

**FINAL EXAM RESCHEDULE FORM**

This form should **ONLY** be used for exams that conflict pursuant to the 23-hour rule as outlined in academic regulation 3.6 (d). Email completed form to [academic.services@law.csuohio.edu](mailto:academic.services@law.csuohio.edu)  
**Deadline: Friday, April 12, 2024**

*If you have a good cause request for a reschedule or experience an emergency circumstance that prevents you from taking your exam on the scheduled date please reach out directly to Associate Dean Broering-Jacobs.*

\_\_\_\_\_  
NAME

\_\_\_\_\_  
STUDENT ID

Conduct Code: Any student authorized to take an examination at a time other than the regularly scheduled exam period is prohibited from discussing the examination or any aspect of the subject course with any person who has taken the examination or is otherwise familiar with the content of the examination. This prohibition does not apply to law school administrators in regard to examination rescheduling nor to the course instructor.

Students will sign a statement affirming that they have complied with the above conduct code at the time of the final exam.

Although the College of Law will do everything possible to preserve anonymity in grading, when an exam is re-scheduled from its originally scheduled date, we cannot guarantee that anonymity will be possible. In choosing to re-schedule an exam, you understand and agree that your exam may be graded without anonymity.

**LIST** the exams that conflict and **CHECK MARK** the exam you would like to reschedule:

	COURSE	CRS #	CRS §	PROFESSOR	ORIGINAL EXAM DATE & TIME
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____

**Scroll to next page to see Academic Regulation 3.6, for rules regarding rescheduling**

**SELECT** the date/time selected to reschedule your exam.

- 6 p.m., Thursday, May 2, 2024
- 9 a.m., Friday, May 3, 2024
- 9 a.m., Wednesday, May 8, 2024
- 6 p.m., Thursday, May 9, 2024
- 9 a.m., Friday, May 10, 2024

NOTE: An email confirming that the request was received and approved will be sent to each student’s law school email address; a student who does not receive confirmation via email is obliged to check with Anne Wells to ensure that the form was received, and the request approved.

**Do you receive testing accommodations?** Yes  No

\_\_\_\_\_  
STUDENT’S SIGNATURE

\_\_\_\_\_  
DATE

**Students -- please note that our Academic Regulations apply to rescheduled exams. In particular, please take note of the highlighted portions below.**

### **3.6 Examinations and Examination Scheduling**

#### **(a) Failure to Appear for a Scheduled In-School Final Examination**

Unless the student obtains advance permission from the Dean to take a scheduled in-school final examination at another time, any student who fails to appear for such examination shall receive a grade of "F" for that examination or, if the examination is graded numerically, a zero for that examination. Permission to take an in-school final examination at a different time will be granted only upon a showing of good cause. Unless the student obtains advance permission from the Dean to take a rescheduled in-school final examination at another time, any student who fails to appear for such rescheduled examination shall receive a grade of "F" for that examination or, if the examination is graded numerically, a zero for that examination.

A professor shall also have discretion to stipulate that failure to take the final examination in the course shall constitute a failure to complete the requirements of the course and shall result in a final grade of "F" being awarded for the course.

#### **(b) Failure to Submit a Take-Home Final Examination by the Deadline Established by the Faculty Member**

Unless the student obtains advance permission from the Dean to submit a take-home final examination at a different time, any student who does not submit such examination by the deadline established by the faculty member shall receive a grade of "F" for that examination or, if the examination is graded numerically, a zero for that examination, unless the faculty member has given notice to the class in advance of the final examination of a different system of penalties for failure to submit such examination on time. Permission to submit a take-home final examination at a different time will be granted only upon a showing of good cause. Unless the student obtains advance permission from the Dean to submit a rescheduled take-home final examination at a different time, any student who fails to submit such examination by the rescheduled deadline shall receive a grade of "F" for that examination or, if the examination is graded numerically, a zero for that examination.

A professor shall also have discretion to stipulate that failure to submit a take-home final examination by the established or rescheduled deadline shall constitute a failure to complete the requirements of the course and shall result in a final grade of "F" being awarded for the course.

#### **(c) Exceptions to Academic Regulations 3.6(a) and 3.6(b) for Unforeseeable Emergencies**

Exceptions to the requirements of Academic Regulations 3.6(a) and 3.6(b) may be granted by the Dean only in cases of extraordinary unforeseeable emergencies, and provided that the student notifies the Dean as soon as practicable of the circumstances of the emergency.

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(d) Multiple Examinations

Students who are scheduled for two final examinations that have start times that are 23 hours or less apart may notify the Dean of their examination schedule and request a schedule change. This notice must be provided at least two weeks prior to commencement of the examination period. The Dean will then reschedule one of the examinations to a reschedule date and time as described in part (c), below. Students who reschedule examinations may, at the sole discretion of the instructor, be given the same exam as or a different exam than that given to other students.

(e) Reschedule Date and Priority

1. The date and time for any rescheduled examination shall be set by the Dean for the first available scheduled make-up day subsequent to the originally scheduled examination.

2. If the conflicting examinations include a required course and another course, only the non- required course may be rescheduled.

**Note:** The Dean shall, in his or her discretion, set two or more make-up dates throughout the examination period.

(f) Pre-Examination Conduct

Any student authorized to take a rescheduled examination is prohibited from discussing the examination or any aspect of the subject course with any person who has taken the examination or is otherwise familiar with the content of the examination. This prohibition does not apply to law school administrators in regard to examination rescheduling nor to the course faculty member.

**\*\*\*As a matter of practice, students may reschedule to the nearest day or evening reschedule date.**