

- 1) Exceptions to the schedule and procedures must be sought in advance from the assistant dean for student affairs or Student Records Office personnel, except when sickness, emergency or personal circumstances beyond the student's control occur. In cases of emergency, call (434) 924-1363 or (434) 924-4072.
- 2) Exceptions are granted only for reasons that arise out of personal circumstances beyond the student's control. Vacations, honeymoons, employment-related activity and lower airfares are specifically excluded as appropriate reasons for rescheduling an exam. Relief will not be granted for sickness or other emergencies unless the student actually has been deprived of the ability to take all exams on an every-other-day basis.
- 3) Receiving an exception to exam procedures does not automatically result in a make-up exam. The assistant dean for academic services or the faculty Academic Review Committee, with the cooperation of the course instructor, may implement one of the following options:
 - a. Assign an "NG" (No Grade) for the course and require the student to take the same or a different exam within a reasonable time following the exam period.
 - b. Assign an "NG" (No Grade) for the course and require the student to take the examination for the course the next time it is regularly offered.
 - c. Assign an "NC" (No Credit) grade for the course.
- 4) Exceptions will not be granted to permit a less-crowded exam schedule unless the student has more exams than can be taken on an every-other-day basis beginning with the first day of the exam period.
- 5) Exceptions will not be granted to permit a more convenient schedule for a student who wishes to complete exams earlier than scheduled.

V. RESEARCH PAPERS

A. ORIGINAL WORK REQUIRED

Any paper or other written work submitted for any Law School course, seminar or independent research project must be solely the original work of the student in whose name the work is submitted, with all sources acknowledged.

B. MULTIPLE SUBMISSIONS

No paper or written work, or portion thereof, may be submitted for credit toward the law degree that has been previously submitted in identical or similar form in another course or seminar or any other forum anywhere, either within the Law School or any other setting. The work submitted for credit toward a law degree must be completed originally and solely for the requirement for which it is submitted.

- 1) If a student wishes to submit work for credit toward the law degree which he or she has begun previously (but was not submitted for academic credit) the student must submit the previous work to the instructor in advance for approval. Such approval must be in writing on a form available from the Student Records Office.
- 2) Similarly, no paper or similar papers may be submitted in more than one course or seminar or independent study or any other forum anywhere either within the Law School or any other setting simultaneously without the advance written permission of the instructors to whom the paper will be submitted, on a form available from the Student Records Office. If permission is granted, the paper must be at least twice the length required for each course or seminar for which it is submitted.

C. DEADLINES AND EXTENSIONS

Unless the instructor announces an earlier deadline, all papers for academic credit are due no later than 5 p.m. on the last day of the exam period. Instructors may not grant deadline extensions; all authority in this matter is delegated by the faculty to the assistant dean for academic services and the assistant dean for student affairs.

Deadline extensions must be sought in advance of the scheduled deadline and will be granted only in the following circumstances:

- 1) A medical or other personal difficulty has so interfered with the student's ability to complete his or her work that in the opinion of both the instructor for whom the paper is due and the assistant dean for student affairs that an extension of time is necessary to give the student a fair opportunity to complete the project. When the extension is granted, the instructor and the assistant dean for student affairs will jointly determine a realistic date for completion of the written work. If the problem involved is a continuing problem and it is not possible to set a completion date, the course may remain "pending" for up to one semester, at which time, if a definite completion date is still not determinable, the grade NC (No Credit) will be entered on the student's transcript. That grade will not be changed unless the student completes the required written work.
- 2) The project or paper has changed so that either the subject matter is substantially different or the work needed to complete the original project, due to a change in the scope of the project or the contemplated depth of analysis, is significantly greater than was contemplated by both the student and the instructor at the time the project or course began. If the student has initiated the change in the nature of the project, the change must have been brought to

the attention of the instructor and agreed to by him or her before the end of the semester in which the course or project was begun. In addition, the student must satisfy the instructor that he or she has made substantial progress toward completion of required work, meaning that most of the necessary research has been completed and a general organizational scheme for the paper exists. Documentation for the assistant dean for academic services shall include a brief statement of the work completed and the organizational scheme to be followed in writing the paper, together with a statement that the instructor has reviewed the student's application and is in agreement with the statements made therein. If an extension is granted, a realistic date for the completion of the written work will be established at that time.

D. LATE SUBMISSIONS

Students are expected to submit papers in accordance with established deadlines. Failure to submit papers when requested will result in a grade of F for the course, seminar or research project (including independent research, external studies and third-year theses).

VI. COURSE OFFERINGS

A. ENROLLMENT PROCEDURES

Except for required first-year courses and other specified courses, all students enroll in courses using the Law School's course enrollment system, LawReg. This system requires a computer with Internet access and a Web browser. Students enroll in courses for the fall and spring semesters and the January Term in accordance with the Course Enrollment Schedule and instructions published by the Student Records Office. Eligibility for course