earlier.

Filling out the form

- Provide all the requested information; processing may be delayed if information is missing
- See the form for detailed instructions.

Submitting the form

To submit your request, print the completed form, obtain the necessary approval, and submit to Academic Support in person, by mail or fax.

Mail: Academic Support, BH-123

Fax: x5-7003

After a request is processed, Academic Support will contact the Department Scheduling Coordinator.