

III. Curricular Standards

K. DUTY TO TAKE EXAMINATIONS AND COMPLETE OTHER COURSE WORK AS SCHEDULED

1. Students are expected to take final examinations when scheduled and complete other course work as assigned and as due.
 - a. An examination schedule is posted before the beginning of each examination period.
 - b. Ordinarily, all students will be required to take examinations at the time indicated on the schedule.
 - c. If the examination schedule creates an extraordinary hardship for a student,, *e.g.*, exams scheduled at conflicting times, two exams scheduled on the same day, or three exams scheduled on three successive days, the student should request as quickly as possible a rescheduled examination time from the faculty member involved.
 - d. If such an extraordinary request receives the permission of the faculty member, the examination may be rescheduled at a time agreed upon.
 - e. The faculty member shall communicate the date and time of all rescheduled exams to the Associate Dean for Academic Affairs.
(Revised 8/22/02)
2. If, once the examination period has begun, a student is unable to take a final examination when scheduled or in a timely manner complete other course work as assigned or as due by reason of illness or other suddenly arising imperative cause, the student should, before the examination is scheduled, or work due, inform the faculty member involved.
3. If a prior excuse has been given and a student has received permission to take an examination at other than the scheduled time, the examination will be rescheduled and taken at that time.
 - a. If a grade is not available at the time grades are entered for the term, with the permission of the faculty member, a grade of "I" for "incomplete" will then be entered in the student's record.
 - b. Ordinarily, a student will have no more than 90 days from the end of the examination period to complete the work or receive an "F" in place of the "I".
4. *Consequences of missing scheduled examination*
 - a. *General Rule:* If a student fails to appear for a final examination at the proper time without giving the required prior notice to the faculty member and having been given permission not to appear by the faculty member involved, the student will be given an "F" for the course unless the student can show that the failure to give prior notice was due to a physical incapacity to do so.
 - b. *Exceptions.* The following are exceptions to the general rule stated above:
 - (1) If the student fails to appear for a final examination on

account of illness or other suddenly arising imperative and is unable to communicate the request for postponement of the examination to the faculty member due to a physical incapacity to do so, which physical incapacity is documented by the student to the satisfaction of the faculty member, then the faculty member is permitted to waive the general rule.

- (2) If the student fails to appear for a final examination without permission and under circumstances other than those described above, the faculty member is permitted to allow the student to withdraw from the course or take the exam at the discretion of the faculty member when:
 - (a) The faculty member certifies that the faculty member would have assigned the student a final grade for the course not lower than the student's "blue book" grade; and
 - (b) The faculty member concludes that the student's failure to appear was not the result of an intentional effort on the student's part to avoid receiving a low grade in the course or to avoid taking the exam at the scheduled time.
 - (c) No student will be allowed to withdraw from more than one course, throughout the student's career at this law school, pursuant to this rule. (Revised 11/17/92).