

Final Exam Conflict Form

A conflict exists when three exams *are scheduled within a 24-hour period*:

- **Conflict Examples:**
 - three exams on the same day
 - a 1:30 pm exam and a 6:00 pm exam on the same day and then a 9:00 am exam the next day
 - a 6:00 pm exam one day and then a 9:00 am exam and 1:30 pm exam the next day
- **Non-conflict Examples:**
 - a 9:00 am exam and a 1:30 pm exam on the same day and then a 9:00 am exam the next day (the third exam starts in the next 24-hour period)
 - a 1:30 pm exam and a 6:00 pm exam on the same day and then a 1:30 pm exam the next day (the third exam starts in the next 24-hour period)

| | | | | |
|----------------------|------|-----------|------------|---|
| First Name | | Last Name | | Submit form to the Enrolment Services Office: In person: 14500 Bannister Rd SE Fax: 403.531.9136 Email: admissions@stmu.ca Submission deadline each semester is the same date as the deadline to withdraw from courses (refer to the <i>University Calendar</i>). A fee of \$25 is charged for late submissions. |
| Phone | | Email | | |
| Course No. & Section | Date | Time | Instructor | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Declaration: I have read and understood the policy for exam conflicts as outlined in the *University Calendar*.

Signature _____

Date _____

Payment Method: Cheque Cash Debit Credit card

The credit card information only needs to be provided if you are not presenting in person:

Credit Card Number

Expiry Date

Office Use:

| | | | |
|-------------------|----------------------|----------------------------|------------------------|
| Date Received: | Exam to be moved: | New date and time of exam: | New location for exam: |
| Student notified: | Instructor notified: | Notes (if applicable): | |

Privacy Statement: The personal information collected on this form will be used for the purposes of providing services to students. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at 403.254.3132 or privacy@stmu.ca