

UNM School of Law
Faculty Meeting
September 23, 1974
4:00 p.m., Conference Room

MINUTES

Present: Dean Hart; Associate Dean Desiderio; Assistant Dean Blackwell; Professors Bingaman, Ellis, Evans, Fink, Goldberg, Greenfield, Martinez, Minzner, Muir, Ragsdale, Reynoso, Romero, Simson, Teitelbaum, Walden, Wooliver; Students, Adler, Sanchez, Valdespino

Dean Hart called the meeting to order and attention was given to the following:

1. Minutes of the meeting of September 16, 1974, were approved.
2. Dean Hart announced that the law school is to receive four trailers.
3. Professor Ellis explicated further the proposed policy on admissions. Discussion followed, and a motion to refer to the committee passed.
4. "Procedures for Examinations and Papers" prepared by the Committee on Examination Procedures was distributed for study by the faculty.

The meeting was adjourned.

Respectfully submitted,

Louise R. Camp

Louise R. Camp
Secretary

PROCEDURES FOR EXAMINATIONS AND PAPERS

A. EXAMINATIONS

It is the policy of the law school that examinations are to be taken at the time specified. The Dean, Associate Dean or Assistant Dean, with the concurrence of the faculty member, may permit a student for sufficient reason to take an examination at a later date. Sickness of the student and death in the immediate family are presumed to be sufficient reason.

A student who cannot take the examination on the specified dates should give notice of such to the Dean, the Assistant Dean or the Associate Dean and to the Secretary of the Law School. Notice should normally be given at least three days before the last day on which the particular examination is given.

A student shall receive the grade of "Incomplete" for an examination which is missed after obtaining permission. The "Incomplete" must be removed within twelve weeks after the last day of the examination period. Failure to remove the "Incomplete" by that time will result in the grade of "F" for the course. If the examination is taken within twelve weeks of the last day of the semester, the "Incomplete" shall be removed and the student shall receive the grade of "Credit," "D," or "F."

A student who misses an examination without first obtaining permission shall receive the grade of "F" for that course. The student shall have the right to petition the Dean, Assistant Dean, or Associate Dean and to show cause why he or she should be given the grade of "Incomplete." The Dean, Assistant Dean or Associate Dean, with the concurrence of the particular faculty member, shall decide whether the reason for missing the examination was serious enough to allow the student to receive the grade of "Incomplete" instead of "F."

A student, in order to remain in "good standing," must maintain a cumulative grade point average of 2.0 in all courses other than those in which he or she has received an "Incomplete." For purposes of computing GPA and Cumulative GPA, any course with the grade of "Incomplete" shall not be considered unless the period to remove the grade has run. In that case the "Incomplete" will be treated as an "F."

A student who wishes to take an examination before the examination dates shall give notice and reason of such to the Dean, Assistant Dean or Associate Dean and the Secretary of the Law School at least one week before the date he or she wishes to take the examination. For sufficient reason the Dean, Assistant Dean or Associate Dean, with the concurrence of the particular faculty member, may give permission to the student to take such examination at the earlier date.

If a student does take the examination at an earlier date, he or she shall receive the grade of "A," "B," "C," "D," or "F."

B. PAPERS

Papers must be submitted by the date set by the particular faculty which should not be later than one week after the last day of the semester. A professor may grant a student permission to submit a paper at a later date if he or she believes that the paper topic necessitates such.

In all other cases, the procedures for missing examinations are to apply whenever a student is not able or does not submit the paper by the date set by the professor.

A student who has obtained permission to submit a paper at a date later than that specified by the professor shall receive the grade of "Incomplete" for the course or seminar. The "Incomplete" must be removed no later than twelve calendar weeks following the last day of the examination period or at an earlier date if specified by the professor. If the student fails to submit a paper by the date specified, he or she shall receive the grade of "F" for the course or seminar. If the student does submit a paper by the date stated, he or she shall receive the grade of "A," "B," "C," "D," or "F" for the course or seminar.

C. "INCOMPLETES" AT THE PRESENT TIME

All "Incompletes" presently recorded on any student's record must be removed within twelve calendar weeks after the end of this semester. Failure to do so will result in the grade of "F."

D. REMOVAL OF THE GRADE OF "F"

A professor may offer to a student who has received the grade of "F" after taking an examination or submitting a paper in any course or seminar the opportunity of removing that grade by taking another examination or examinations, submitting a paper, doing independent research or the like. The grade of "F" shall be removed only if the student does "Satisfactory" ("C") work in whatever is required by the professor. If the "F" is removed, a "Credit" will be entered for purposes of determining credit hours earned. However, for purposes of determining GPA and Cumulative GPA, the grade of "F" will be used.

E. SUBMISSION OF GRADES BY FACULTY

Faculty shall submit grades for all courses and papers within four weeks after the last day of the semester. Grades for examinations and papers to remove "Incompletes" or earned "F" grades shall be submitted within one week after.

Exceptions from the above policy may be made by the Dean for sufficient reason. (For example, large classes, sickness, research projects or community service.)