

Office of Student Affairs | 4340 Connecticut Ave. NW, Room 448 | Washington, DC
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EXAM CONFLICT FORM

Please note: This unofficial policy allows a student with two exams starting less than 24 hours apart, to defer one of the exams. For example, if Exam A starts at 6:15 p.m. and Exam B starts the following day at 10:00 a.m., that represents a “conflict” and an exam may be rescheduled. However, if Exam A starts at 10:00 a.m. and Exam B starts the following day at 10:00 a.m., that does not represent an exam conflict. ****Please also note that the conflicting exam will be rescheduled at the earliest available date.****

Use this form if you have a conflict in your exam schedule.

I have two exams starting less than 24 hours apart.

Conflicting Exams: _____

Notes: _____

Student’s Printed Full Name: _____

UDC Email Address: _____ Phone Number: _____

Please list all final exams.

Course Title	Professor	Date & Time Exam Scheduled

Submit this form: with the words “Exam Conflict” in the subject line to the Office of Student Affairs (OSA) to the email address listed at the top of this form **by Friday, November 12, 2021 at 5:00 p.m.** You will be notified by Heather Molina on behalf of the Office of Student Affairs when arrangements have been made for an alternative date and time.

Student’s Signature: _____ Date: _____

FOR OFFICE USE ONLY

Authorized: _____

OSA Signature _____ Date: _____