Last Day of Class

☐ Research Paper Deadlines
Remind students of research paper deadlines. Have you given an extension beyond the end of the semester to non-graduating students? If so, have you notified the Office of the Registrar? Remind students how you will treat late submissions.

☐ Online Evaluations
Allot 15 minutes at the beginning of one of your last class sessions for students to complete the online evaluation. Please leave the room while your students complete their evaluations.

☐ Exams
*Write a new exam with different questions each semester.* Do not use exam questions from any commercial or non-commercial materials. Because past exams are available online in the Library’s Exam Archive for student review, it is critically important to draft a new exam with different questions for each exam period. If you are a new visiting faculty member, you may want to share with your students some past exams from your home school to give students a sense of the exams you write. If you are a new adjunct faculty member you may wish to identify exams in the Library’s Exam Archive that are similar to the exam you plan to give. Describe your exam (e.g., your general approach, page or word limits). Repeat information from the first week of class as to materials allowed in the exam.

☐ Grades
Remember that once final grades are entered, a passing grade may not be changed except to correct a demonstrable clerical error, and a failing grade may not be changed outside of the failing grade review process. If you have any questions in this regard, please consult the Assistant Dean and Registrar, Denise Sangster, (202) 662-9238 or das232@law.georgetown.edu before communicating with students who question their grade.