Exam Conflict Request Form

Name: __________________________  SU Email __________________________
(Please print legibly)  (Please print legibly)

Read the back of the form before submitting your request. It has pertinent information about exam conflicts and alternate exam dates.

List all exams you are scheduled to take. In the “Move” box select the conflicting exam(s) that you want moved. As a note, your exam will be rescheduled to the next available day that there is not a conflict.

If you have a conflict caused by non-exams, such as work or family responsibilities, please indicate those below in the “Notes” section:

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam Date</th>
<th>Exam Time</th>
<th>Move</th>
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Notes:
__________________________________________________________________________
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Return this form to the Registrar by **November 21st @ 4:30 PM**. You will receive confirmation of your rescheduled exam by **December 3rd**.
REQUEST FOR RESCHEDULING CONFLICTING EXAM(S)

Academic Standards Code Rule 7.6 (see Student Handbook) provides that students may request a reschedule of an exam if it meets one of the following conditions:

1. Two exams in one day.
2. An evening exam followed by a morning exam.
3. Three exams in three days.

The conflicting exam must be taken during the next available exam period in which no conflict exists. Exams may not be rescheduled for earlier than the regularly scheduled exam.

ALTERNATE EXAM DATE

Some professors are willing to offer a second exam period in addition to the regularly scheduled exam. A class must have an enrollment of 25 students or more and at least 7 students must sign up to take the alternate exam for it to occur. Alternate exam dates are open to all students in a class. To request an alternate exam date:

1. Ask and receive approval from the professor. Alternate exams are at the professor’s discretion.
2. Contact Heather Juul, Assistant Registrar, at juulh@seattleu.edu or in Office 209P regarding available dates and times and for more information.

COMPELLING CIRCUMSTANCES TO RESCHEDULE AN EXAM(S)

If you have compelling individual circumstances that you feel may justify the moving of a non-consecutive exam in your schedule, please write them on the “Notes” section and attach any documentation you might have to substantiate your circumstances. You can use additional pages if needed.