



THE
JOHN MARSHALL
LAW SCHOOL

Final Examination Conflict and Rescheduling Policy
(Effective Fall 2017 Final Exams)

1. **Applicability:** This policy applies to all final examinations, including take-home examinations, and to final course projects that are due during the final-examination period. It does not apply to midterm examinations, or to assessments or projects due before the first day of the final-examination period for a term.
2. **Examination Conflict Defined:**
 - a. An examination conflict is defined as:
 - i. Two examinations with start times within 23 hours;
 - ii. Three examinations on two consecutive days; or
 - iii. Four examinations on four consecutive days.
 - b. A take-home examination or other final course project due during the final-examination period will be considered for the purpose of determining whether a conflict exists only when the deadline for its return is fixed on a specific calendar day that conflicts with a scheduled in-class examination and the take-home examination is made available to the students within 24 hours or less of that deadline. If a student believes that a conflict exists between two take-home exams that are due on the same date, please contact the Academic Services Office about the possibility of relief, which will depend on when each exam will be made available. Both take-home exams would have to be available for a relatively short period of time for a conflict to exist.
3. **Extraordinary Circumstances:** In addition, an examination may be rescheduled for extraordinary circumstances with the written permission of the Associate Dean for Faculty Affairs. The Associate Dean will require the student to provide appropriate documentation to establish the extraordinary circumstances.

- a. The following are **examples** of reasons that **may qualify** under this extraordinary circumstances provision:
- i. Student illness before the examination date. The student will be expected to visit and obtain appropriate documentation from a treatment provider, such as a physician. The student must also obtain written consent to allow the treatment provider to speak directly to the law school administration about the student's illness and fitness to return. If the student obtains appropriate documentation on a timely basis, the Associate Dean for Faculty Affairs may permit the student to take the examination at the time and under the conditions as the school administration determines. If the student does not visit or obtain the appropriate documentation on a timely basis, the student risks receiving an "F" or "WF" grade in the course. Depending on when during the examination cycle the illness occurs, when the appropriate documentation is received, and other factors, the student may have to wait until the next time the examination for that course is offered to take the examination.
 - ii. Death or serious illness of person in the immediate family or other person with whom the student has a similarly close relationship, which requires the student's attention away from the law school. Please note that while the law school may be able to reschedule an examination that falls on the day of a funeral, it may not be able to reschedule the examination several days after the funeral. We appreciate your understanding that we are balancing a variety of factors for individual students and the student body as a whole.
 - iii. The student is the victim of criminal assault, mugging, robbery, serious accident, or similar traumatic experience that interferes with the examination or with exam preparation.
 - iv. Delivery of child that interferes with exam or exam preparation (applies to either parent).
 - v. Religious observance conflict.
 - vi. Unavoidable conflicts with court hearings or other administrative proceedings connected to clinical programs, but only if the student has exhausted all means of avoiding the conflict by attempting to reschedule the hearing or to have another attorney handle the hearing if feasible.

- vii. Unavoidable military commitment.
 - viii. Conflict with an examination offered as part of the Chicago Consortium or JMLS dual-degree program, on a showing that the other school will not move the conflicting examination.
- b. The following are **examples** of reasons that **likely will not qualify** under this extraordinary circumstances provision:
- i. Employment obligations.
 - ii. Travel, vacation, and social plans.
 - iii. Bar review courses.
 - iv. Conflicts with a class at another school.
 - v. Medical problems that do not seriously interfere with immediate pre-exam preparation or the student's ability to take the examination on the scheduled exam day.
 - vi. Airline flights and schedules.
 - vii. Foreseeable child-care issues.
4. **Request to Reschedule an Examination:** Students who have a scheduling conflict, or who would like to present extraordinary circumstances to request that one or more examinations be rescheduled, must complete the "Request to Reschedule Examination" form, which is available in the Academic Services Office and on eCommons, and submit it to the Academic Services Office no later than 60 days before the start of the final examination period. Please note that the final-examination schedule is published within the "Meeting Information" section of registration materials; students are expected to evaluate the final-examination schedule when registering for classes to determine whether the examination schedule created by their course selections is manageable. Under the extraordinary circumstances provision, the Academic Services Office may accept a completed form filed later than this date, but before the start of the actual examination. If the extraordinary circumstance occurs within 24 hours of the scheduled examination, the student should first call or email the Academic Services Office and the Associate Dean for Faculty Affairs.
5. **Rescheduling Examinations:** Absent extraordinary circumstances as determined by the Associate Dean for Faculty Affairs, examinations that qualify for rescheduling under this policy will be rescheduled for the next available time that does not create a new conflict under this rule, which may be on a weekend or a date after the official close of the examination period.

Absent extraordinary circumstances approved by the Associate Dean for Faculty Affairs, no examination shall be rescheduled for a time before the regularly scheduled examination. Within these parameters, the Academic Services Office has discretion to select the date and time of the examination. In light of the examination rescheduling policy, students who have requested that at least one examination be rescheduled should not schedule travel until they have received their revised examination schedule from the Academic Services Office.

6. Preserving Anonymity:

- a. Examination rescheduling is handled by the Academic Services Office.
- b. Students should not contact a professor about rescheduling an examination, or tell a faculty member the student is taking an examination on a day other than the published examination date. Faculty members do not reschedule final examinations, and any attempt to contact a faculty member may jeopardize the anonymous grading system.
- c. To help preserve anonymity, when one or more students take an examination on a day other than the published examination date, the Academic Services Office will hold back, on a random basis, several examinations taken by students on the scheduled examination day. Those examinations will be provided to the professor along with all examinations taken on a rescheduled basis so that the professor will not know which examinations were taken on a rescheduled basis.

- 7. “T” Conversion:** If a student has been granted an accommodation that allows the student to complete the examination after the last day of scheduled final examinations for the semester, the designation “T” (Incomplete) will appear on the student’s transcript. However, an “T” designation may stand for only one semester. If the student fails to take the examination or complete other requirements, the “T” designation will be converted to an “F” the day after the last day of scheduled final examinations for the following semester, unless the Associate Dean for Faculty Affairs or the Registrar has approved, in writing, a definite date for the student to take the examination or complete other requirements.

Administrative policy approved April 17, 2017; effective for Fall 2017 final examinations.

Cross-reference: Policy on Arriving Late to a Final Examination and Illness Immediately Before or During a Final Examination.