

Emory Law Student Handbook Addendum

2018-2019 School Year

The language below is related to the section titled “Deferral of Examinations,” which starts on [page 41](#). This language is a correction on page 41, clarifying the definition of a conflict by correcting the statement, “Students with three 9:00 a.m. exams or three 2:00 p.m. exams on three consecutive days are *ALSO* deemed to have a conflict unless it is a direct result of correcting a same day conflict and there is no other option available.”

The correct statement is, “Students with three 9:00 a.m. exams or three 2:00 p.m. exams on three consecutive days are *NOT* deemed to have a conflict unless it is a direct result of correcting a same day conflict and there is no other option available.”

Deferral of Examinations

It is faculty policy that examinations be taken on the day and at the time scheduled except if the student is excused by accident, illness, involuntarily assumed obligations, or pursuant to the ADA or as designated by the Registrar of the law school. A student who is ill on the day of the examination must present the excuse to the Associate Dean for Academic Affairs or his/her designee. It is within the discretion of the Assistant Dean to accept or reject the excuse offered. Medical certification of the excuse is required.

Prior to exams, the Registrar’s office will conduct a conflicts check, notifying all students who have exam conflicts and explaining how those conflicts will be accommodated. A conflict is defined as occurring if a student has two examinations within a 24-hour period, i.e. at 9:00 a.m. and 2:00 p.m. on the same day or at 2:00 p.m. and 9:00 a.m. the next day. Students with three 9:00 a.m. exams or three 2:00 p.m. exams on three consecutive days are not deemed to have a conflict unless it is a direct result of correcting a same day conflict and there is no other option available. The Registrar’s offered conflict plan cannot be altered or appealed unless students choose the option to take all exams as scheduled, rather than accepting the Registrar’s conflicts plan, by notifying the Registrar within 24 hours of receiving their conflict resolutions.

Any student who fails to appear for an examination without an excuse obtained in advance receives an automatic grade of “F.” Once a student has started an exam, they must complete the exam or forfeit the right to finish. Students who become ill during examinations or who miss a part of an examination for some other reason are dealt with by the Associate Dean for Academic Affairs or his/her designee and the faculty instructor.

The Emory Law Registrar’s office administers make-up exams.