

UNM School of Law  
Faculty Meeting  
October 7, 1974  
4:00 p.m., Conference Room

MINUTES

Present: Dean Hart; Associate Dean Desiderio; Assistant Dean Blackwell; Professors Bingaman, Ellis, Evans, Goldberg, Greenfield, MacPherson, Martinez, Minzner, Muir, Norwood, Ragsdale, Romero, Simson, Teitelbaum, Utton, 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 23, 1974 were approved.
2. Professor Teitelbaum reported on the filling of faculty positions.
3. A resolution to nominate Henry Weihofen for an honorary degree passed unanimously.
4. Dean Hart spoke regarding purchase of new equipment.
5. Associate Dean Desiderio explained the provisions of "Procedures for Examinations and Papers" proposed by the Committee on Examination Procedures. The procedures were adopted as amended, copy of which is attached.
6. The faculty agreed that the team representing the law school in the Mock Law Office Competition may receive one credit for the work.
7. A motion to suspend Michael Casey was tabled upon referral to an ad hoc committee which will report back to the faculty.

Meeting adjourned.

Respectfully submitted,

*Louise R. Camp*

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Secretary

## PROCEDURES FOR EXAMINATIONS AND PAPERS (Continued)

### II. PAPERS

Papers must be submitted by the date set by the particular faculty member which should not be later than one week after the last day of the examination period. 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 at the specified date.

A student who has obtained permission to submit a paper at a date later than one week after the last day of the examination period 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 within the twelve-week period, he or she shall receive the grade of "F" for the course or seminar. If the student does submit a paper within the twelve-week period, he or she shall receive the grade of "A," "B," "C," "D," or "F" for the course or seminar.

### III. "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 shall result in the grade of "F."

### IV. 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 turned in within one week after they have been submitted.

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

## PROCEDURES FOR EXAMINATIONS AND PAPERS

## I. EXAMINATIONS

A. 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" shall be removed prior to the last day of the examination period of the next semester. Failure to remove the "Incomplete" by that time will result in the grade of "F" for the course. If the examination is taken prior to the last day of the examination period of the next 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."

B. In exigent circumstances, a student may be permitted to take an examination before the scheduled examination dates. A student requesting permission to take an examination early 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. The Dean, Assistant Dean, or Associate Dean, with the concurrence of the particular faculty member, may grant 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."