



OFFICE OF THE REGISTRAR

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FINAL EXAM CONFLICT FORM

For **undergraduate** students, a final exam conflict occurs if two exams are scheduled at the same time. SME2001 & SME2002 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 Student Advising and Success office 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 Shannon Paquette in the Registrar’s Office via email (spaquette1@babson.edu), via fax (781.239.5618), or in-person (Hollister Hall).

NAME

PROGRAM (UNDERGRADUATE / GRADUATE / NON-DEGREE)

CLASS DEAN / PROGRAM MANAGER

COURSE ID	SECTION	COURSE TITLE	PROFESSOR(S)	FINAL EXAM DATE AND TIME
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNATURE

DATE

FOR OFFICE USE ONLY
DATE PROCESSED: _____

PROCESSED BY: _____