FROM THE OFFICE OF THE DEAN OF STUDENTS

FINAL EXAMS

As final examinations approach, all students should take a few minutes to review the Law School rules relating to examinations. These rules may be found in Sections 607-609 of the Academic Code and Sections 203-205 of the Dean’s Office Regulations.

According to Section 607(f)(1) of the Code, all examinations are graded anonymously. Students should not discuss the examination process, including the possibility of exam deferral or exam accommodations, with faculty members. Any attempt by a student to identify himself/herself to a professor by placing notes or messages on an examination or exam booklet compromises the anonymous grading system. All questions should be directed to the Office of the Dean of Students or the Registrar’s Office. Any compromise of the anonymous grading system by a student constitutes a violation of the Code of Conduct and could result in suspension or expulsion.

Permission to defer an examination will be granted only in extreme cases. Students should refer to the guidelines. Emergency deferrals will be granted to those students who, for medical reasons, are unable to sit for an examination when scheduled. A student who becomes ill and cannot take an examination when scheduled must call the Registrar’s Office before the examination begins. If that student cannot appear in person or call the Registrar, he/she may miss the exam and apply for a deferral. An application for this type of deferral must be made within 48 hours of the original exam date and in no event later than the last day of regularly scheduled exams. The student must also provide the Registrar’s Office with a letter from the attending physician which confirms that the student was unable to sit for the examination due to illness. Students who begin an examination and leave due to illness may not make up the examination on the makeup day. The examination must be retaken at the end of the next semester in which the course is offered.

Anonymous Numbers. Anonymous numbers must be placed on all examination booklets and on the examination itself. In the unlikely event you forget to put your anonymous number on your papers before time is called, you may do so at the proctor’s table when you turn in your exam. If you continue to write after the proctor has told you to stop, your examination number and the fact that you did not stop when told will be reported to the Registrar’s Office and may ultimately be reported to the Dean of Students.

Headphones. You are permitted to use only foam, silicone or rubber earplugs without a cord or string. Headphones, headsets, “shooter muffs,” or similar devices of any kind, with or without a cord or string, are not permitted.

Lavatory Breaks. You are reminded that the honor code applies during the entire exam and a lavatory break does not mean there is a break in the honor code rules.

Open Book Exams. You may bring into an open book exam only those items designated by the professor. If you are in doubt as to what can be brought into the exam, check with your professor before the examination.

Scrap Paper. Scrap paper will only be permitted in an examination if the professor has specifically told the Registrar that it will be permitted. The proctor will distribute scrap paper to you during the examination.

Student ID. Finally, remember to bring your Student ID to each of your examinations. STUDENTS MUST BE POSITIVELY IDENTIFIED BY THE REGISTRAR OR PROCTOR BEFORE SITTING FOR EACH EXAM.

Students are reminded that the Student Code of Conduct Section 202(1) requires you to report all Code of Conduct violations.
FROM THE LIBRARY

Extended exam hours for the library begin on Sunday, November 30th when the library is open 8:00 a.m. – 2:00 a.m. These hours will continue until Tuesday, December 16th.

If you have a study group and want to reserve a room equipped with a newly installed projection screen and comfy chairs, use the link under library services on the library’s homepage. Timeslots up to three hours may be reserved by groups of two or more law students. The reservation form can be found here: http://law.widener.libcal.com/booking/harrisburg

Or by scanning this code:

As always, if you need help with using a database or resource in the library, the contact information for the librarians on the Harrisburg campus are as follows:

Pat Fox, Associate Director: pfox@widener.edu 717-541-3935
Stephanie Engerer: sjengerer@widener.edu 717-541-3953
Susan Giusti: smgiusti@widener.edu 717-541-3929
Brent Johnson: bljohnson@widener.edu 717-541-3984
Ed Sonnenberg ejsonnenberg@widener.edu 717-541-3932

Holiday and modified library hours are always found at: http://law.widener.edu/LawLibrary/AboutUs/LibraryHours.aspx

DECEMBER BIRTHDAYS
Joshua Wilkinson, Admissions

NATIONAL PEARL HARBOR REMEMBRANCE DAY
DECEMBER 7
The voters have spoken.

Now hear what’s ahead from three journalists who cover the state capitol.

Pittsburgh Post-Gazette reporter Kate Giammarise, Philadelphia Daily News columnist John Baer and WITF Radio correspondent Mary Wilson will discuss what the election results say about women voters, what to expect on the issues from Governor-elect Tom Wolf and how everything will play out in the state Senate and House of Representatives.

Tuesday, December 2nd at noon, Widener School of Law, Harrisburg

Visit pawomensforum.org for more information or to register for the event.
Bookstore Briefs

iessentials accessories chargers and cables: now on sale for $2.50 each.

Academic Planner free with any purchase.

Buy Back will run Dec. 8th through Dec. 18th.

Rentals due back by Dec. 19th.

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**CALENDAR OF EVENTS**

**December**

1  ExamSoft Opt Out Deadline
2  Last Day of Classes
3  Starla Williams Memorial Service
3-4  Reading Period
5  Final Exams Begin

**January**

7  Classes Begin
7-13  Add/Drop Period
19  Martin Luther King Day (no classes)
INFORMATION ABOUT SCHOOL CLOSINGS, DELAYED OPENINGS AND CLASS CANCELLATIONS ON THE HARRISBURG CAMPUS

Widener School of Law/Harrisburg campus students, faculty and staff members should look to internal Widener School of Law communications channels for information about school closing, delayed openings and class cancellations on the Harrisburg campus.

The Harrisburg campus no longer publicizes school closings, class cancellations and delayed openings on television and radio. The options on those stations are too limited and permit no customization.

Inclement weather announcements will be posted on these internal communications channels:
www.law.widener.edu
CampusCruiser
e2campus text alerts and emails
Widener School of Law Registrar’s Information Line/717-541-1941
Widener School of Law Student Information Line/717-541-1939

If you have not already done so, please sign up for e2campus emergency notifications. You will receive text messages on your cell phone as well as an email message. Sign up for e2campus notifications in Campus Cruiser.
THE SIDEBAR CAFÉ WILL BE OPEN DURING FINAL EXAMS

10:00 a.m. to 2:30 p.m. Monday through Friday