Exam Conflicts Policy

Students are expected to take exams on the date and time scheduled. Examination schedules will not be altered except for compelling reasons such as serious illness, serious family emergencies, or other similar conflicts enumerated below.

The following qualify as exam conflicts:

- Two or more exams scheduled on the same day.
- An exam scheduled in the evening followed by an exam scheduled the next morning.
- A significant religious obligation.
- A death in the student's immediate family or other serious family/personal obligation.
- The student's severe illness or injury.
- Labor and/or delivery of the student's baby.

All students shall review the exam schedule upon its release, to determine the existence of any exam conflicts. Any student recognizing a conflict shall notify the Registrar immediately, fill out the Request to Reschedule Examination Form, and return it to the Registrar's Office within fourteen (14) days of the release of the exam schedule ("conflict deadline"). For certain conflicts, written documentation may be required.

In the case of emergencies arising after the conflict deadline, including emergencies arising on the day of the exam, the student shall notify the Associate Dean of Student Affairs and/or the Registrar as soon as possible, and shall provide written proof of emergency within two days of initial notification. Only the following conflicts shall be treated as emergencies: serious illness or injury, labor and/or delivery of the student's baby, or a death in the student's immediate family.

Make-up exam requests will not be granted based on employment-related conflicts or personal commitments. Because exams may be rescheduled (for a variety of reasons) at anytime during the exam period, students shall refrain from scheduling personal obligations, travel, vacations, or other commitments at any time during the exam period.