

FINAL EXAMINATION CONFLICT FORM

Date: _____

Name: _____ LSU Workday ID Number: _____

College: ENGR Major: _____

Email: _____ Phone Number: _____

To Instructor:

This student, currently enrolled in the College of Engineering, has **two exams at the same time OR three or more final exams within a 24-hour period** (Example: 1st exam 10:00 a.m. Monday – next 2 exams must begin BEFORE 10:00 a.m. Tuesday). As required, the 3 exams/24 hrs. request covers **more than 7 hours of coursework**. In the event of a conflict between an authorized group exam and a non-group exam, the *group* exam should be rescheduled. If there are *four* exams within 24-hours, two of the exams may be moved.

The College of Engineering Student Services Office has approved the request for a change in time for the exam(s) indicated below with a **star**.

STUDENT: IN DATE ORDER (EARLIEST FIRST), FILL IN ONLY THE COURSE, SECTION, HOURS, DATE & TIME BELOW & INDICATE WITH A "G" ANY GROUP EXAMS (do not put the star – we will do that):

GROUP (G)	COURSE & COURSE NUMBER	SECTION	CREDIT HOURS	DATE OF EXAM	TIME OF EXAM

Note, group final exams will be required to change first. If no group exam exists, you may list the courses in the order of preference to reschedule below:

1 st	2 nd	3 rd
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So that instructors concerned may have adequate notice for rescheduling examinations, **students with exam conflicts must have all arrangements completed by 4:30 p.m. on Friday, November 7, 2025.** All exams must be taken by the end of the final exam period. It is the student's responsibility to inform the faculty member concerning this matter.

The above student has approval to reschedule the final exam in: _____ ★

Approved: _____

Student Services, College of Engineering