## 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](mailto:lawreg@georgetown.edu)? (Note: We strongly discourage faculty from giving blanket extensions as they delay the grading for all students in the class.) Remind students how you will treat late submissions (e.g. What penalties will be applied, etc.).

**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](https://apps.law.georgetown.edu/system/login.cfm?rp=/exams-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](https://apps.law.georgetown.edu/system/login.cfm?rp=/exams-archive/) that are similar to the exam you plan to give or share a sample question with students. 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. Do not change your exam requirements after the semester begins.

**Grades**

Remember that once final grades are entered, a passing grade may not be changed except to correct a demonstrable mechanical error made in computing the component parts of the examination into the final grade, or in transcribing the grade in the grade reporting process, or if a substantive error is discovered in the exam or exam administration process. 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 Office of the Registrar at [lawreg@georgetown.edu](mailto:lawreg@georgetown.edu) or (202) 662-9200 before communicating with students who question their grade.