

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 and take homes you are scheduled to take. In the “Move” box select the conflicting exam(s) that you are requesting to have moved. Your exam will be rescheduled to the next available day that there is not a conflict. This may include Saturday, Dec 6 or Friday, Dec 12. Limited times will be available the week of Dec 15 for extraordinary circumstances.

If you have a conflict caused by non-exams, such as work or family responsibilities, please indicate compelling circumstances below in the “Notes” section. The Associate Dean for Student Development, Erin Fullner, will review before any rescheduling occurs.

Course	Exam Date	Exam Time	Move

Notes/Compelling Circumstances (if additional space is needed, attach to form or email):

Return this form to the Registrar by November 7 at 12:00 PM. You will receive confirmation of your rescheduled exam by November 19 at 4:00 PM.

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. Contact Blake Stemen, Associate Registrar, at bstemen@seattleu.edu or in Office 209 Q regarding available dates and times and for more information.
2. Ask and receive approval from the professor. Alternate exams are at the professor's discretion.

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.