

Petition for Final Examination Schedule Change

Pursuant to § 6.13 of the Academic Policy Statement

Petitions to change one of two exams scheduled for the same day must be filed by the seventh week of class

Student Name: _____ Email Address: _____@pepperdine.edu

Anticipated Graduation Date: _____ 2L 3L Phone: _____

Please read the attached Academic Policy Statement § 6.13, then select A or B below, and state clearly your reason for the requested change.

- A. Permission to reschedule exam based on sub-section 6.13 (A.) of the Academic Policy Statement.
- B. Permission to reschedule exam based on sub-section 6.13 (B.) of the Academic Policy Statement.

Please circle all of your final examinations on the attached final examination schedule. Indicate below which examination you are requesting to change.

Course Name: _____ Professor: _____

Date of Exam: _____ Time of Exam: _____

You must submit a separate petition for each examination that you would like to reschedule. If you are submitting multiple petitions, please list the other examinations that you are seeking to reschedule:

All representations contained herein are true, accurate and complete to the best of my knowledge.

Student Signature: _____ Date: _____

Action by Faculty Support:

Course Name: _____

Length and Format of Exam: _____ M/C; _____ Essay; _____ Other: _____

Rescheduled Date: _____ Rescheduled Time: _____

Approval or Action by Dean: _____

**Subsection 6.13
of the Academic Standards Policy**

6.13 Exceptions to Scheduled Examination Policy: Students are required to take final examinations at the scheduled dates and times unless an exception is approved by the Academic Dean. Students should not make arrangements with their faculty or notify their faculty that their examination will be rescheduled; faculty cannot authorize any changes to the examination schedule. A student may be excused from scheduled exams only under the following circumstances:

- A. A student may petition for a rescheduled exam in the case of serious illness, personal hardship (such as the death or serious illness of a spouse, significant other, parent, child, sibling, grandparent or other close family member), accident or other emergency that arises during the examination period. The student requesting a rescheduled exam for such an emergency must have appropriate documentation demonstrating that the student was unable to take the examination at the scheduled time. In the case of an examination that is rescheduled for medical reasons, the student must be examined by a physician prior to or within 24 hours after the scheduled examination. Rescheduling in such genuine emergency situations beyond the student's control shall be governed as per below.
- B. A student may petition for a rescheduled exam if the student has two examinations scheduled on the same day. The student may take one examination at the scheduled time and the other examination either the day before or the day following the scheduled date for the examination. All requests to reschedule examinations must be made in writing using the printed form "Petition for Examination Schedule Change." All requests must be approved by the Academic Dean.

Examinations deferred under Section (A.) must be made up as soon as possible, but no later than three weeks after the end of the examination period. If a student cannot take the examination within that time, the student will receive an Incomplete in the course and will be required to take the examination the next time the course is offered.

Midterm and other interim exams may be rescheduled at the professor's discretion. The intent of this policy is to regulate only final exams.

| | Thursday 4/27 | Friday 4/28 | Monday 5/1 | Tuesday 5/2 | Wednesday 5/3 |
|-----------------|---|--|--|---|--|
| 8:30 AM | Licensing <i>Gumer</i> Immigration Law <i>Hill</i> | Acct. for Lawyers <i>Taha</i> Administrative Law <i>Ogden</i> First Amendment <i>Han</i> | Criminal Procedure <i>Han</i> <i>McGoldrick</i> | Trademarks <i>McDonald</i> Police Practices <i>Lurie</i> Environmental Law <i>Saxer</i> | Federal Income Tax <i>Johnson</i> Antitrust <i>Boliek</i> Community Property <i>Popovich</i> Int. Criminal Law <i>Graffy</i> Fin. High Tech Start. <i>Anderson</i> |
| 12:00 PM | | | | Lawyer. Nations Cap <i>Hunt - Washington DC</i> | |
| 1:00 PM | Remedies <i>Cupp</i> <i>Ogden</i> | Criminal Law <i>Caldwell</i> <i>McNeal</i> <i>Cochran</i> CA Civil Procedure <i>Schultz</i> | Business Reorg/Bankrupt <i>Scarberry</i> | Wills and Trusts <i>Knaplund</i> <i>Wendel</i> | Contracts <i>Popovich</i> <i>Pushaw</i> <i>Helfand</i> |
| | Thursday 5/4 | Friday 5/5 | Monday 5/8 | Tuesday 5/9 | Wednesday 5/10 |
| 8:30 AM | Corporations <i>Boliek</i> <i>Taha</i> Entertain. Music <i>M. Goodman</i> | Mergers & Acquisitions <i>Anderson</i> Int. Environment. Law <i>Graffy</i> | Evidence <i>Chase</i> <i>Goodno</i> | Commercial Law <i>Scarberry</i> | |
| 1:00 PM | Copyright <i>McDonald</i> Complex Litigation <i>Muller</i> Communications Law <i>McGoldrick</i> | Ethical Lawyering <i>Cochran</i> | Property <i>Wendel</i> <i>Knaplund</i> <i>Nelson</i> | | |

RESCHEDULING EXAMS

STUDENTS MAY NOT PETITION TO RESCHEDULE A FINAL EXAM UNLESS TWO FINAL EXAMS ARE TO BE TAKEN ON THE SAME DAY
PETITIONS TO CHANGE ONE OF TWO EXAMS SCHEDULED FOR THE SAME DAY MUST BE FILED BY THE SEVENTH WEEK OF CLASSES

Every effort has been made to avoid conflicts between required courses and in the final exam schedules. As noted above, final exams will not be rescheduled unless a student has two final exams scheduled in the same day. Therefore, it is important for you to pay attention to the final exam schedule when you are selecting your courses. For additional details concerning the law school final exam policies see the Academic Policy Statement (Section 6) at

<http://law.pepperdine.edu/current-students/academic-policy-forms.htm>