



Kutztown University Policy ACA-080

Final Examination Conflict Policy – Undergraduate Students

A. Purpose

This policy applies to undergraduate students who have a conflict of two final examinations at the same time or three or more in one day during final examination week.

B. Scope

This policy applies to all undergraduate students.

C. Keywords and phrases

Highest numbered course: The three-digit course number follows the course prefix. For example, comparing ANT274 and ART331, ART331 is the highest numbered course.

Same numbered course: In some cases, courses in different majors have the same three-digit course number designations; for example, MKT210 and CFT210.

Academic dean: Each of the four colleges, College of Business, College of Education, College of Liberal Arts and Sciences, and College of Visual and Performing Arts, has one academic dean that serves as the chief administrative officer.

D. Policy & Procedure(s)

The student has the option to take all examinations as scheduled during final examination week. If a student has a conflict of two final examinations at the same time, or three or more in one day, the student should try to resolve the conflict directly with the instructor(s) involved. In the event the conflict(s) cannot be resolved informally, the student may seek a resolution in the following manner:

1. Complete the “Final Examination Conflict Form” located on the Registrar’s website by the end of week ten of the semester. If the student does not apply by this date, the conflict(s) may not be resolved to the student’s satisfaction.
2. Present this form to the instructor with the highest numbered course to schedule an alternate time to take the final examination during final examination week. If conflicting final examinations are for the same

Policy ACA-080

numbered course, the course with the largest enrollment will take precedence; that is, the smaller enrolled course final examination needs to be rescheduled.

3. If the necessary rescheduling cannot be resolved through the instructor(s) involved and both courses are in the same college, the academic dean will make the rescheduling decision.
4. If the rescheduling cannot be resolved through the instructors and the courses are in different colleges, the Provost will make the rescheduling decision.

E. Effective Date

Spring 2014

F. Approved By

University Senate endorsed – December 11, 2013
University President approved – January 10, 2014

G. Last Reviewed

January, 2014
August, 2014
August, 2015
August, 2016
August, 2017
August, 2018