



UNIVERSITY OF
GEORGIA

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University Council

January 22, 2018

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Undergraduate Student Representative – Ms. Roya Naghepour
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Dear Colleagues:

The attached proposal for revisions to the Final Examination Schedule Conflicts policy was approved at the January 22, 2018, Full Educational Affairs Committee meeting, and will be forwarded to the Executive Committee.

Sincerely,

Mark Farmer, Chair
Educational Affairs Committee

cc: Provost Pamela S. Whitten
Dr. Rahul Shrivastav

Final Examination Schedule Conflicts

<https://curriculumsystems.uqa.edu/curriculum/final-examination-schedule-conflicts>

Every instructor should be prepared to work with students who have conflicts with the final exam schedule if they meet the criteria outlined in the policy below.

With the consent of the academic department, the individual faculty instructor has authority to manage students who have conflicts with the final examination schedule. A student with three final examinations scheduled within a twenty-four (24) hour period* or two examinations at the same time may petition to reschedule one exam to a different time or day. If one of the conflicting final examinations is a mass exam, it should be rescheduled first. **Petitions to reschedule final exams must be submitted on or before the withdrawal deadline for that semester.**

**The twenty-four (24) hour period begins at the start time of the first exam.*

Examples

MAY BE RESCHEDULED

This is an example of three exams within a twenty-four (24) hour period that may be rescheduled:

- 12:00 p.m. on Monday (First exam)
- 3:00 p.m. on Monday (Second exam)
- 8:00 a.m. on Tuesday (Third exam)

DOES NOT FIT WITHIN THIS POLICY

This is an example of three exams that do not fall within a twenty-four (24) hour period and would not fit within this policy:

- 8:00 a.m. on Monday (First exam)
- 12:00 p.m. on Monday (Second exam)
- 8:00 a.m. on Tuesday (Third exam)

Instructions

1. Print out a copy of the [final exam schedule](#).
2. Print out and complete the [petition](#) to reschedule.
3. Sign the petition and attach schedules.
4. Take the petition with attachments to the instructor to request rescheduling of the exam.
(Remember: If you have a mass exam, it should be rescheduled first.)

If you have any questions or concerns, please call the Office of Curriculum Systems, 542-6358.