REQUIREMENTS

Mandatory Training for All Students

1. First-year students must attend an information, training and policy session on the use of computers on exams. This session will be scheduled before their first exam each fall semester.

2. Visiting and transfer students first enrolled in any fall semester must also attend the 1L training session. Visiting and transfer students first enrolled in any spring semester must arrange with the Assistant Dean for Information Technology to receive this training.

3. Any first-year or fall semester transfer student who does not attend the mandatory training session may not use a computer on in-person exams until he or she has received training, which may not be offered until the following fall semester.

4. Any student who cannot attend the mandatory fall semester session because of a foreseeable but unavoidable conflict must notify the Assistant Dean for Information Technology in advance. Any student who does not attend the fall semester session due to unforeseeable, compelling circumstances must notify the Assistant Dean for Information Technology as soon as possible and provide documentation of the circumstances causing the absence. The Assistant Dean for Information Technology shall make reasonable efforts to accommodate any such student(s) and provide training before their first exam.