

Spring 2022 Exam Rescheduling Form: Must be submitted by 5:00 pm on Friday, April 8

| Time | Mon Apr 18 | Tue Apr 19 | Wed Apr 20 | Thu Apr 21 | Fri Apr 22 |
|------|--------------------------------|-------------------------|-----------------------|-----------------------------|-----------------------------|
| | | | | ALC 2 - O. Salinas | |
| 9:00 | Reading Day | Income Tax - K. Thomas | All Property Exams | Sec Reg - T. Hazen | Make Up Exams |
| | | | | Health Law Org - R. Saver | |
| | | | | | |
| | | Conflicts - J. Coyle | | Remedies - A. Hessick | |
| | | | | | Armed Conflict - J. Brooker |
| | | PR Law Firm - J. Conley | | BA - M. Brinkley | |
| 2:00 | Reading Day | | | | TrustsEstates - M. Lynch |
| | | Sec Trans - L. Broome | | Crim Pro Inv - J. Kennedy | |
| | | | | | |
| | | Race & Law - O. James | | Election Law - T. Shaw | |
| | | | | | |
| | Mon Apr 25 | Tue Apr 26 | Wed Apr 27 | Thu Apr 28 | Fri Apr 29 |
| | | | | Corp Tax - P. Bryan | |
| | | | | | |
| | | | | St & Loc Govt - R. Su | |
| 9:00 | All Crim Law / Contracts Exams | Make Up Exams | | | |
| | | | | Writing for Bar - K. Bishop | |
| | | | | | |
| | | | | PR - J. Zanin | |
| | | | | | |
| | | | Accounting - W. White | | |
| | Admin Law - O. James | PR - C. Bannon | | | |
| 2:00 | | | Media Law - T. Artis | Make Up Exams | All Con Law Exams |
| | | | | | |
| | Labor Law - J. Hirsch | | Evidence - A. Hessick | | |
| | | | | | |

Student Information

Name
 PID
 email

****Please see second page for instructions and exam policy information****

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 select 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 Friday 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.