

Purpose: Use this form if you have a conflict in your final exam schedule due to one of the following reasons:

Three exams scheduled in one day

or

Two exams scheduled at the same time

For any other reason, you must negotiate directly with your instructor.

Name: _____	NUID: _____
Program: _____	Graduation year: _____
Today's date: _____	NU email: _____@husky.neu.edu
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2	Year: _____

Submit this form (a) in person at the office of the registrar (271 Huntington Avenue) or (b) by emailing the form to scheduling@northeastern.edu with the words "Final Exam Conflict Form" in the subject line.

You must include a copy of your final exam schedule with this form. If you submit the form by email, your final exam schedule must be submitted in PDF format.

Deadline for filing this form with the registrar's office: The fourteenth calendar day following the last day of online class add. Please see the online academic calendar (www.northeastern.edu/registrar/calendars.html) for details. Exam conflicts will not be negotiated by the registrar's office after the deadline. A decision regarding your exam conflict will be made after the deadline and can be picked up in the registrar's office (271 Huntington Avenue).

Results as determined by the registrar (for office use only):

1. Reschedule the following course _____. Please provide Professor _____ with the attached memo to verify your need to reschedule.
2. The exam for _____ has been rescheduled to _____.
3. There is no conflict in your exam schedule. Please note the actual times for your exams.
4. Other: _____

To: _____ Date: _____

From: _____

Re: Final Exam Conflict

This is to certify* that _____ has permission through the Faculty Senate and with the approval of the deans of undergraduate full-time programs to have the final examination in course _____ rescheduled at a time convenient to both you and the student. The student has been approved to reschedule due to one of the following reasons: Student has three exams scheduled in one day or two exams scheduled at the same time. Instructors are required to accommodate approved conflict resolution requests from the registrar's office.

*Only valid with official seal of Northeastern University Office of the Registrar.