



Students with two exams scheduled on the same day or four exams scheduled on consecutive days may reschedule one exam. 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 are due by 4:00 p.m. on Thursday, Nov. 17, 2022 to Law Records** (Room 349) in person or to lawrecords@loyno.edu. Accommodated students should also submit their forms to Law Records per the instructions above.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Name CWID 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 you wish to reschedule. **Makeups will be scheduled at 9:00 AM on Dec. 19&20, 2022.** You should schedule your makeup exam for Dec. 19; Dec. 20 is reserved for those students with more than one exam conflict. **Early exams are not permitted.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Course Name (for exam you wish to reschedule) Makeup exam date (Dec. 19 or 20) and time (9:00 AM) Professor

Reason 1: Two exams on same day Four exams on consecutive calendar days

Reason 2: Other (Associate Dean of Academic Affairs Signature Required)

Explanation \_\_\_\_\_  
 \_\_\_\_\_

**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 & sign on the day of the make-up exam.**

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

Granted Denied Associate Dean of Academic Affairs Date:

Programmed Date: \_\_\_\_\_ / Time: \_\_\_\_\_ / By: \_\_\_\_\_