

Petition for Rescheduling an Examination

Before petitioning for rescheduling of a law school exam, students should review the faculty policy on rescheduling exams. (Please see Law School Rules.) Petitions falling outside of the scope contemplated by the faculty will not be granted. Every petition to reschedule must be supported by appropriate documentation. This petition and supporting documentation must be on file in the office of the Assistant Dean before any examination is released. Extensions of time beyond the examination period will be granted only under extreme circumstances.

Student Name: _____ Campus ID: _____

E-Mail: _____ Year in Law School: _____

Name of exam to be rescheduled: _____ Mid Term Final

Instructor: _____ Date and time: _____

All petitions must be pre approved by the Assistant Dean of Academic Affairs.

Reason for Rescheduling:

Current course data for all classes:

Crs:	Sec:	Course Name:	Instructor:	Exam Day:	Date:	Time:	Take Home:
_____	_____	_____	_____	_____	___/___/___	___:___	___ check
_____	_____	_____	_____	_____	___/___/___	___:___	___ check
_____	_____	_____	_____	_____	___/___/___	___:___	___ check
_____	_____	_____	_____	_____	___/___/___	___:___	___ check
_____	_____	_____	_____	_____	___/___/___	___:___	___ check

For Office Use Only

Exam Reschedule Information:

Crs:	Sec:	Course Name:	Day:	Date:	Start:	End:	Rm:
_____	_____	_____	_____	___/___/___	___:___	___:___	_____
_____	_____	_____	_____	___/___/___	___:___	___:___	_____
_____	_____	_____	_____	___/___/___	___:___	___:___	_____
_____	_____	_____	_____	___/___/___	___:___	___:___	_____
_____	_____	_____	_____	___/___/___	___:___	___:___	_____

Student Signature

Date

Signature of Assistant Dean

Date

Rescheduling Examinations

(UW Law School Rule 6.03)

Please note current Law School Rules for changes to rules.

The policy of the law school is that all students must take examinations at the scheduled time unless there exists extraordinary and compelling circumstances, as defined below:

1. A student who is scheduled to take two examinations on the same day may postpone the second examination to the first day on which the student does not have a scheduled examination. A student who has four consecutive examinations may postpone one of the exams for one week.
2. Except in extraordinary circumstances, and examination will not be rescheduled later than the end of the examination period in which the examination is scheduled.
3. An examination may be rescheduled subject to approval of the Assistant Dean for Student Affairs, in the following circumstances:
 - a. Where illness or pregnancy of the student actually prevents the student from taking an exam, upon a physician's written certification to the Assistant Dean's office. A student who becomes ill during an examination and is unable to complete it must take a new examination.
 - b. Where a member of a student's family or his or her, "significant other," has died, and the student is attending the funeral or grieving.
 - c. Where a Sabbath or other religious observance precludes a student from taking an examination
 - d. Where a student is attending the birth of his child.
 - e. Other circumstances sufficiently similar in gravity to those above that equity requires comparable treatment.
4. The following are examples of circumstances where examinations will not be rescheduled:
 - a. Where a student is taking the bar review course in or within commuting distance of Madison. (Bar Review courses outside of Madison will be individually reviewed)
 - b. Where a student has a professional opportunity that conflicts with a scheduled examination.
 - c. Where a student is late, oversleeps, is caught in traffic, etc.
 - d. Where a student wishes to leave early for the winter or summer break.
 - e. Where a student has exams on 3 consecutive days.
5. If a student takes a rescheduled examination, the instructor, with the advice of the Assistant Dean, has discretion to grade the student on a numerical scale, to give the student a letter grade, or to grade the student on a satisfactory-unsatisfactory basis.
6. Whenever possible requests for postponements should be made to the Office of the Assistant Dean not later than four weeks before examinations begin. Students should not request special arrangements for examinations from the instructor in a course. Questions about the meaning or application of these rules should be addressed to the Assistant Dean.