

A conflict occurs when two exams are scheduled for the same date OR three exams are scheduled **within the same 24-hr period**. This includes:

- three exams on the same day
- a 1:30 pm exam and a 6:00 pm exam on the same day followed by a 9:00 am exam the next day
- a 6:00 pm exam one day followed by a 9:00 am exam and 1:30 pm exam the next day

There is only a conflict if you have scheduled exams back-to-back-to-back.

SECTION 1: To be completed by the student									
STUDENT INFORMATION									
Student ID #	0	0	0	0					
Last Name					First Name				
StMU Email									
EXAM INFORMATION									
Course Code (e.g., SOCI 201)	Section No. (e.g., 1)	Exam Date			Exam Time			Professor	

SUBMISSION DEADLINE ALIGNS WITH WITHDRAWAL DEADLINE OF EACH TERM (and is indicated in Final Exam Email): a \$25 fee will be charged for late submissions, and must be paid by online banking or credit card via [My.StMU](#). Credit card payments are charged an additional 3% processing fee).

Declaration:

I have read and understand the policy for exam conflicts as outlined in the [University Calendar](#).

Student Signature _____

Date _____

SECTION 2: To be completed by the Associate Registrar, Student Accounts, Systems & Reporting			
Date Received	Exam to be moved	New date and time of exam	New exam location
Student Notified	Instructor Notified	Notes (if applicable)	

Privacy Statement:

The personal information collected on this form will be used for the purpose of providing services to students and maintaining student records. 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.

Revised March 2024