Summer 2019 Final Exam Schedule

Examinations must be taken at their scheduled times. No changes will be made.

In case of an emergency that prevents you from taking an examination at the scheduled time, immediately contact the Office for Student Affairs at (313) 577-3997 or the Law School Records Office at (313) 577-3979 or (313) 577-8023.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXAMINATION</th>
<th>TIME</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>Monday, July 8</td>
<td>Professional Responsibility – B. Chapin</td>
<td>5:35 p.m.</td>
<td>A-G 1515</td>
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<tr>
<td></td>
<td>LEX 6810 001</td>
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<td>H-N 1525</td>
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<td>O-Z 1535</td>
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<tr>
<td>Tuesday, July 9</td>
<td>Employment Law – D. Mayer</td>
<td>6:00 p.m.</td>
<td>1525</td>
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<td>LEX 7221 001</td>
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<tr>
<td>Thursday, July 11</td>
<td>State and Local Taxation – L. Gandhi</td>
<td>5:20 p.m.</td>
<td>1545</td>
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<td>LEX 7771 001</td>
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No Scheduled Examinations:

Advanced Legal Writing: Appellate Advocacy – A. Neville
Interviewing and Counseling – D. Moss
Topics in Advanced Legal Research – J. Bissett & V. Thomas (Take-home)
Trial Advocacy – T. Connors

Free Legal Aid – R. Robichaud

Asylum and Immigration Law Clinic (Advanced) – S. Balgamwala
Business and Community Law Clinic (Advanced) – A. Choike
Legal Advocacy for People with Cancer Clinic (Advanced) – K. Smolinski

Criminal Justice Externship Colloquium – E. Julien
Judicial Externship Colloquium – D. Ellman & E. Gleicher
Public Interest Externship Colloquium – R. Robichaud
1. **PLEASE** make sure that you go to the correct room for each of your examinations. Only one student may be seated at a desk. Students must sit every other desk. The proctor has only enough exam copies for the number of students assigned to the room.

Please arrive at least 15 minutes early to your exam. Remember to allow sufficient time for travel to your exam, particularly in inclement weather.

No briefcases, books, paper, laptops, etc. should be taken to your examination seat unless your instructor has authorized you to do so. With the exception of a laptop that is being used to take the examination in accordance with Law School policy (and a USB drive for purposes of back-up in connection with an approved laptop), **ABSOLUTELY NO ELECTRONIC DEVICES** (iPods, headphones, cell phones, pagers, watches, etc.) ARE PERMITTED IN THE EXAMINATION ROOMS, with the exception of a calculator that is not otherwise a communications device if and only if such a calculator is explicitly permitted by the professor for the examination at issue. Noise-canceling headphones may not be worn in place of earplugs. Electronic devices should be left at home or in your vehicle. Any other personal belongings such as backpacks, purses, textbooks, etc. that are not explicitly permitted for use during the exam by your instructor must be placed at the front of the room during the exam. The Law School cannot accept responsibility for your personal items brought into the examination room. If you have any concern about those items, you should leave them at home or in your vehicle. If you need access to personal hygiene or medical products during the exam, please put them in a small bag marked with your name, and give the bag directly to the proctor before the start of the exam. Please feel free to use an opaque bag to preserve your privacy, but please do not use such a large bag as to raise a question as to whether you are including more than the permitted personal products in the bag.

Because the temperature in all Law School classrooms can fluctuate significantly, please dress in appropriate layers of indoor clothing that can easily be removed or added if needed. Heavy outdoor coats may not be worn during your examination and must be left on an empty seat in front of you (clearly out of your reach) or in the back or front of the room.

2. Examinations must be taken at their scheduled time. No changes will be made, even when you have two (2) exams on the same day. A student who is unable to take an examination because of illness, etc. must contact the Law School’s Office of Student Affairs prior to the scheduled start time for the examination.

Failure to take an examination when scheduled without officially withdrawing or obtaining prior approval from the Office of Student Affairs will result in a grade of “F” or “NC” for the course. **IN CASE OF AN EMERGENCY**, call the Law School’s Office of Student Affairs at (313) 577-3997 or (313) 577-8040 or the Law School’s Office of Records & Registration at (313) 577-8023, (313) 577-3978 or (313) 577-3979. **DO NOT UNDER ANY CIRCUMSTANCES CONTACT YOUR PROFESSOR IN CASE OF AN EMERGENCY.**

3. Examination books, scantrons and scratch paper are distributed free at each examination.

Ear plugs, pens, pencils and erasers are **not provided**; you must bring your own. If you are taking a laptop examination, bringing a USB drive is highly recommended as a back-up device.

**Bring a pen and a no. 2 pencil with an eraser to each of your exams. Again, such materials are NOT supplied for you.** All handwritten examinations should be written in ink (unless otherwise specified). Only a no. 2 pencil may be used on any computer-graded scantron answer sheets. **When using a computer-graded scantron answer sheet, your exam number should be put ONLY in the space marked “Identification Number.” Do not put your name, ID number, Social Security number or other identifying information on this sheet.**

4. Each student will receive an examination and a perforated examination number card. **Only your examination number should be used as an identifier on your examination book(s), EBB program for laptop exam, exam copy, and/or computer-graded scantron answer sheet. DO NOT put your name, ID number or Social Security number on your examination.** Your name and other identifying information should be put only on the large portion of the examination number card that is returned separately from your exam. This card must be filled out completely prior to handing it to the proctor(s) at the end of the exam. You must tear off the small portion of the exam card and keep it for your records.

5. **Do not open the examination copy or begin writing until the proctor has announced the beginning of the examination.**

**Please read the instructions on each examination.** If instructed to return your examination questions with your answers, please write your exam number on every page of the questions and return all pages with your answers.

6. Students must remain seated during the entire examination period, except for bathroom breaks, until finishing the
examination. A student who finishes an examination before the final 15 minutes of the examination period may leave the room after turning in the examination and examination number card (and any other materials directed to be collected). A proctor will distribute exams at the beginning of the examination period only once all students in the room are seated. Any student who is still in the examination room during any portion of the final 15 minutes of the examination period MUST remain seated after the examination period has ended until the proctor has collected all examinations and examination number cards and dismissed the room. Absolutely no conversation or communication between students is permitted at any time during the period beginning with distribution of examinations and ending with the collection of the final examination in the room at or after the end of the examination period.

7. **Students may leave the room (not the building) one at a time** during the examination for a restroom break, subject to the following restrictions:

   a. Any student leaving the room temporarily must leave that individual’s examination with the proctor until the individual returns to the room. Such a student must also sign in and out on the sign-out sheet, including the time the student left and returned from the restroom. Absolutely no personal items may be accessed before, during or after a student restroom break, except that a student who has provided the proctor before the start of the exam with a small bag labeled with the student’s name and containing personal hygiene or medical products may retrieve such bag from the proctor at the time of signing out for a restroom bag and must return such bag to the proctor at the time of signing back in following the restroom break.

   b. Students are not allowed to leave the building for any reason while taking an examination.

8. If an examination has two parts and each part is handed out and timed separately, the previous stated restrictions are the same with the following exception:

   All students who finish part I of the exam early must remain in the room after they have turned in the first part. No student is permitted to leave the room and congregate in the hallways during an examination.

9. **Academic honesty:**

   Students are expected to complete all parts of all exams without outside assistance. During exams, please keep completed scantron answers and handwritten answers covered, and place scantrons and written answers face down on the desk once completed. Students may not discuss the exam at any time while in the exam room, including after the exam has ended.

   If you witness any behavior that you believe to be academic dishonesty in connection with an exam, please notify the proctor during the exam, or notify the Law School’s Assistant Dean for Student Affairs if you become aware of academic dishonesty before or after the examination period.

10. **Exam ending procedures:**

    a. The proctor will write on the blackboard the time remaining in 30-minute/half-hour increments and will write on the blackboard when 15 minutes, 10 minutes, 5 minutes, and 1 minute remain in the examination period. When the time period has ended, the proctor will so announce and instruct students to stop writing or typing immediately. Students taking the exam on a laptop computer must immediately initiate the procedure to save the exam. Students are required to stop writing or typing an answer as soon as the proctor announces the end of the time period. **If a student continues to write or type an answer after the end of the time period, the proctor will immediately collect the examination number card and the examination (if the answer is handwritten) and report the student to the Law School’s Office of Student Affairs.**

    b. A student completing an examination before the final 15 minutes of the examination period may (while staying seated) raise the student’s hand to signal for the proctor to come and collect the student’s examination number card and examination (if the examination is handwritten). The student may then leave the examination room and must leave the classroom building immediately thereafter.

    c. Within the final 15 minutes of the examination period, students may not turn in their examinations or leave the room. When time is called for the exam, each student must stop writing or typing an answer immediately. The proctor will check that each student has stopped writing or typing an answer. The proctor will then walk around the room collecting each student’s examination number card and examination (if the answer is handwritten). Students must remain seated and may not begin talking until all the exams have been collected. When every student’s exam is collected, the proctor will dismiss everyone at once.

11. **Examinations will begin and end promptly.** If a student arrives in an examination room within 10 minutes of the scheduled start time for the examination, the student will be permitted to take the examination in the examination room with the other students taking that examination. A student who arrives within 10 minutes of the scheduled start time will not be given any additional time to complete the examination and will be required to end the examination with all the other students in the room. If a student arrives in an examination room 10 or more minutes after the scheduled start
time for the examination, the student will be sent directly to the Law School’s Office of Student Affairs or Office of Records & Registration. A determination as to whether the student will be permitted to take the examination and under what circumstances will be handled on a case-by-case basis.

12. **Take-home examinations:** Take-home examinations are available, for pick up and return in person, in the Law School’s Office of Records & Registration, Room 1223, between 8:30 a.m. and 5:00 p.m. Monday through Friday only. The Law School’s Office of Records & Registration does not accept e-mailed or faxed examinations. An instructor may, but is not required to, permit take-home examinations to be available for online check out and submission through the Electronic Blue Book online portal. EBB take-home exam check out and submission will be accessible from 8:30 a.m. on the first day of the exam period until 5:00 p.m. on the last day of the exam period, unless otherwise specified by the instructor. Please carefully review the instructions for EBB take-home exams, available at [http://law.wayne.edu/students/academic-schedule.php](http://law.wayne.edu/students/academic-schedule.php), if you utilize this option.

13. **Grading process:** Examinations are given to the instructor with a list of exam numbers. As the not-final grades in each examination are turned in to the Law School’s Office of Records & Registration, they are checked to ensure they are in compliance with any applicable grading curve. The Office of Records & Registration then matches the names to the exam numbers and returns this list to the instructor to factor in participation bumps. Instructors return final grades to the Office of Records & Registration. The final grades must then be approved by the Law School’s Associate Dean, taking into account any applicable grading curve. Once final grades for a class have been approved, the list of final grades identified only by exam numbers will be posted to Canvas for each class. Courses for which students have filled out Pass/No Credit elections will be posted in Canvas for at least 3 days prior to being posted to transcripts. Once grades are posted to transcripts, students may view them in Academica ([https://academica.aws.wayne.edu/](https://academica.aws.wayne.edu/)).

14. **Grades are not mailed.** Once processed through your instructor(s) and the Law School’s Office of Records & Registration, you may obtain a copy of your grades through Academica. You will need your Access ID and password to log into Academica. If you have any difficulty accessing your grades through Academica, contact the C&IT Help Desk at 313-577-4778. In order to locate your grades in Academica, click on the “Student Resources” link under WSU Resources, then click on “Student Records,” then click on “Final Grades,” and follow the prompts.

**Grades will not be given out over the telephone, fax or e-mail.**

The due date for faculty to submit their preliminary (i.e., not final) grades for Fall and Winter semester Law School classes is four weeks after the date of the examination (or four weeks after the last day of the applicable exam period for classes in which there was a take-home exam or paper). For the Spring/Summer semester, the deadline is two weeks after the exam period ends. Please note that, due to the Law School’s administrative approval and grade finalization process, final grades will not necessarily be available for viewing by the deadlines noted above.

Please remember that, if you order a transcript on-line, it is not processed through the Law School Office of Records & Registration. If you have any problems with an on-line request, you will need to contact the University Registration Office.

You may, however, order your transcript in person at the Law School’s Office of Records & Registration by faxing or sending a signed request to the Office. The fax number is (313) 577-9800, and the mailing address is Law School Records & Registration, Wayne State University, 471 W. Palmer, Ste. 1223, Detroit, MI 48202.

**PLEASE DO NOT MAKE NOISE IN THE HALLWAYS WHILE EXAMS ARE IN PROGRESS.**

Please remember: If you have any exam-related emergencies, questions, concerns or problems, contact the Law School’s Office of Student Affairs or the Law School’s Office of Records & Registration.

**DO NOT UNDER ANY CIRCUMSTANCES CONTACT YOUR PROFESSOR.**

**Law School Office of Student Affairs**
Room 1255, Law School Building
(313) 577-3997
(313) 577-8040

**Law School Office of Records & Registration**
Room 1223, Law School Building
lawrecords@wayne.edu
(313) 577-3979
Additionally, if you have any questions or concerns about laptop exams or your computer, contact:

**Law School Information Technology**
Room 3320, Law School Library Building, 3rd floor
lawit@wayne.edu
(313) 577-3960
(313) 577-3950