UB LAW EXAM RELIGIOUS AND EMERGENCY DEFERRAL -- FALL 2020

- If you have an emergency during exams (sickness, car accident, etc), please email exams@ubalt.edu or call the Exam Administration (410-837-4082) ASAP and speak with the Head Proctor.

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<th>Name:</th>
<th>Student ID # (7 digits):</th>
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<th>Phone:</th>
<th>Division:</th>
<th>☐ Day</th>
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**REASON FOR REQUEST:**

☐ Religious reason supported by letter from the appropriate religious leader. A new letter must be submitted each semester. *(Attach to this request)*

☐ Medical Illness

☐ I have active symptoms of COVID-19 or other medical illness which inhibits my ability to complete my exam during the scheduled day/time.

☐ I have attached medical documentation (from in-person or telemedicine appointment).

☐ Military Personnel/National Guard

☐ I have been called up for service. I attached my orders to report to this request.

<table>
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<tr>
<th>Exam/Course Name (List All Timed Exams)</th>
<th>Professor/Section</th>
<th>Scheduled Date/Time</th>
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**Notes from student:**

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I affirm that I have read the Honor Code and that I understand my rights and responsibilities as set forth in the Code. I solemnly affirm that I will at all times proceed fairly and honorably as a scholar and future practitioner of the law. I will support, uphold, and conduct myself in accordance with the Honor Code. I will neither condone nor tolerate cheating, plagiarism, collaboration or falsification or any other violation of the Honor Code of the School of Law. I acknowledge my duty to report violations by other members of the law school community and will direct those violations to the Assistant Dean of Students, Paul Manrique at pmanrique@ubalt.edu.

______________________________________________  ____________________________
Student’s Signature                                    Date
FINAL EXAM DEFERRAL PROCEDURES

All exam communications will be sent to your UBALT email address.

If your request is granted, most examinations will be granted the ability to take the exam within 24 hours of the original start time of the exam. This aligned with the standard deferral process, which schedules exams to the next day to provide 24 hours to have all students complete the exam as close to the original administration as possible. This provides flexibility to self-schedule within a 24 hour window, but maintain integrity of the examination.

Note: OAA staff are available to assist with exam issues only during the Monday to Friday 9:00am to 9:00pm window that the exam control room would be open, however you will be able to take the exam during late night or early morning if that option works best for you. You will receive the password with the class, at the start of the exam, if you are granted the 24 hour window.

If you have documentation to support that you are unavailable due to medical condition, national guard service, or religious obligation you will be assigned a date for your deferred exam – you will not choose the date/time. Schedules will be assigned based upon documentation and other law school exam administration policies.

We cannot remove the exam as a requirement for completing the course.

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Exam Course Name/ Section #) (List All Timed Exams)</th>
<th>Professor</th>
<th>Re-scheduled Date/Time OR 24 Window</th>
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Notes:

Request Approved:

Request Denied:

Reviewer and Date Reviewed: