



Final Exam Time Conflicts

Final Exam Time Conflicts are avoided whenever possible, but they do happen. Given the constraints of the Final Exam Calendar here at Kettering, it is impossible to eliminate these conflicts.

***** Students need to ascertain there is a time-slot conflict. *****

If conflicts are not identified in a timely manner, solving the problem becomes more difficult for both students and faculty. As soon as the final exam schedule is announced in Week 4, students are responsible for determining if two of their final exams are scheduled for the same time slot. If they are, students should follow this resolution procedure:

[1] Student approaches one of the instructors and asks for an accommodation (taking the exam at a different time-slot, or another option).

[2] If that doesn't work, student approaches the second instructor with the same request.

[3] If no solution is reached, the student should email the Office of the Registrar at

schreg@kettering.edu

Usually the Associate Registrar will intercede as mediator, contacting the instructors involved, and working out a resolution on behalf of the student.

*** Students are not required to work out an arbitration between two instructors. Let the Office of the Registrar's staff handle that job.

Mass Conflicts

It is a possible scenario that many students could be experiencing the same time conflict with the same two courses. In this case, the Associate Registrar will facilitate moving one of the exams to a new time-slot. Students should inform the instructor, and let the instructor send email to schreg@kettering.edu .

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