

Procedure #	AA-108-P2	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

Final Exam Schedule Conflict Procedure

1. Definitions

- 1.1. **Final exam:** A course exam held once at the end of the semester.

2. Procedure

- 2.1. The student is entitled to no more than two final exams on the same day.
- 2.2. In general, the Department of Admission and Registration prepares the final exam schedule using an algorithm to eliminate conflict in students schedule and no more than two exams are scheduled for any student.
- 2.3. In case a student final exam schedule calls for more than two exams on the same day or in case of conflict in final exam schedule, the student prints a copy of his/her final exam schedule and consults with the College Dean.
- 2.4. The College Dean make an arrangement to postpone or advance some exams to resolve the conflict and ensure no more than two final exams on the same day.
- 2.5. The College Dean informs the concerned course instructor(s) and the Director of Admission and Registration of the decision of the rescheduled the student's final exam which shall be binding for the course instructor and the student.

3. Related Documents

N.A

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