



Policy Title
Examination Conflict Policy

Policy Number
1-023

Responsible Unit: Office of Academic Affairs	Effective Date: Fall 2016
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: June 4, 2021
Policy Classification: Academic Affairs	Last Revised Date: June 4, 2021
	Origination Date: Fall 2016

I. Policy Purpose

The purpose of this policy is to inform Southern University Law Center (SULC) faculty and students of when and how students can reschedule an examination because of a conflict with another examination.

II. Policy Scope

This policy applies to students and faculty.

III. Policy Compliance

This policy will impact a student's ability to reschedule an exam in a course.

IV. Policy Definitions

Not applicable.

V. Policy Development and Implementation Procedure

The policy was created by the SULC faculty to provide a break between examinations. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy and Applicable Procedures

An examination conflict exists when a student has two examinations with starting times that are less than 24 hours apart. For example, an examination starting at 8 a.m. one day does not conflict with an examination beginning at 8 a.m. the next day. Students with an examination conflict must complete the Examination Conflict Form and return it to the Vice Chancellor for Academic Affairs by the date stated on the form.

Forms will be available in the Office of Records and Registration or in such other way as the Vice Chancellor for Academic Affairs or the Vice Chancellor's designee may direct. Only examinations that have been approved the Vice Chancellor for Academic Affairs can be rescheduled. Students will be informed of the rescheduled date(s) for their exam and the exam must be taken on that rescheduled date(s).

Professors do not have the authority to allow students to reschedule an examination. Students shall not contact the professor to reschedule an examination unless instructed to do so by the Vice Chancellor for Academic Affairs. Contacting a professor to reschedule an anonymously graded examination breaches the anonymity and is an Honor Code violation.

VII. Policy History and Review

This policy was created and became effective prior to the implementation of the uniform policy format which was implemented in 2019. The policy was reviewed and revised on June 4, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by the faculty June 4, 2021.



John K. Pierre
Chancellor, Southern University Law Center

June 4, 2021
Date