



## **Examinations and Grading**

A written examination at the conclusion of each course will ordinarily be the principal determinant of a student's grade. However, interim examinations, briefs of cases, and other assignments particularized to the class may be taken into account. In the JD core curriculum and, in particular, in those courses subject to Curve I (Civil Procedure I, Constitutional Law I, Contracts I and II, Criminal Law, Property, and Torts), faculty should strive to employ multiple formative or summative assessments over the course of the semester and to utilize a variety of approaches (such as essay questions, short answer questions, and multiple choice questions) in those assessments and the final examination.

Class preparation and participation are essential components of the educational process. Individual professors may develop class rules and grading procedures that take into account a student's fulfillment of those responsibilities. Professors should distribute any special rules governing classroom participation and grading at the beginning of each semester.

Each student is responsible for verifying the date, time, and place of his or her examinations, and for taking them at the scheduled times, unless there is a direct conflict in scheduling.

A student who, for good cause shown in writing, fails to take a course examination with the class will be required to take the examination the next time it is given. A grade of "Incomplete" will be given in the course until the examination has been written. The grade of "Incomplete" shall automatically convert to an "F" at the end of classes for the following semester, unless the student shall, before such date, either have taken the examination or arranged for a certain date to take the examination. This rule will also apply to courses in which a trial is the primary basis for the grade. Failure to write an examination at the designated time will result in an automatic grade of "F" being entered on the record.

A student who, for good cause shown in writing, does not complete a paper in a semester by the end of classes for that semester will receive a grade of "Incomplete." If the paper is not completed by the end of classes for the following semester, the grade of "Incomplete" will automatically convert to an F. It is each professor's responsibility to notify the Registrar that the work has been completed.

A student who does not officially drop a course, who drops without permission, fails to take an examination, or fails to complete course work, receives a grade of “WF” for that course.

### **Examination Review**

A student who wants to review his/her examination booklet after the grades have been submitted to the Academic Services Office should make an appointment with his/her professor.