

EXAMINATIONS

A. Final Examination Procedures

1. All examinations are taken subject to these procedures and subject to the college's *Rules Concerning Academic Misconduct*, as set forth in the *Student Handbook*. Further, all examinations require your certification that you have attended no less than 80% of the officially held classes in that course. If you cannot honestly do so, you should not sit for the exam. Falsification of this certification can lead to expulsion.

2. Students must obtain a new computer-generated random examination number each semester. Exam numbers are available via STANLEY thru the Academic Services link. Remember to take your exam number with you to every examination. All students must use their correct semester examination number. Failure to use your correct number could have a detrimental effect on your final grade. Students are prohibited from disclosing their examination numbers to, or discussing examinations with, a faculty member until after the *deadline for all faculty* to turn in grades for the current semester has passed. Further, *disclosure of exam numbers to anyone is grounds for expulsion from law school*.

3. Any student observing a violation of the rules concerning cheating should immediately report same to the proctor and/or Registrar, who is available during the entire examination period.

4. Examinations for three- and four-hour courses will be administered in three hours; examinations for two-hour courses will be administered in either a three-hour or two-hour format, at the discretion of the professor.

5. No electronic devices; *i.e.* cellphones, pagers, ipads, tablets, laptops (unless it is used for examsoft), smartwatches, backpacks/purses, noise canceling headphones, food, alcoholic beverages, or any other personal belongings should be brought to the examination room.

6. Except as authorized in writing by the instructor, no books, outlines, notes or aids of any nature will be allowed near the exam area during the examination.

7. Unless the examination expressly specifies otherwise, students shall write answers to all examination questions on "blue" books supplied by the college. *If a Scantron sheet is provided with the examination, students must answer multiple choice or true/false questions on the Scantron sheet, not in the "blue" book.* Scantron sheets or "blue" books may be used for exam answers. *Do not write your name on any examination paper, "blue" book, Scantron sheet, or scratch paper. Identifying yourself could result in a failing grade or even expulsion.*

8. *No student will be allowed to use his/her laptop unless he/she loads the ExamSoft software prior to their exam at www.examsoft.com/stcl. Students must furnish their own laptops.*

9. Each student must sign in for an examination at the proctor's desk no later than five minutes prior to the scheduled start of the examination. The student will be given a "blue" book, and/or Scantron sheet. Scratch paper will be attached to the exam. After students have signed in and are seated, the proctor will distribute the examination. Students must wait for the "start" signal from the proctor before beginning to write or type.

WARNING: Any student arriving at the examination room less than five minutes before the examination is scheduled to begin: (1) must wait outside the classroom, (2) will not be allowed to sign in and start the examination until after the proctor has given the "start" signal to the class, and (3) will not be given any extra time to complete the examination.

WARNING: Writing, typing, underlining, or page numbering on the Scantron sheets or "blue" books or any reading of the exam is prohibited until after the proctor begins the exam.

10. Once a student receives an examination paper, (i) the student will receive a grade regardless of whether or not they finish the examination, and (ii) the student may not leave the floor on which the examination is scheduled until his/her examination is completed. If a student becomes ill *during* an examination and is unable to complete the examination, the student must seek approval to defer said examination from the Registrar *prior* to leaving the college premises.

11. If the examination is *handwritten, unless the professor indicates otherwise, the student must write using double spacing on only one side of the page, using INK*. Pledge sheets will be given to the student for signing after his or her examination has been turned in.

12. No one may leave the examination room after receiving an exam until at least 15 minutes have elapsed. Thereafter, should it be necessary for a student to leave the examination room during the examination, the time should be indicated in the "in" and "out" space provided on the sign-in sheet. *Only one student at a time will be allowed to leave the room during the exam*. A student shall not leave the room more than twice or for more than five (5) minutes at a time. Nothing can be taken from the examination room. *Students must remain quiet while in the hallways* until the end of the examination period.

13. *Once the proctor calls time, no more writing or typing is allowed on the exam*. Students must immediately put their pens down and wait for the proctor to give further instructions.

NOTE: Students who complete the examination early are not to remain in the hallways on any examination floor. Please be quiet while proceeding to the elevator so as not to distract those still writing.

14. Food is not permitted in examination rooms. Students may drink nonalcoholic beverages. Smoking is not permitted in the college.

15. The (i) examination paper, (ii) continuation “blue” books, and/or (iii) scratch paper should be placed inside “blue” book #1 and submitted to the proctor upon completion. Scantron sheets are to be placed in a separate stack. *No portion of the examination is to be removed from the examination room, even if no answers are contained on the examination paper itself.*

Upon turning in the “blue” book(s) and examination paper, the proctor will provide a “PLEDGE” sheet. The student should read each section carefully, initial only those that are accurate as to his/her circumstances, and return the “PLEDGE” sheet to the proctor.

16. Grades will be available via STANLEY under the Campus Life tab, Quick Links channel, Academic Services link. *No grades will be given to students from the Registrar’s Office staff, either in person, via email or over the telephone.*

17. Students are prohibited from disclosing their examination numbers to, or discussing examinations with, a faculty member until after the *deadline for all faculty* to turn in grades for the current semester has passed. Grades are due in the Registrar’s Office no later than 28 days following the last day of exams. Further, *disclosure of exam numbers to anyone is grounds for expulsion.* Students are also prohibited from writing any message to the professor in their examination that does not directly relate to the substance of the examination questions.

B. Deferred Examinations

The policy of the law school is that all students must take examinations at the scheduled time unless compelling circumstances exist, as defined below.

Where compelling circumstances exist, *Deferred Examination Request* forms are available in the Registrar’s Office. *Students are not to request a deferred examination from a professor or otherwise indicate to the professor that an examination may be or has been deferred.*

1. An examination *will be deferred*, subject to proper documentation, in the following circumstances:

- a. When illness of the student actually prevents a student from taking an examination, documented by a physician’s written certification to the Registrar’s Office. If a student becomes ill *during* an examination, refer to 2.c. below.

- b. When a member of a student's immediate family becomes critically ill during the examination period.
 - c. When a member of a student's immediate family or his/her "significant other" has died, and the student is attending the funeral or grieving.
 - d. When a Sabbath or other religious observance precludes a student from taking an examination.
 - e. When a student is attending the birth of his/her child.
2. An examination *may be deferred*, subject to proper documentation, in the following circumstances:
- a. When a student is attending the wedding, graduation, or other such special ceremony of his/her immediate family and the student could not have known prior to the last day to drop a course that the exam and the special ceremony were in conflict.
 - b. When equity demands that deferral occur because preparing for and taking the examination at the scheduled time would be severely prejudicial to the student. Such examinations *may be* deferred only in the event of exceptional circumstances.
 - c. When a student becomes ill *during* an examination and is unable to complete the examination, the student must seek approval to defer said examination from the Registrar *prior* to leaving the college premises.
3. The following are examples of circumstances where examinations *will not be deferred*:
- a. When two examinations are scheduled on the same day or two consecutive days.
 - b. When a student has a professional opportunity that conflicts with a scheduled examination, except in the case of a student employed full-time.
 - c. When a student is late due to oversleeping, being caught in traffic, and all similar circumstances, the student will be allowed to sit for the examination in the time remaining for that examination. No extra time will be allowed when starting an examination late.
 - d. When a student wishes to leave early for the winter or summer break.

4. Students requesting a deferred examination must comply with the following:
 - a. A *Deferred Examination Request* form available in the Registrar's Office must be completed by the student and submitted to the Registrar for approval. Documentation of the reason is required, although documentation will not necessarily guarantee approval.
 - b. Requests should be made prior to the scheduled examination time. In no event will a request for a deferred examination be granted unless it is approved within 24 hours after the scheduled examination time.
5. Students excused from taking an examination at the scheduled time are subject to the following rules:
 - a. An "Incomplete" will be entered on the student's transcript until the deferred examination is taken and graded. Regulations governing "Incompletes" will apply.
 - b. The student will be charged a \$50 deferral fee for each approved deferred examination. A flat \$50 charge will be assessed when a student is approved to defer all examinations.
 - c. Approved deferred examinations must be taken during the next semester or session for which the student is registered and in which the course is offered, unless the Assistant Dean and Registrar determines that some other time is appropriate. A student who must take the deferred examination from a different professor may attend that professor's class if he or she obtains permission in advance from the professor. Students attending class under this provision are not deemed to be auditors.
 - d. If the deferred examination is not taken at the designated time or an "Incomplete" has been on the transcript for one year without removal, the "Incomplete" will be removed, a grade of "WF" entered on the permanent record, and the "WF" counted in computing the student's scholastic average.
 - e. If a request for a deferred examination is denied and the student does not sit for the regularly scheduled examination, the student will be considered to have withdrawn from the course after the last date to drop, a grade of "WF" will be entered on his/her permanent record, and the "WF" counted in computing the student's scholastic average.

6. In a few exceptional circumstances where a student is accorded special accommodations, a rescheduled examination will be administered at a time that overlaps the time of the scheduled examination, whether or not the examination is conducted at the law school. If the examination cannot be taken at the law school, special accommodations may be arranged for the examination to be taken at a venue convenient to the student, if the request is deemed appropriate by the law school and proctoring and other arrangements can be made without additional expense to the college.

Questions about the meaning or application of these rules should be addressed to the Registrar.

GRADES

A. Grading System

The college uses the alphabetical system of grading for most courses. Some courses, however, are graded on a pass/fail basis. Those grades include honors pass, pass, low pass, and fail. Pass/fail grades are not used in computing the cumulative grade point average. The courses graded in this manner (some skills simulation courses, journals, and clinical courses) are indicated in the [Course Listings](#) available on the website.

With the permission of the Associate Dean for Academic Affairs, the professor may drop any student from the course for unsatisfactory classroom performance or for misconduct. There is no system by which grades can be increased for outstanding classroom performance.