

Final Exam Conflict Form

When a student is scheduled for three final examinations in one day, the student may request to reschedule one of the exams. **The student must initiate the request(s) no later than ten university business days before the first day of TAMU final exams.** The same procedure, form, and deadline applies to Blinn TEAM students and students enrolled in other co-enrollment programs where final examinations between institutions conflict.

NOTE: University business days are Monday through Friday, excluding holidays and breaks.

Student instructions:

1. Ensure that you are making this request **no later than ten university business days before the first day of TAMU final exams.**
2. Complete the form (page 2) identifying the three course sections and scheduled exams that occur in one day.
3. Print or export your class schedule and the final exam schedule.
4. Send a copy of this form and your class schedule to your instructors and work with them to reschedule one of the exams.
5. If none of the three instructors agree to reschedule or if you do not hear from them, contact your **Deans' Delegate at least 5 business days before the first scheduled final exam**, and include the following:
 - a. Copy of your class schedule and exam schedule.
 - b. This form.
 - c. Any communication or other information, if available, showing you asked all three instructors to reschedule.

Your delegate will work with your faculty to reschedule one of the exams and contact you. The form on the next page is for the Dean's delegate to complete as needed. If you have further questions, contact the Undergraduate Ombuds at undergradombuds@tamu.edu.

DATE:

TO: The instructors of the three course sections listed below

FROM:

UIN:

EMAIL:

Course 1:

Course name:

Course Instructor:

Time/date of exam:

Instructor email:

Course 2:

Course name:

Course Instructor:

Time/date of exam:

Instructor email:

Course 3:

Course name:

Course Instructor:

Time/date of exam:

Instructor email:

The official Texas A&M University final exam schedule places exams in all three of the courses and sections listed above on the same day. Student Rule 8.4 allows for the rescheduling of an exam when this occurs. Please work with each other and with me to reschedule one of these exams at a reasonably, mutually convenient time.

Thank you.