

## Request for Resolving Direct Final Exam Conflict

Date :

To : Assistant Dean for Registration, Deanship of Admissions & Registration

Through : Assistant Dean for Undergraduate, College of -----

Through : Head of Department of -----

From : Course' Instructor-----

### **Subject: Student Registration with Direct Final Exam Conflict**

We would like to inform you that we don't mind registering the following student/s who have direct final examination conflict in their timetable. The department shall be responsible for solving the conflict problem by assigning alternative time for the course with the final exam conflict. Details are shown in the following table:-

NO	Student's ID	Student's name	Semester	Course to be registered		The conflicting course	
				Course code	section	Course code	section
1							
2							
3							
4							
5							

**Best wishes & regards**

Notes:-

- The request must be officially prepared, signed and sealed College seal by the concerned department.
- This request applies only in the case of transfer students or those Expecting to graduate by the end of the current semester.
- Student degree audit should be attached.