

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: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 1 <input type="checkbox"/> 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.