Final Exam Conflict Form

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: ___________________________@northeastern.edu

Semester: ☐ Fall ☐ Spring ☐ Summer 1 ☐ Summer 2 Year: _______________

Submit this form should be emailed 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. 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 emailed to you.

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.

6/4/2021