



## FALL 2017 EXAM SCHEDULE

Free Slot Exams	Take Home Exams
Basic Business Associations (Gaughan)	Bioethics (Aultman)
Bankruptcy (Gertz)	Patent Law (Brean)
Individual Taxation (Lavoie)	Constitutional Law I (Rich)
Payment Systems (Lavoie)	Immigration Law (Sethna)
Wills, Trusts & Estates I (Newman) <b>*Must complete BEFORE Wed. Dec. 13</b>	Family Law (Thomas)
Basic Business Associations (Padfield) <b>Must complete Between Fri. Dec. 8 and Wed. Dec. 13</b>	Health Law (Vimont)
Insurance Law (Tucker)	Drafting for Estates (Maguire)
Fundamentals of IP (Hrdy)	
Torts (Padfield) <b>*Must complete Between Fri. Dec. 8 and Wed. Dec. 13</b>	

## FALL 2017 EXAM SCHEDULE

“Free Slot Exams” must be taken during one of the scheduled “Free Slots” on the schedule. You need not give advance notice of when you are going to take the exam. You have the flexibility to take it during any of the Free Slots. As a matter of process, everyone in the exam room starts work at the same time.

Simplified – the steps are:

1. Get settled into the designated Free Slot Room.
2. Pick up your exam from Exam Central 5 – 15 minutes before the start of the Free Slot.
3. Begin work when the clock in the room hits 9:00 a.m., 1:00 p.m., or 6:30 p.m. (depending on your start time). Do not start before this time.
4. Keep your own time. When your time is up. You have 5 minutes to turn in your exam to Exam Central.

### Important Notes

- **Testing Accommodations:** Students with continuing needs should register with and provide documentation to the University Office of Accessibility AND notify the Assistant Director of Student Affairs, Misty Franklin. Students with documented disabilities which require supported accommodations are entitled to classroom and testing accommodations. Students with a one-time need for accommodations (i.e. broken arm) must register immediately with Assistant Director of Student Affairs, Misty Franklin.

Students are responsible to register for accommodations at the start of each semester they are attending class(es). Exam accommodations must be sought by completing the [Special Exam Accommodation Request Form](#) and submitting it to Assistant Director of Student Affairs Misty Franklin by **November 22<sup>nd</sup>**.

- **ESL (English as a Second Language) Accommodation Policy for International Students:** International students for whom English is a second language may receive up to 50% additional time on School of Law exams and may also request exam usage of a native language translation dictionary. Students should request additional time and/or use of dictionaries for both midterms and finals through Student Services at the School of Law by completing the [International Student Exam Accommodations Request Form](#) and submitting it to the Assistant Dean of Global Engagement Patrick Gaughan. All Accommodation Request Forms must be submitted at least two weeks before the examination and require approval from the Office of Student Services and the course professor. Accommodation of each type is discretionary only. **The deadline to submit the Request Form to Assistant Dean Gaughan is November 22<sup>nd</sup>.**

- **Exam Reschedules:** An examinational conflict exists if two examinations are scheduled at the same time or three examinations are scheduled within 24 hours. Part-time students who have scheduled examinations on both the first Wednesday and the first Friday of exam period, and full-time students who have three scheduled examinations between the first Wednesday and Sunday of the exam period are also granted relief, at their option. ***Other exceptions to the schedule will only be granted in extreme circumstances.***

A student who wants to reschedule an exam based on the above criteria must submit an exam reschedule form to the Assistant Dean of Student Affairs by **November 22<sup>nd</sup>**. The form is on the website. Exam are not normally rescheduled outside of the regular exam period.

**Unexpected Illness:** Students who are ill may contact the Assistant Director of Student Affairs, NOT THE PROFESSOR, to reschedule an examination BEFORE the time of the examination. Once a student begins an examination, the student must complete the examination and receive that grade.