

## Summer 2023 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.

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| DATE              | EXAMINATION   | TIME      | ROOM |
|-------------------|---|-----------|------|
| Monday, July 17   | Accounting for Lawyers – A. Schenk<br>LEX 7001 001    | 6:00 p.m. | 1545 |
| Thursday, July 20 | Professional Responsibility – D. Tyus<br>LEX 7216 001 | 6:00 p.m. | 1535 |

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### **No Scheduled Examinations:**

Advanced Legal Writing: Appellate Advocacy – A. Neville  
Trial Advocacy – R. Carter

Corporate Counsel Externship Colloquium – C. Reis  
Judicial Externship Colloquium – E. Gleicher & K. Hopkins  
Public Service Externship Colloquium – D. Ellman  
Public Service Externship Colloquium – D. Ellman

All externship practicums

WAYNE STATE UNIVERSITY LAW SCHOOL  
**EXAMINATION RULES AND PROCEDURES**

July 2023

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

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 if possible. 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. **If you are authorized to bring materials for an open-book exam, please note that all materials MUST be in hard-copy format. Electronic documents and textbooks CANNOT be accessed during in-person exams.** 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 under an empty desk near you 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 the 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 Dean Welch (J.D. students) or Dean Taylor-Vargo (LL.M. students) **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 appropriate dean will result in a grade of "F" or "NC" for the course. J.D. students must contact the Assistant Dean for Student Affairs, Brandi Welch at (313) 577-9293 or [BrandiWelch@wayne.edu](mailto:BrandiWelch@wayne.edu) and LL.M. students must contact the Assistant Dean of Non-J.D. Programs, Nikki Taylor-Vargo at (313) 577-2733 or [nikkity@wayne.edu](mailto:nikkity@wayne.edu). **In case of a last minute emergency**, J.D. students should immediately call the Law School's Office of Student Affairs (313-577-9293 or 313-577-3997) or the Law School's Office of Records and Registration (313) 577-8023, (313) 577-3978 or (313) 577-3979 and LL.M. students should call the Assistant Dean of Non-J.D. Programs at (313) 577-2733 or the Law School's Office of Records and Registration (313-577-8023, 313-577-3978 or 313-577-3979). **DO NOT UNDER ANY CIRCUMSTANCES CONTACT YOUR PROFESSOR IN CASE OF AN EMERGENCY RELATING TO AN EXAMINATION.**

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 in 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 after 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 if applicable. If you become aware of behavior that could constitute academic dishonesty before or after the examination period, immediately notify Brandi Welch (J.D. students) or Nikki Taylor-Vargo (L.L.M. students) in the Law School's Office of Student Affairs ([lawsao@wayne.edu](mailto:lawsao@wayne.edu) or 313-577-3997) or Rebecca Hollancid in the Law School's Office of Records and Registration ([lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) or 313-577-8023, 313-577-3978 or 313-577-3979). **ACADEMIC DISHONESTY IS A VIOLATION OF THE UNIVERSITY STUDENT CODE OF CONDUCT.**

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 and the Law School's Office of Records and Registration. CONTINUING TO WRITE OR TYPE AN ANSWER AFTER THE END OF THE EXAMINATION TIME PERIOD IS ANNOUNCED CONSTITUTES ACADEMIC DISHONESTY AND IS A VIOLATION OF THE UNIVERSITY STUDENT CODE OF CONDUCT.**
- 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 and 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 online check out and submission through the Electronic Bluebook online portal (not the same as the EBB software used for in-class exams) between 8:30 a.m. on the first day of the exam until 5:00 p.m. on the last day

of the exam period, unless otherwise specified by your instructor. Please carefully review the instructions for EBB online take-home exams which will be emailed to you prior to the exam period. The Law School's Office of Records and Registration does not accept e-mailed or faxed examinations except as outlined in the EBB online portal instructions for technical difficulties encountered with the EBB web portal.

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 and Registration, they are checked to ensure they are in compliance with any applicable grading curve. The Office of Records and Registration then matches the names to the exam numbers and returns this list to the instructor to factor in participation bumps. Instructors return their final grades to the Office of Records and Registration. The instructors' final grades must then be approved by the Law School's Associate Dean, taking into account any applicable grading curve. Once grades for a class have been approved by the Associate Dean, grades for students who elected the class on a Pass/No credit basis will be posted in Canvas (occasionally the entire list of class grades may be posted in Canvas, depending on the number of students and Pass/No credit elections). All grades will be posted to transcripts no earlier than three (3) days after the Pass/no credit election grades have been posted in Canvas. Once grades are posted to transcripts, students may view them in Academica (<https://academica.aws.wayne.edu/>).
14. **Grades are not mailed.** Grades are available through Academica (<https://academica.aws.wayne.edu/>) once posted to transcripts. 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.**

Faculty are expected to submit preliminary (i.e., **not final**) grades for Fall and Winter semester Law School classes no later than four weeks after the date of the examination (or four weeks after the last day of the applicable exam period for classes for which there is a take-home exam or paper). For the Spring/Summer semester, faculty are expected to submit preliminary grades within two weeks of the last day of the exam period. Please note, however, that a variety of circumstances may lead to unanticipated delays, including illness, family emergencies and significant numbers of exam variances affecting particular classes. The Law School's administrative approval and grade finalization process begins only after faculty submit their final grades and may take at least another week or two.

**Please remember: If you have any exam-related emergencies, questions, concerns or problems, contact the appropriate dean for your program at the contact information listed below, or the Law School's Office of Records and Registration.**

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

**Law School Office of Student Affairs**

Suite 1255, Law School Building

[lawsao@wayne.edu](mailto:lawsao@wayne.edu)

(313) 577-3997

Brandi Welch, Assistant Dean of Student Affairs (Contact for J.D. students)

[BrandiWelch@wayne.edu](mailto:BrandiWelch@wayne.edu)

(313) 577-9293

Nikki Taylor-Vargo, Assistant Dean of Non-J.D. programs (Contact for LL.M. students)

[nikkitv@wayne.edu](mailto:nikkiv@wayne.edu)

(313) 577-2733

**Law School Office of Records and Registration**

Suite 1223, Law School Building

[rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)

(313) 577-3979  
(313) 577-8023

**If you have any questions or concerns about laptop exams or your computer, contact:**

Rebecca Hollacid  
(313) 577-8023  
rhollacid@wayne.edu