FINAL EXAM CONFLICT FORM

For undergraduate students, a final exam conflict occurs if two exams are scheduled at the same time or if three exams are scheduled on the same day. OEM is a common exam and counts as one final exam. For graduate students, a final exam conflict occurs if two exams are scheduled at the same time or if a student has more than six hours of exams scheduled on the same day.

The Registrar’s Office will reschedule your exams and notify students via e-mail of the new date, time, and location. Final Exam Conflict forms must be submitted at least one week before the exam period begins or the exams may not be able to be rescheduled. Students may have to take an incomplete grade in one of the courses.

For an excuse from an exam that is not a final exam scheduling conflict (as noted above), undergraduate students should contact the Office of Academic Services and graduate students should contact The Office of Graduate Academic Services.

Complete the information below. Enter the final exam information for the courses that create the conflict. Submit the completed Final Exam Conflict Form to Abby Power in the Registrar’s Office via fax (781.239.5618) or in-person (Hollister Hall).

__________________________________________________________  ______________________________
NAME                                      PROGRAM (Undergraduate / Graduate / Certificate / Non-Degree)  CLASS DEAN / PROGRAM MANAGER

________________________________________________________________________________________
COURSE ID – SECTION  PROFESSOR(S)  FINAL EXAM DATE AND TIME

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

SIGNATURE  DATE

OFFICE OF THE REGISTRAR USE ONLY
Processed By:  Date Processed: