

LAW SCHOOL FINAL EXAM DEFERRAL POLICY

1. Deferrals may be granted for the following situations:

- a. Two examinations at the same time. If two exams are scheduled at the same time on the same day, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time.
- b. Two exams that start closer than 24 hours apart (example: one exam at 9am and one at 6pm on the same day or one exam at 6pm and one the next day at 1pm). If two exams are scheduled within 24 hours, the exam in the required course must be taken and the other deferred. If both are electives, one must taken at the scheduled time
- c. Religious reasons supported by a letter from a minister, priest or rabbi (written on appropriate letterhead).

NO DEFERRALS WILL BE GRANTED BECAUSE OF STUDENT EMPLOYMENT OR WEDDINGS. ONLY IN CLASS EXAMS MAY BE DEFERRED. TAKE HOME EXAMS CANNOT BE DEFERRED.

2. Deferred examination procedures:

- a. Deferral requests will be accepted during the published deferral period only and must be turned in to the Office of Academic Affairs (7th floor floor, law school) or emailed to Exams@ubalt.edu Students will be notified by e-mail if their deferral request is granted or not. If it is not granted, a reason will be given.
- b. No deferral will be processed if it does not contain the student's semester blind grading ID number and/or is not properly completed as instructed. No deferral will be granted during the examination period except for documented emergencies.
- c. All exams must be listed in the space provided. After reviewing the exam schedule, students will be assigned the next available deferral time slot to take the deferred exam.
- d. An exam may only be deferred to a date and time after the scheduled exam date and time.
- e. On the date of the deferred exam, the student must report to the assigned room. The exam will begin at the time indicated in an email about one week before the exam.

3. Emergency Deferrals

If during the examination period any emergencies arise (e.g. car accident, serious medical issue), Rebecca Bainum (rbainum@ubalt.edu, 410-837-5283) or Dean Sloan (asloan@ubalt.edu) must be contacted and proper documentation must be presented to arrange a deferral.