

Withdrawal

Withdrawal from Pierce Law is a formal process specified in the Academic Rules, a copy of which can be found in the Student Handbook. A student who wishes to withdraw from Pierce Law must do so in writing addressed to the Assistant Dean for Students. It is recommended that any student considering withdrawal also contact Student Financial Services to discuss the financial implications of such action.

For students withdrawing from the Joint Degree program, tuition will be re-calculated. The student will be responsible for paying any excess in tuition that would have been charged for summer courses over the actual amount of additional joint degree tuition paid to the date of withdrawal.

Pierce Law Refund Policy

Full-time students who withdraw from Pierce Law **before the end of the first week of classes** in each semester are eligible for a full refund (less any deposits required by Pierce Law as evidence of the student's intent to enroll.)

Students who withdraw **after the first week of classes** are eligible for a refund of the tuition according to this schedule:

- Between the end of the first and second week of classes 80%
- Between the end of the second and third week of classes 70%
- Between the end of the third and fourth week of classes 60%
- Between the end of the fourth and fifth week of classes 50%
- Between the end of the fifth and sixth week of classes 40%

Students who withdraw **after the sixth week of classes** or leave without notifying Pierce Law are not eligible for a refund.

Pierce Law Refund Policy-Academic Dismissal

A student, who is dismissed from Pierce Law by action of the Academic Standing Committee after the start of a semester is entitled to a full refund for that semester. If the tuition was paid by Title IV Federal Student Aid, the refund will be paid directly to the appropriate student aid program in accordance with federal regulations. The regulations require funds to be returned, in order, to the unsubsidized Federal Stafford Loan, the subsidized Federal Stafford Loan, the Federal Perkins Loan, Federal PLUS Loan and other federal student aid programs in a prescribed manner and amount.

In addition, if there is a credit balance remaining on the student's account after all funds required to be returned by federal regulation have been returned, the remaining funds/credit balance will be returned, in order, to Pierce Law Loans, other Pierce Law funded financial aid, private loans, Federal PLUS Loan, Federal Perkins Loan, unsubsidized Federal Stafford Loan, subsidized Federal Stafford Loan, and the student. In all

instances, the total amount returned to any program will not exceed the amount the student received from that program for the semester.

Treatment of Title IV Aid When a Student Withdraws

Pursuant to federal regulations for the return of Title IV funds, Pierce Law is required to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. Withdrawing students with federal loans will be subject to both the Return of Title IV Aid *and* the Pierce Law Refund Policy, which is detailed above. The withdrawal date is defined as the actual date the student began the withdrawal process with the Dean of Students, the student's last date of attendance, or the mid-point of a semester for a student who leaves without notifying Pierce Law. In some cases, federal loans already refunded to the student may need to be returned to the lender. This could result in an outstanding tuition balance owed to Pierce Law.



REGISTRAR'S OFFICE

Welcome to the Registrar's Office. We are responsible for maintaining your academic records, course scheduling, course registration, and administering exams. Among other things, we issue transcripts, rank letters, diplomas, lockers, and parking permits. We also help manage the on-line room book.

Examination Policy

I. Changing The Date And/Or Time Of An Exam

There are only three circumstances:

A. Two or more exams scheduled for the same day.

In this instance, "day" means a day such as Tuesday. "Day" does not mean any 24-hour period; thus a Tuesday afternoon followed by a Wednesday morning exam is not a basis for change under this provision.

The Registrar's Office should be contacted within the specified posted time each semester to make arrangements to change exam times.

B. Illness

The Registrar's Office or the Assistant Dean of Students must be contacted to advise them of the illness *before* the exam begins. The exam must be made up as soon as possible. If the student misses more than one exam due to the same illness,

they will need to call the Registrar or the Assistant Dean of Students before each one.

A doctor's note is required if a student misses an exam due to illness. If the student feels very ill on the day of an exam, it is advisable to *not take the exam*. Once the exam book is opened, the student must complete the exam. The student must decide *before* the exam starts if they are well enough to take it.

C. Personal Circumstance Beyond Student's Control

If there are exceptional circumstances beyond a student's control, such as serious illness or death in the family, the Assistant Dean of Students will decide if it is appropriate to change the date and/or time of an exam. Not included under this category are early vacations, conferences, weddings, jobs with early start dates, or preferring a different schedule. Difficulties with child-care arrangements are also not included. It is advisable to have alternative child-care arrangements available in the event your child or baby sitter becomes ill or unavailable that day.

II. Changing Exam Schedules

Only the Registrar can change an exam schedule; faculty cannot make or approve these changes. In the interest of maintaining anonymity in grading, it is important NOT to discuss proposed exam changes with the faculty.

III. The Student's Responsibility

To Know Their Exam Schedule

It is very important the student know exactly when, where and the duration of each of their exams. The final exam schedule is published early in the semester, first as a tentative schedule, where major or minor glitches can be corrected, and then as a final schedule. The student must know from the final schedule exactly when and where they are scheduled to be. Course syllabi generally give the dates for midterm exams and other quizzes and exams.

The student should be in the exam room for at least 15 minutes before the exam is scheduled to begin.

IV. Students who receive accommodations for exams will receive separate instructions from the Registrar's office prior to the day of the exam. The Students and Applicants With Disabilities Policy is separately included in this Policy Handbook.

V. Items Permitted In Exam Rooms

For all exams the student must bring in their own pen and/or pencil. In all exams the student may bring something to eat and/or drink. However, please be considerate of others. For open-book exams you may bring what the instructor has authorized. If the instructor does not specify, the only electronic devices that may

be used in an exam are (1) an electronic dictionary, (2) a calculator, or (3) those approved by the Deans as a reasonable accommodation. Unless permitted by the instructor, no computer or electronic device may be used to communicate with another person during an exam.

VI. Items Not Permitted In Exam Rooms

In closed-book exams, that is, any exam not specifically designated "open book," students will not be permitted to bring books, purses, or anything beside pen and/or pencil to their seat. It is better to leave these things at home. If students do bring them to the exam room, they will need to leave them at the front of the room.

VII. Turning In Exam Materials

Students may not take extra blue books home with them. Turn in all used and unused blue books and used and unused scrap paper. The exam questions must be turned in at the end of the exam time. If a student leaves the exam room in the middle of an exam, they cannot take the exam, blue book(s), scrap paper, or any open-book exam materials with them.

VIII. Exam Instructions

When a student first receives the exam booklet, and are instructed to do so, make sure there is a complete test, i.e. if the exam is seven pages long, make sure there are seven different and consecutive pages.

Listen very carefully to the exam instructions and make sure you understand them.

Once exams are handed to students, no changes are made in them, not even for clerical corrections. If a student thinks a clerical error was made, or they are not sure how to interpret a question or part of a question, explain in writing in the answer whatever assumptions the student is making to resolve the issue. When the proctor says time is up, stop writing immediately and put your pen or pencil down on the desk.

IX. Leaving The Exam Room During An Exam

Students are discouraged from leaving the exam room during an exam. Restroom breaks must be kept brief. If a student finds it necessary to leave the room, it is not permitted to access computer terminals, smoking, or spending time speaking with others.

Whenever a student leaves the room, they should turn their exam upside down at their desk.

X. Late To An Exam

If you are more than 10 minutes late, go to the Registrar's Office; do not go directly to the exam. Students are not permitted to make up the lost time except when situations arise

that are beyond the individual's control, foreseeability, and responsibility.

XI. Take-home Exams and Papers

Take-home exams and papers must be submitted to the Registrar's Office by the time and date due. It is the student's responsibility to make certain that exams and papers are complete before handing them in to the Registrar. Students shall not consult with anyone unless authorized by the course instructor.

XII. Discussing Exams

Unless permitted by the instructor, students shall not discuss any exam with other students during the exam period.

XIII. Exam Software

Students have the option of using Electronic Blue Book (EBB) software to type their final exams. EBB, offered by Computest LLC, is fully compatible with macs. The option of taking exams via laptops is offered to the students as a convenience and privilege, not as a right. Making sure your equipment is in good working order and knowing how to use the program is the student's responsibility. Students choose this option at their own risk and should be prepared to hand write their exam in case of an unforeseen problem.

Please note the following:

1. Students are required to take a short practice exam to obtain an activation code to enter and activate the full version of EBB on the student's computer.
2. Any attempt to disable or tamper with the security features of EBB will result in an Honor Code complaint being lodged against the student.
3. Exams taken on EBB will be administered in a separate room.
4. If for any reason, the student cannot continue typing the exam using EBB software, s/he must hand write the remainder of the exam.
5. On exam day students must arrive 20 minutes prior to the start of the exam. Their laptops must be turned on and running at least 10 minutes before the exam starts. Do not activate EBB until the proctor gives you instructions.
6. Only essay portions of the exam will be administered on EBB. This program will not be offered for take home exams.
7. Use of EBB for exams is at the professor's discretion.



STUDENTS & APPLICANTS WITH DISABILITIES ACCOMMODATION POLICY

It is the policy and practice of Franklin Pierce Law Center to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Franklin Pierce Law Center based on his or her disability.

I. General Statement

In carrying out Pierce Law's policy regarding students and applicants with disabilities, we recognize that disabilities include mobility, sensory, health, psychological, and learning disabilities, and we will make efforts to provide reasonable accommodations to these disabilities to the extent it is reasonable to do so. We are unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program. This policy applies only to students and applicants to Pierce Law's academic degree programs.

II. Definitions

A. "Person with a disability" as adapted from Section 504 federal regulations - a person with a physical or mental impairment substantially limiting one or more major life activities, a record of such impairment, or is regarded as having such an impairment.

B. "Otherwise qualified person with a disability" - person with a disability who meets the academic and technical standards for admission. Essential qualifications include but are not limited to the ability to understand, analyze, apply and communicate legal concepts.

III. Admissions

A. The LSAT

In the admissions process, because extensive accommodations are provided for taking the LSAT, waiver of the LSAT is unlikely to be granted. Applications are never automatically rejected based on the LSAT and/or GPA. An indication on the LSDAS report that an applicant took an accommodated test will not be the basis for discrimination. Applicants who have taken the LSAT under both accommodated and non-accommodated conditions may find it helpful to advise Pierce Law as to why the non-accommodated score should not be considered.

B. The Application Form

Applicants are not required to indicate on the application whether they have a disability. Because overcoming hardship is one of the factors considered in the admissions process