

EXAM RESCHEDULING POLICY

Exam times for the spring 2023 term will be staggered (9:00 a.m., 1:00 p.m., & 2:00 p.m.). Academic Services will provide the breakdown of times before the beginning of exams.

Rescheduling Due to Illness or Emergency

Any student who is unable to begin an exam at the designated time due to illness, injury, or emergency must contact the Dean of Students, Abigail Gaunt (504-865-5940, agaunt1@tulane.edu) before the exam begins. For additional information regarding the exam rescheduling policy, please consult the Student Handbook.

Rescheduling Due to a Scheduling Conflict

Students may have scheduled exams moved because of an exam conflict for these reasons only:

1. Two exams on the same day.
2. Four exams on five consecutive calendar days.
3. Five exams on six consecutive calendar days.

If these conditions exist, the conflicting exam can be rescheduled (within the exam period) to the first or second available day within a six-day period following the date of the original exam. Students must contact Academic Services at lawacademicservices@tulane.edu or in room 204 to have the exam rescheduled between Monday and Saturday. Students with ADA accommodations who wish to reschedule exams must contact Laura Page at lpag2@tulane.edu

Examinations are held Monday through Saturday. Students are required to take examinations at the prescribed times except as stated above. Any student who is unable to begin an exam at the designated time due to illness, injury, or emergency, must contact the Dean of Students, Abigail Gaunt (504-865-5940) or agaunt1@tulane.edu before the exam begins. Any unexcused absence will result in a failing grade.