

## **Final Exam Conflict Accommodation Procedure** **Effective Fall 2010**

### **PURPOSE**

The purpose of the Final Exam Conflict Accommodation Procedure is to provide undergraduate students with more than two final exams in a calendar day a procedure for rescheduling one of those exams.

### **SCOPE**

This procedure applies to all University of Pittsburgh undergraduate students on the Pittsburgh Campus.

### **PROCEDURE**

Students having more than two finals in a calendar day who wish to request an accommodation for a make-up exam must obtain a *Final Examination Conflict Accommodation Request* form from the Registrar's Office. The Registrar's Office will document on this form that the student has multiple final exams in a single calendar day. Students must approach each instructor noted on the form and request a change in their final exam time. The instructor must sign indicating whether or not they are able to accommodate the student and provide an alternative time to take the final exam. If none of the professors is able to schedule an alternative exam time, the instructor of the course in the middle time slot of the conflict must schedule an alternative exam time unless the course requires a departmental exam in which case the instructor whose course has the lowest enrollment will schedule the alternative exam time.

The Office of the University Registrar will schedule a time for make-up final exams on either the Friday or Saturday of finals week, though professors are free to determine any alternative make-up time during the week of final examinations.

Any conflicts that may arise between students and faculty following the Guideline and Procedure on Final Exam Conflict Accommodation will be resolved by the office of the dean in the school in which the course is offered. To request that the dean resolve the conflict, at least seven days before the end of the monitored withdrawal date, students must present to the dean evidence that they have three or more final exams on the same day and that they have contacted all instructors and none has agreed to change the exam date.