



## 2020 SPRING and SUMMER EXAM POLICIES (Effective April 1, 2020)

### GRADING

- All Spring/Summer exams and courses will be graded using the following designations:
  - P+ = one of only a few top grades (faculty guidance, equal to an 80+)
  - P = passing grade (faculty guidance, equal to a 66 - 79)
  - P- = marginal pass (faculty guidance, equal to a 60 - 65)
  - F = failing grade (faculty guidance, equal to below 60)
- Only the grades of "P+, P, P-, and F" will be reflected on the permanent transcript.
- Spring and Summer grades of "P- and F" may be used for the purpose of considering the need to repeat bar-tested subjects and/or establishing terms of academic probation.
- A footnote on the official transcript will reference the special circumstances of the 2020 Spring and Summer Semesters and the use of non-numerical grades.
- Fall 2019 Semester grades will be calculated into the Cumulative GPA on a "help-not hurt" basis for all six-unit courses. If a Fall 2019 grade 'helps' a student's Cumulative GPA, it will be weighted as 3 graded units for the purpose of calculating the Cumulative GPA.
- Determination of "Academic Good Standing" will be postponed until the Summer 2020 semester grades are finalized.

### EXAM LOCATIONS AND SCHEDULES

- Exams will be conducted remotely using ExamSoft. Students who will be handwriting exams will use Zoom videoconference proctoring. (Additional information for handwriting will be provided at a later date).
- An exam schedule will be published for the regularly scheduled exam week, **April 27th - 30th**.<sup>1</sup>
- Exam time limits will be expanded from 3 hours to 4 hours.<sup>2</sup> Students who have been granted accommodations will be notified of their specific exam schedule and modified time limits.<sup>3</sup>

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<sup>1</sup> A number of students recommended delaying exams. However, after reviewing the Summer schedule, delaying exams even one week would have created problems for completing the Summer Semester without having to delay the start of the Fall Semester, etc. Furthermore, despite the limitations on travel, many students who are still working have plans in place for the existing schedule of Spring and Summer breaks.

<sup>2</sup> The exam period has been extended one-hour to accommodate the disruption of having to take exams in unfamiliar settings and to provide additional leeway for using personal outlines and notes (see description in next section).

<sup>3</sup> Students who previously have been granted accommodations will receive separate instructions from the Registrar that will identify the scheduled date, time, and duration of their exams.

- Students who have circumstances requiring special scheduling (different date or time) must email a request to the Registrar ([schand@montereylaw.edu](mailto:schand@montereylaw.edu)) by **5:00 p.m. Friday, April 17th** in order that special arrangements can be made.
- Students who do not have reliable internet or a suitable location to take their exams may use the MCL, SLOCL, and KCCL classrooms. (The Santa Cruz classroom will not be available.)<sup>4</sup>
- Students requesting one of the limited number of *on-site* exam seats must do so by emailing a request to the Registrar ([schand@montereylaw.edu](mailto:schand@montereylaw.edu)) by **5:00 p.m. Friday, April 17th** in order that a specific testing seat in a designated classroom can be assigned.

## MODIFIED OPEN RESOURCE RULES

- During the Spring 2020 exams, students will be permitted to use personal outlines or notes that they have prepared, and any materials provided to them by the professor (for the purpose of exam preparation).
- The use of Casebooks, Hornbooks, professionally published study guides, and/or any other printed, recorded, digital, online, or other third-party study guides or support materials are prohibited.
- Students will sign an affidavit prior to each exam stating that they understand and have complied with these restrictions.
- Because exams may be held at different times, students are prohibited from discussing the exams with any other students who have not yet taken the exam.
- During the exams, students are also prohibited from collaborating or receiving assistance from any other person or any other resource that has not been permitted in bullet point one above.
- A violation of these open resource exam rules may subject the student to discipline under the rules and procedures outlined in the Student Handbook and Honor Code.
- Upon a finding of violation of these exam rules, the Student Handbook, or the terms of the Honor Code, a student may be subject to dismissal from law school and the school may report a formal ethics violation to the State Bar.

Although every effort will be made to maintain consistency from this point through the completion of the 2020 Spring exams, given the uncertain and unpredictable nature of the current crisis, additional modification of these policies may be required due to changing circumstances. However, students will receive as much advanced notice as possible of any changes that need to be made.

Thank you for your understanding and patience as we all work through these difficult times. Please contact Dean Xyr ([exyr@montereylaw.edu](mailto:exyr@montereylaw.edu)) or Dean Winick ([mwinick@montereylaw.edu](mailto:mwinick@montereylaw.edu)) if you have questions about the above policies or need to discuss individual circumstances.

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<sup>4</sup> Use of the classrooms will be subject to public health restrictions and/or social distancing guidelines in place at the time of exams. We will notify you if changes are required under these restrictions or guidelines.