Evening Exam Conflicts

Student Name ____________________________ Student ID ____________________________

Class 1: ____________________________  ☐ Lecture  Class 2: ____________________________  ☐ Lecture
☐ Exam  ☐ Exam

This form will be completed by Registrar’s Staff and should then be submitted by the student to the instructor of the first class listed below.

Policy Information (Revised 05-18-06 Faculty Senate Doc. No. 06-042)

When students have schedule conflicts between classes and evening examinations or multiple evening examinations, the following policies apply:

1. The Faculty Senate has set aside 7:00-9:00pm, Monday through Friday, as the time period when evening examinations may be scheduled -- 7:15-8:45pm with 15 minutes for “travel” at the beginning and end of the exam. If an examination has been scheduled with the Academic Scheduling Office during that time period and the student is enrolled in a class that overlaps with that time, the examination takes priority and the student shall be excused from the conflicting class, except when:

   * the class meets only once per week and is scheduled on Monday or Tuesday evening, then the class will be granted priority over the exam (this does not apply to labs or discussions that are not primary enrollment sections)

2. If the evening examination is not scheduled during the designated 7:00-9:00pm evening time or is scheduled into a larger time block (for instance, if the examination is scheduled 6:30-9:00pm), the class takes priority.

3. If a student has two evening examinations scheduled on the same evening and their scheduled times overlap but only one is scheduled between 7:00-9:00pm, the examination that is scheduled between 7:00-9:00pm takes priority.

4. If the student is scheduled to take two evening examinations and both are scheduled between 7:00-9:00pm, the course with the higher final digit (or digits if the final digit for each course is identical) in the 5-digit class number shall be required to offer a make-up examination.

5. Academic departments are required to request evening examinations by a due date set by the Academic Scheduling Office each semester. When two examinations are scheduled at the same time and one was requested after the deadline, the one requested after the deadline is expected to offer a make-up examination to any student who has a conflict, regardless of the 5-digit class number.

Based on Rule # _____ above, this student’s schedule indicates that a make-up exam or absence in class in the following class will be required:

Class: ____________________________ 5 digit # __________ Date: __________ Time: __________

due to a conflict between the above and the following class or exam:

Class: ____________________________ 5 digit # __________ Date: __________ Time: __________

Confirmed by: ____________________________ of the Registrar’s staff on Date: ____________________________

University Registrar’s Office
9/2011