

Exam Conflict Policy

If you have two exams scheduled to start within 27 hours you may reschedule one of the exams. 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 if you have 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. You can also obtain an Exam Conflict form 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. Please submit the completed conflict form to the appropriate staff person at the Academic Resource Center by the deadline listed below.

Exam Conflict Form Instructions

1. Complete all information requested on the form.
2. To **reschedule a day exam** you must schedule a make-up exam 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 exam** you must schedule the make-up exam after the originally scheduled exam and no later than the first available 6:00 pm make-up session where you do not have a conflict.
3. No signature is required from the Associate Dean for Academic Affairs, or a professor, if you are moving an exam because you have two exams scheduled 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. **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 Wednesday, November 18, 2009**. Forms filed past the deadline will not be accepted. File early!

Accommodated students who take their exams at the Academic Resource Center must submit their exam conflict forms by **6:00 pm on Wednesday, November 18, 2009** to the appropriate staff person at the Academic Resource Center.

Emergency Rescheduling of Exams

If you have a medical emergency (documentation is required) 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. Do not contact your professor to reschedule the exam.

Absent from Final and Incompletes

A student who fails to sit for an exam and does not contact the Associate Dean for Academic Affairs or the Associate Dean for Students, prior to the date and time the exam is administered, will receive the grade AF. AF means Absent from Final and is factored into the cumulative GPA like an F.

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. The I grade is not an automatic extension. If the I grade is not made up by the end of the term subsequent to the term in which it was incurred, it can only be made up by special permission of the Associate Dean for Academic Affairs. An I grade which is not made up becomes permanent. A permanent I is not included in tabulation of hours or grade point average.

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Name _____ SSN _____

Cell phone _____ Loyola e-mail _____

Exam to be Rescheduled

In the space provided below state which exam you are rescheduling. Then reschedule the exam for the first available 9:00 am (for day exams) or 6:00 pm (for evening exams) make-up session after the originally scheduled exam where you do not have a conflict.

Course/Professor _____ Make-up Date and Time _____

Will you be using ExamSoft 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

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 (to be read and signed before this 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

Honor Code Statement (to be read and signed when the exam is distributed)

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