Summer 2017 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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<tbody>
<tr>
<td>Monday, July 10</td>
<td>Family Law – M. Faupel</td>
<td>6:15 p.m.</td>
<td>1535</td>
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<td>Equitable Remedies – D. Chardavoyne</td>
<td>6:15 p.m.</td>
<td>1545</td>
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<tr>
<td>Tuesday, July 11</td>
<td>Professional Responsibility – B. Chapin</td>
<td>5:20 p.m.</td>
<td>1545 (A-J)</td>
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<td>1535 (K-Z)</td>
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<tr>
<td>Wednesday, July 12</td>
<td>No exams</td>
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<tr>
<td>Thursday, July 13</td>
<td>No exams</td>
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No Scheduled Examinations:
Alternative Dispute Resolution – M. Nowakowski
Legal Writing Advanced: Appellate Advocacy – A. Neville
Trial Advocacy – T. Connors
Topics in Advanced Legal Research – V. Thomas (Take-home)
Free Legal Aid – A. Lowe
Asylum and Immigration Law Clinic (Advanced) – R. Settlage
Legal Advocacy for People with Cancer Clinic (Advanced) – K. Smolinski
Patent Procurement Clinic (Advanced) – D. Berry
Transnational Environmental Law Clinic (Advanced) – N. Schroeck
Corporate Counsel Externship Colloquium – S. Diehl
Criminal Justice Externship Colloquium – E. Julien
Judicial Externship Colloquium – E. Gleicher & P. Mariani
Public Interest Externship Colloquium – J. Kaplan
1. **PLEASE** make sure that you go to the correct room for each of your examinations. Only one student should be seated at a 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. iPods, headphones, etc. are **not permitted** in the examination rooms. All cellular telephones, pagers and all other electronic devices **MUST BE TURNED OFF AND CONCEALED during the examination.** You are not permitted to have any electronic devices on your examination desk or seat, other than a laptop computer if you are using it to take the exam.

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 Office for Student Affairs prior to the examination.

   Failure to take an examination without officially withdrawing or prior approval of the Office of Student Affairs will result in a grade of "F" for the course. **In case of an emergency**, call the Law School’s Office of Student Affairs at (313)577-3997, (313) 577-3993 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, they 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 the computer graded answer sheets. **When using a computer graded answer sheet, your exam number only should be put 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 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 in to the proctors 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 only once all students are seated. **Students shall remain seated after the exam period has ended until the proctor has collected all examinations and examination number cards and dismissed the room.**

7. **Students may leave the room (not the building) one at a time** during the examination for a bathroom 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.
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. **Exam ending procedures:**

   a. The proctor will write on the black board the time remaining in 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 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). When every student’s exam is collected, the proctor will dismiss everyone at once.

10. **Examinations will begin and end promptly.** If a student arrives within 10 minutes of the examination start time, that student will be required to take the examination in the examination room with the other students taking that examination, will not be given any additional time, and will end the examination with all the other students. If more time has elapsed (i.e., 10 minutes or more) since the commencement of the examination, the student will be sent directly to the Law School’s Office of Student Affairs Office or Office of Records & Registration. Accommodations will be dealt with on a case-by-case basis.

11. Take-home examinations are available, for pick up and return in person, in the Law School Office of Records & Registration, Room 1223, between 8:30 a.m. and 5:00 p.m. Monday through Friday only. The Law School 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 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.

12. **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 Office of Records & Registration, they are checked to ensure they are in compliance with any applicable grading curves. The Office of Records & Registration then matches the names to the exam numbers and returns this list to the instructors to factor in participation bumps. Faculty members return their final grades to the Office of Records & Registration. The grades must then be approved by the Associate Dean. Once final grades have been approved, a list of the not-final and final grades is posted by examination number in Blackboard for students to view online. A hard copy is also be available for viewing in the Law School Office of Records & Registration during business hours. Courses for which students have filled out Pass/No Credit elections will be posted in Blackboard for at least 3 days prior to being posted to transcripts. Once grades are posted to transcript, students may view them in Academica.

13. **Grades are not mailed.** Once processed through the faculty and the Law School Office of Records & Registration, you may obtain a copy of your grades through WSU Academica at: [https://academica.aws.wayne.edu/](https://academica.aws.wayne.edu/). In order to access Academica, you will need your Access ID and password. If you have difficulty logging on, contact the C&IT Help Desk at 313-577-4778. After logging onto WSU 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 term 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 Summer term, 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 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 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 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) 577-3993

Law School Office of Records & Registration
Room 1223, Law School Building
lawrecords@wayne.edu
(313) 577-3979
(313) 577-8023

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