

Student ID #

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An examination conflict exists when two examinations are scheduled for the same date and time or when three examinations *begin and end* within a 24 hour period. Students must notify the Office of the Registrar of an examination conflict at least four weeks prior to the scheduled examination period.

First Name		Last Name		<i>Submit to:</i> Office of the Registrar St. Mary's University College 14500 Bannister Rd SE Calgary, Alberta T2X 1Z4 Tel: 403-531-9130 Fax: 403-531-9136 Website: www.stmu.ab.ca E-mail: registrar@stmu.ab.ca <p style="text-align: center;">Please PRINT clearly and complete entire form.</p>
Phone		Email		
Please list ALL scheduled exams:				
Course No. & Section	Date	Time	Instructor	

Declaration

I have read and understood the policy for examination conflicts as outlined in the Academic Calendar.

Signature _____
Date

Office Use:

Received	Staff Init	Contacted Instructor
Deferred Examination Date	Time	Location
Student Informed/Entered History	Registrar's Initials	Date

Privacy Statement:

The personal information collected on this form will be used for the purposes of providing services to students. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University College's Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at (403) 531-9130 or privacy@stmu.ab.ca