

## **Enrollment Services/Academic Support**

### **Final Exam Change/Conflict Resolution Form**

#### **Fall 2011 Instructions**

***The deadline to request a change to a final exam for Fall 2011 is December 2, 2011.***

The "Final Exam Change/Conflict Resolution Form" is used by academic departments and colleges to request a change for a final exam. The change may be for time, day, or location. Changing the day and/or time of a final requires authorization from the College Dean.

To submit a request, 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 Scheduling. After the request is processed the Instructor and Department Scheduling Coordinator will be notified via email. It is the responsibility of the Instructor and/or Scheduling Coordinator to notify students of the change.