

Exam Conflict Form

Students with two exams scheduled on the same day or four exams scheduled on consecutive days may reschedule one exam. As a general rule, no conflict exists for an exam scheduled the same day a take-home exam is distributed or due. **Early exams are not permitted.** **Forms are due by 4:00 p.m. on Thursday, Nov. 15 to Law Records (Room 349); accommodated students should submit their forms to Ms. Carol Magendie (Room 345).**

Name _____ CWID _____

Cell phone _____ Loyola e-mail _____

Exam to be Rescheduled

At the bottom of this form list all exams in date order. Then, in the spaces below this paragraph provide information about the exam to be rescheduled. **Schedule make-ups for day division courses** *after* the originally scheduled exam and no later than the first available 9:00 am make-up session where you do not have a conflict. **Schedule make-ups for evening division courses** *after* the originally scheduled exam and no later than the first available 6:00 pm make-up session where you do not have a conflict. **Early exams are not permitted.**

Course Name _____ Exam or Make-up Date & Time _____

Professor _____ Will you be using Exam4 to take this exam? ____ Yes ____ No

Reason:

1. Two exams on same day or four exams on consecutive calendar days _____
2. Other (to be approved by the Associate Dean of Academic Affairs) _____

(Explain reason #2 fully)

Granted _____ Denied _____

Associate Dean of Academic Affairs
Signature needed for Reason 2 only

Honor Code Statement: Please read and sign before form is submitted.

I hereby attest that I will uphold the Honor Code of Loyola University New Orleans College of Law regarding the taking of examinations. I state, on my honor as a student, that I will not discuss this exam with anyone who has taken or seen the exam.

Student Signature

Date

Exam Schedule

List all exams in date order. Use the original date of each exam, not the make-up date.

Exam	Instructor	Course #	Exam Date	Exam Time

Honor Code Statement: Please read & sign *on the day of the make-up exam.*

I state, on my honor as a student, that I have not discussed this exam with anyone who has taken or seen the exam and I have no advance knowledge of the contents of this exam. I further attest that I will not discuss this exam until such time that all students have taken the exam. I swear that I will take no more than the allotted time to write this exam and that I will do nothing not permitted by the instructions contained in this exam.

Student Signature

Date