

Exam Conflict Policy

Updated 5-30-2012

The summer exam schedule is drafted with no conflicts between exams. However, any student with an extraordinary need may reschedule an exam, with the permission of the Associate Dean for Academic Affairs. In order to reschedule an exam for extraordinary 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. Present the form to the Associate Dean for Academic Affairs for signature.
3. Leave the "Make-up Date and Time" information blank. Contact Pam Galindo at 504-861-5744 or pgalindo@loyno.edu in order to schedule the make-up exam. Make-up exam sessions will be scheduled on an as needed basis for the summer 2012 exam period. Early exams are not permitted.
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, June 25, 2012.**

Accommodated students who take their exams at the Academic Resource Center must submit their exam conflict forms by **6:00 pm on Monday, June 25, 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

Early exams are not permitted. Forms due 6:00 pm Monday, June 25 in Law Records. Forms for accommodated students due in the ARC by the deadline.

Name (include middle initial) _____

Cell phone _____ Loyola e-mail _____

Exam to be Rescheduled

(complete a separate form for each exam)

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.

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

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

Reason:

(Explain reason fully)

Granted _____ Denied _____

Associate Dean for Academic Affairs

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