

# Scheduling Conflict- Related Adjustments for Individual Students

1. No student shall be required to take more than two (2) mid-term or final examinations on any calendar day, during the period of the officially scheduled examinations. Should more than two (2) examinations be scheduled, the student must request the rescheduling of one of the examinations with their instructors and can submit a Rescheduling of Examination Form, which must be signed by the student's advisor.
2. It is the student's responsibility to bring this schedule conflict to the attention of their instructors and advisor, as soon as possible. If the problem cannot be resolved by that means, the student should contact his/her Department Chair.
3. If a student has more than two (2) examinations scheduled within a calendar day, students must be permitted a minimum of one (1) hour break between examinations.