

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, s/he is not permitted to access computer terminals, smoke, or spend 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