

NYU@NUS REQUEST FOR POSTPONEMENT OF EXAMINATIONS

Please complete one form and attached calendar for each exam to be postponed to the Administrative Manager of NYU@NUS by **July 6, 2009**.

Postponed exams will be scheduled to the first day on which no exams are scheduled or to the next available day of the following week if you have four consecutive exams in the same calendar week. Morning exams following evening exams are moved to the afternoon of the same day scheduled.

DATE: _____

NYU STUDENT ID #: N - _____

LAST NAME: _____

FIRST NAME: _____

NYU EMAIL ADDRESS: _____

PHONE: _____

DEGREE: J.D. 2L ___ 3L ___ LL.M. F/T ___ P/T ___

CONCENTRATION (IF ANY): _____

Reason For Postponement (Check One):

Two At Same Time ___ Two On Same Day ___ Evening/Morning ___ Religious (Time Adjustment) ___
Three Consecutive Exams Totalling 12 or More Credits ___ Illness (Attach Doctor's Note) ___
Exams On Four Consecutive Days In Same Calendar Week ___ Other (Attach Letter) ___
Approved OSA Accommodation (for Students with Special Needs) ___

List All Courses For Which You Are Registered, Chronologically By Exam Date, Even If There Will Be No Exam In That Course. List Both The Start And End Times Of Each Exam Listed. Consult Course Descriptions For Length Of Exams.

Professor	Course Title	Course Number	Credit	Exam Length	Original Date	Original Time Start & End	

STUDENT EXAM ID#: _____

Examination To Be Postponed (List Only One):

Professor	Course Title	Course Number	Original Date	Original Time Start & End	

FOR OFFICE USE ONLY:

Exam Date: _____ Time: _____ Room: _____

Signature (indicating approval): _____ Date of Approval: _____

Rescheduling Examinations

Summer 2009 Procedures

Students who wish to be excused from one or more examinations because of illness, religious observance, or other circumstances of unusual personal hardship should make an appropriate request at least two weeks prior to the administration of the exam. Students must submit the NYU@NUS Request for Postponement of Examinations form to the Administrative Manager of NYU@NUS by fax at (65) 6779 0979, or via email at NYU@NUS.edu. Results of requests will be distributed as soon as possible.

Generally, postponed exams will be scheduled on the first day on which no exams are scheduled, or the following week if four consecutive exams within one calendar week (Monday through Friday). If rescheduling exams would create an additional conflict, they will be scheduled so as to avoid a conflict.

Petitions to the Executive Committee will be entertained only in cases of unusually severe hardship.

Please note the following: To preserve the anonymous nature of our grading system, students should not request postponements or any special arrangements from the instructor in a course. The time allotted for an exam might change at the professor's instruction. Therefore, students should adhere to the time specified on the exam instruction sheet on the day the exam is taken. Students cannot take an exam earlier than the scheduled exam date.

When a student postpones an exam, the grade may show up as "F/Absent." It will be changed when your actual grade is entered into the system

An unexcused failure to take an examination will result in an automatic "FAB" grade for the course. When a satisfactory explanation for absence has been submitted to the Vice Dean, an "EXC" may be temporarily recorded and will be replaced by the regular course grade earned in the make-up examination. In seminars, a grade is submitted for each student at the conclusion of the term. A grade of "INC" may be recorded for students who have made prior arrangements with the instructor to complete the assigned work at a later date. Such a grade must be removed before the student's graduation.

1. The policy of NYU School of Law is that all students must take examinations at the scheduled time unless there exist compelling circumstances, as defined below:
2. A student who is scheduled to take two examinations on the same day may postpone the second examination to the morning of the first day on which the student does not have a scheduled examination. A student who has an evening examination and also has an examination scheduled for the following morning may postpone the morning examination to the afternoon of that day. A student who has three exams on consecutive days with course credits totaling 12 credits or greater may postpone one exam to the fourth day. A student who has four consecutive examinations within one calendar week may postpone any exam to the following week (Monday through Friday).
3. An examination will be rescheduled, subject to approval of the Vice Dean and the Executive Committee, in the following circumstances:
 - A) Where illness or pregnancy of the student actually prevents a student from taking an exam, upon a physician's written certification to the Vice Dean's office. Once an exam is completed and handed in, a grade for that exam must be tabulated. A student who becomes ill *during* an examination and is unable to complete it must take a new examination. The student must indicate to the proctor that s/he is handing in an incomplete exam due to illness and will be referred to the appropriate administrative office. The student may have to wait until the next time an examination for that course is offered to take the examination.
 - B) Where a member of a student's family or his or her "significant other" has died, and the student is attending the funeral or grieving.
 - C) Where a Sabbath or other religious observance precludes a student from taking an examination.
 - D) Where a student is attending the birth of his child.
4. An examination will be rescheduled, with the prior approval of the Executive Committee, in the following circumstances:
 - A) Where a student is attending the wedding or graduation ceremony of a member of a student's immediate family.
 - B) In exceptional circumstances where equity demands that rescheduling occur in the view of the Executive Committee.
5. The following are examples of circumstances where examinations **will not** be rescheduled:

- A) Where a student is taking a bar review course.
 - B) Where a student is late, oversleeps, is caught in traffic, etc. and arrives at the examination more than one half hour after the exam has begun.
 - C) Where a student wishes to leave early for the winter or summer break.
6. A) If a student is excused from taking an examination at the scheduled time, every effort will be made to administer the examination at a time that overlaps the time of the scheduled examination, whether or not the examination is conducted at the Law School. If same-day scheduling is not practical, or if a student's non-academic circumstances (*e.g.*, grieving) make such scheduling severely prejudicial to the student's exam preparation, the examination will be administered at the earliest possible time after the scheduled examination (usually early on the next day).
- B) Except in extraordinary circumstances, an examination will not be scheduled later than the end of the examination period in which the examination is scheduled.
- C) Except in extraordinary circumstances, an examination will not be offered prior to the scheduled time of an examination unless the new examination time substantially overlaps with the scheduled examination.
- D) If an examination cannot be rescheduled within the period for examinations in the term in which a course is offered, including any extension granted pursuant to Section (C), the student should petition the Executive Committee for a resolution. Absent a compelling excuse, failure to take an examination in the term the course is given will result in a grade of FAB.
7. Requests for postponements should be made to the Administrative Manager of NYU@NUS in accordance with these rules not later than one week before examinations begin. Students should not request special arrangements for examinations from the instructor in a course. Questions about the meaning or application of these rules should be addressed to the Vice Dean or the Law School's Executive Committee.
8. Where an examination is properly postponed pursuant to paragraphs 3 and 4 for a student who is required to be away from the Singapore area during the time of a scheduled examination, the Law School may arrange for the examination to be taken at a venue convenient to the student, if proctoring and other arrangements can be made.

Students who need to reschedule an examination must do so with the Administrative Manager of NYU@NUS by the stated deadlines on the Postponement Request form.