

## **EXAMINATION CONFLICT POLICY**

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. Forms will be available in the Office of Records and Enrollment. Only examinations that have been approved the Vice Chancellor for Academic Affairs can be rescheduled. Conflict examinations will be given only on the scheduled examination conflict days.

***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.***

## **SPECIAL CONSIDERATION BY VIRTUE OF A DISABILITY**

An examination conflict exists when a qualified student has two examinations that are scheduled within a 24 hour period. Qualified students with an examination conflict must complete the Testing Accommodation Examination Conflict Form and return it to the Associate Vice Chancellor for Academic Support by the date stated. Forms will be available in the Office of Academic Support. Only examinations that have been approved by the Vice Chancellor for Academic Affairs can be rescheduled. Conflict examinations are given only on the scheduled examination conflict days.

Students who qualify for testing accommodations and are seeking to reschedule an examination must complete the Testing Accommodations Conflict Form and other appropriate forms provided by the Office of Academic Support and return it to the Associate Vice Chancellor for Academic Support. The examination will be administered under the examination procedures of the Office of Academic Support.

## **EXAMINATION CONFLICTS AND “I” GRADES**

The examination conflict policy does not apply to “I” grades which are given only when the student can convincingly demonstrate, through documentation whenever possible, that he/she will be or was unable to take the final examination as regularly scheduled and that he/she would have taken it, but for the intervening reasons.