

Exam Conflict Policy

Updated 2-7-2012

Students with two exams scheduled to start within 27 hours may reschedule one exam. Examples: An exam at 9:00 am one day and 9:00 am the next day is a conflict; an exam at 9:00 am one day and 1:30 pm the next day is not a conflict. As a general rule, no conflict exists for an exam scheduled the same day a take-home exam is distributed or due. An exam can also be rescheduled for extraordinary reasons, with the permission of the Associate Dean for Academic Affairs. In order to reschedule an exam for one of the above reasons, please complete an Exam Conflict Form. The form is located at the end of these policies. An Exam Conflict form can also be obtained from Law Records.

Accommodated students who take their exams at the Academic Resource Center must complete an exam conflict form in order to reschedule an exam. Completed conflict forms should be submitted to the appropriate staff person at the Academic Resource Center by the deadline listed below. Do not submit the form to Law Records.

To schedule a make-up exam:

1. Complete all information requested on the Exam Conflict Form.
2. To **reschedule a day division exam**, choose any make-up session from the exam schedule that occurs **after** the originally scheduled exam and no later than the first available 9:00 am make-up session where you do not have a conflict. To **reschedule an evening division exam**, choose any make-up session from the exam schedule that occurs **after** the originally scheduled exam and no later than the first available 6:00 pm weekday or 9:00 am Saturday make-up session, whichever occurs first, where you do not have a conflict. Make-up exams must be scheduled after the originally scheduled exam; **early exams are not permitted**.
3. No signature is required from the Associate Dean for Academic Affairs, or a professor, to move an exam because two exams are scheduled to start within 27 hours. Simply complete and submit the form. The signature of the Associate Dean for Academic Affairs is required if you request an exam be rescheduled for extraordinary reasons.
4. **As a general rule, professors do not have the authority to permit students to reschedule an exam. Do not contact the professor to reschedule an exam, unless instructed to do so by the Associate Dean for Academic Affairs or the Associate Dean for Students. Contacting a professor to reschedule an anonymously graded exam breaches anonymity and is a violation of the Honor Code.**

Exam Conflict Form Deadline

Exam Conflict Forms must be filed in the Law Records office by **6:00 pm on Monday, March 26, 2012**.

Accommodated students who take their exams at the Academic Resource Center must submit their exam conflict forms by **6:00 pm on Monday, March 26, 2012** to the appropriate staff person at the Academic Resource Center.

Emergency Rescheduling of Exams

If you have a medical emergency the day of an exam, you must contact the Associate Dean for Academic Affairs or the Associate Dean for Students prior to the start of the exam in order to reschedule the exam. Documentation of the emergency is required. **Do not contact the professor to reschedule the exam.**

Incompletes

Incompletes (I) are to be assigned only when the Associate Dean for Academic Affairs has been presented with serious and compelling reasons why the student should be allowed to complete a course at a later date. These reasons are customarily medical.

Exam Conflict Form

Students with two exams scheduled to start within 27 hours may reschedule one exam. Example: an exam scheduled at 9:00 am one day and 1:30 pm the next day is not a conflict. As a general rule, no conflict exists for an exam scheduled the same day a take-home exam is distributed or due. **Early exams are not permitted.** Forms due 6:00 pm Monday, March 26 in Law Records. Forms for accommodated students due in the ARC by the deadline.

Name _____ SSN _____

Cell phone _____ Loyola e-mail _____

Exam to be Rescheduled

At the bottom of this form list all exams in date order. Then, in the spaces below this paragraph provide information about the exam to be rescheduled. **Schedule make-ups for day division courses** after the originally scheduled exam and no later than the first available 9:00 am make-up session where you do not have a conflict. **Schedule make-ups for evening division courses** after the originally scheduled exam and no later than the first available 6:00 pm weekday or 9:00 am Saturday make-up session where you do not have a conflict. **No early exams.**

Course Name/Professor _____ Make-up Date and Time _____

Will you be using Exam4 to take this exam? _____ Yes _____ No

Reason:

1. Two exams within 27 hours _____
2. Other _____ (to be approved by the Associate Dean of Academic Affairs)

(Explain reason #2 fully)

Granted _____ Denied _____

Associate Dean for Academic Affairs
Signature needed for Reason 2 only

Honor Code Statement: Please read and sign before form is submitted.

I hereby attest that I will uphold the Honor Code of Loyola University New Orleans College of Law regarding the taking of examinations. I state, on my honor as a student, that I will not discuss this exam with anyone who has taken or seen the exam.

Student Signature

Date

Exam Schedule

List all exams in date order. Use the original date of each exam, not the make-up date.

Exam	Instructor	Course #	Exam Date	Exam Time

Honor Code Statement: Please read and sign the day of the make-up exam. The form will be attached to the make-up exam packet.

I state, on my honor as a student, that I have not discussed this exam with anyone who has taken or seen the exam and I have no advance knowledge of the contents of this exam. I further attest that I will not discuss this exam until such time that all students have taken the exam. I swear that I will take no more than the allotted time to write this exam and that I will do nothing not permitted by the instructions contained in this exam.

Student Signature

Date