

Final Exam Conflict Accommodation Guideline **Effective Fall 2010**

I. SCOPE:

This Guideline establishes the regulations and responsibilities regarding the final examination conflict accommodation process for all University of Pittsburgh undergraduate students on the Pittsburgh Campus. The Guideline does not apply to regular or mid-term examinations, quizzes, papers, or other assignments not directly associated with the student's in-class final examination.

II. GUIDELINE:

The final examination in a course must be given as scheduled by the Registrar's Office and not at other times, even if the faculty member and all students in a course agree to such a change. It is the responsibility of the student to check the final exam schedule posted by the end of the 6th week of the fall and spring terms for any final exam conflicts. Students should be prepared to sit for the final exam as posted or provide evidence that they have three or more final examinations on the same day and have contacted all instructors seven days before the end of the monitored withdrawal period.

In the event a student is scheduled to take more than two final examinations on the same calendar day the student may:

1. Take all final examinations as they are scheduled; or
2. Consult with all of the instructors giving the final examinations to determine if any make-up examination(s) can be scheduled; or
3. If neither of the above options is possible, students are entitled to request an alternative examination time for the exam scheduled in the middle time slot, unless the middle exam is a departmental exam scheduled by the Registrar. If the middle exam is a departmental exam, the instructor whose course has the lowest enrollment will schedule the alternative exam time. Such arrangements must be made by the end of the monitored withdrawal period. To qualify for this accommodation, the student must provide evidence that they have three or more final examinations and have contacted all instructors.

(See Procedure)