

Final Exam Conflict Accommodation Procedure Effective Fall 2010 (Updated Fall 2018)

PURPOSE

The purpose of the Final Exam Conflict Accommodation Procedure is to provide undergraduate students with more than two final exams in a rolling 24-hour period 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 multiple finals at the same time or three or more finals in a rolling 24-hour period who wish to request an accommodation for a make-up exam must obtain a *Final Examination Conflict Accommodation Request* form from the Office of the University Registrar. The University Registrar's Office will document on this form that the student has multiple final exams at the same time or within a rolling 24-hour period. 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 are 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 students must present to the dean, by the monitored withdrawal date, evidence that they have three or more final exams within a rolling 24-hour period and that they have contacted all instructors and none have agreed to change the exam date.