

Spring 2021 Exam Rescheduling Form: Must be submitted by 5:00 pm on Thursday, April 15

Time	Mon Apr 19	Tue Apr 20	Wed Apr 21	Thu Apr 22	Fri Apr 23
			PR - C. Hessick		
9:00	Reading Day	Reading Day			All Con Law Exams
			ALC 2 - J. Kasprzak/O. Salinas		
					Adv Torts - R. Saver
				Sec Reg - T. Hazen	
2:00					Corp Tax - P. Bryan
				Conflicts - J. Coyle	Media Law - T. Artis
					Env Law - M. Savasta-Kennedy
Time	Mon Apr 26	Tue Apr 27	Wed Apr 28	Thu Apr 29	Fri Apr 30
	Bankruptcy - M. Jacoby		Crim Pro Inv - E. Brignac	Adv Con Law - T. Shaw	
9:00	Family Law - H. Lau	Make Up Exams	Income Tax - K. Thomas	Legal History - J. Orth	Make-up Exams
	Intl Law - T. Kelley		Labor Law - J. Hirsch	Sec Trans - L. Broome	
			St & Loc Govt - R. Su		
		Admin Law - D. Hornstein			Housing - S. Banks
2:00		Writing for Bar - K. Bishop	All Property Exams	Make Up Exams	
		BA - J. Coyle			T & E - M. Lynch
Time	Mon May 3	Tue May 4	Wed May 5	Thu May 6	Fri May 7
9:00	Make Up Exams	PR - C. Bannon	Make Up Exams		
		RE Trans - C. Dillon			
	Evidence - J. Broun				
2:00	Ins law - D. Hornstein	All Crim Law Exams	Make Up Exams		
<p>Student Information</p> <p style="text-align: center;">**. Please see second page for instructions and exam policy information**</p> <p>Name:</p> <p>PID:</p> <p>email:</p>					

## Steps for Completing the Form

1. Fill out the Student Information (on the left side of Page 1 of the form).
2. Review the Exam Rescheduling Policy and circle one of the following:

Section 1 (exam conflict)

**OR**

Section 2 (non-conflict request).

3. Circle ALL of your exams on the form.
4. Based on the Exam Rescheduling Policy, indicate which exam should be moved by drawing an arrow from the exam to the appropriate MAKE UP period.
5. All rescheduling forms should be submitted via the portal linked in the Exam Rescheduling email.
6. Applications for rescheduling under Section 2 must include a written explanation.

## Relevant Exam Rescheduling Policy Information

1. A student may reschedule an exam in the following situations:
  1. When the student has two exams on the same day.
  2. When the student has one exam on the afternoon of one day and one on the morning of the next. A Saturday exam followed by a Monday exam does not qualify for rescheduling.
  3. When the student has one exam each day for three consecutive days.
  4. When the student has four exams in the space of five consecutive days.
2. The Assistant Dean for Student Development or the Director of Student Services may, after consultation with the faculty member involved, adjust examination schedules for sound academic reasons, which may include illness, emergency situations or other compelling academic reasons.
3. The exam that may be rescheduled under No. 1 will be:
  1. The later of the two, if they are scheduled at different times.
  2. The longer of the two (meaning the class that has the higher number of credit hours), if they are scheduled at the same time and are of different lengths.
  3. That of the professor whose last name comes later in alphabetical order, if they are scheduled at the same time and are of the same length.
  4. The second of three exams if rescheduled under 1C.
  5. The third of four exams if rescheduled under 1D.
4. Any exam rescheduled under #1 will be taken on the next available regularly designated make-up period that does not create another conflict under this policy.
5. Any exam rescheduled under #2 may be rescheduled on the next available regularly designated make-up period or as designated by the Assistant Dean for Student Development or the Director of Student Services.