Print First & Last Name (Surname): ___________________________________________ PID: ______________________

MSU Email Address: ___________________@msu.edu Phone Number: _______________________________

Type of Request:

- I have two exams scheduled at the same time  Date and Time of Conflict: ____________________________
- I have three or more consecutive exams (for example, one evening exam and two exams immediately following the next day, or three exams in a day)
- I have a personal exam conflict  Describe conflict: ________________________________________________

Please list the exams that are in conflict:

Course Number: ______ Section: ______ Professor: ___________________________________________

Course Name: ______________________________________ Intend to use laptop (if applicable): ☐ Yes ☐ No

Course Number: ______ Section: ______ Professor: ___________________________________________

Course Name: ______________________________________ Intend to use laptop (if applicable): ☐ Yes ☐ No

Course Number: ______ Section: ______ Professor: ___________________________________________

Course Name: ______________________________________ Intend to use laptop (if applicable): ☐ Yes ☐ No

This form may be submitted via mail, fax, email, and in person to the address listed at the top of this form. I have attached a copy of my StuInfo Course Schedule (https://reg.msu.edu/StuForms/StuInfo/Schedule.aspx) for the given semester. If this request is an exam conflict, I understand that 1) it is my responsibility to report to the Registrar’s Office 15 minutes before the first exam on the day in conflict, 2) I must remain sequestered for the interim period of exams on the day in conflict, and 3) it may be necessary to bring a lunch if I am sequestered through the lunch period.

Student Signature: _______________________________________________________ Date: _____________________

OFFICE USE ONLY

I authorize the following accommodations: ___________________________________________________________

___________________________________________________________________________________________

Assistant Dean for Student Engagement Signature: ________________________________ Date: _____________

Staff Initials: _____ ☐ SAMI ☐ None Start Term: _____ End Term: _____ Updated 4/26/18