Baruch COLLEGE

OFFICE OF TESTING AND EVALUATION

Request by Instructor/Department for Final Exam Administration During Conflict Sessions – Fall 2026

Purpose:

This form may be used by **faculty or authorized department staff** to request that the **Office of Testing and Evaluation** administer a student's final examination during the official **Conflict Examination Sessions**. Under Baruch College policy, students may reschedule a final exam **(except for ACC, CSTM, MTH, and TAX courses[1])** only if **one or more** of the following conditions apply: (a) Have two or more exams at the same time; (b) Have three or more exams on the same day; or (c) Are taking exams at two different colleges on the same day (with an approved permit)

When Should This Form Be Used

Students are expected to apply for conflict examinations through the **online student application** (https://baruch.cuny.edu/conflictexams) during the published application period October 30 – November 17, 2026

The instructor/department request form should be used **only** if student:

- Missed thedtudent self– registration application deadline
- Was denied through the student application process
- Has a qualifying situation **not listed** in the student application

In these cases, the **instructor or department** may submit this form on the student's behalf.

Instructions:

To request conflict exam proctoring, faculty or department staff should email the completed form to conflict.exams@baruch.cuny.edu and copy Denyse Ramkaran at denyse.ramkaran@baruch.cuny.edu using their official Baruch College staff email. Once processed, faculty will receive instructions for submitting the exam, and students will be sent an appointment ticket with room and check-in details. If you have any questions, please send an email to the same email addressed above.

DO NOT SEND THE EXAMINATION WITH THIS FORM

Fall 2026 Deadlines:

Student Application Deadline	Instructor Request	Examination Submission
November 17, 2026 – 11:59 PM	December 10, 2026 - 12 PM	December 10, 2026 – 12 PM

Please note, that we may not be able to accommodate submissions received after the posted deadlines.

Fall 2026 Conflict Examination Sessions:

Afternoon/Day	Evening	Morning
Thursday, December 17, 2026 -1:00 PM	Thursday, December 17, 2026 - 6:00 PM	Friday, December 18, 2026 -10:30 AM

Request Form – Fall 2026

Please complete all items. Incomplete forms may not be processed.

Student Information

EMPLID _____

Last Name (Surname) _____

First Name (Given Name) _____

Baruch Email Address _____ @stu-mail.baruch.cuny.edu

Course Information

Example for **EDU 1002 CDWB**: **EDU** is the Subject, **1002** is the Catalog Number, and **CDWB** is the Section

Subject

Catalog Number _____

Section _____

Faculty Last Name _____

Faculty First Name _____

Examination Information

Application Reason _____

Other Reason _____

Examination Session _____

Requestor Information – *Instructor or authorized academic departmental staff member*

Last Name (Surname) _____

First Name (Given Name) _____

Title _____

Date of Request _____

Requestor Signature _____

Notes:

The Office of Testing and Evaluation is unable to accommodate Conflict Examination Sessions other than those listed above and in the official Final Examination Schedule.