

TEXAS A&M UNIVERSITY  
SCHOOL OF LAW  
STUDENT HANDBOOK  
2019-2020



TEXAS A&M UNIVERSITY  
**SCHOOL OF LAW**

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# INTRODUCTION



## POLICY

All students are responsible for being familiar with the contents of this online Student Handbook. In particular, students are strongly encouraged to review the Academic Standards, Honor System Rules, and Student Conduct Code carefully. Policies are subject to change or correction, so all students should read the Handbook at the start of each academic year. Students are responsible for complying with both University and Law School policies.

## DISCLAIMER

This Handbook does not constitute a contract, express or implied, between Texas A&M University School of Law and any current or prospective student. The Law School reserves the right to amend, add, or delete any information in this Handbook without prior notice.

# ACADEMIC CALENDAR

## FALL 2019

August 14	Graduation application open in Howdy for all students planning to graduate in December 2019
August 19	Orientation begins
August 26	Classes begin for JD and all graduate programs
August 30	Last day to add a course for JD and all graduate programs
August 30	Timely postmark deadline with the Texas Board of Law Examiners for the February Bar examination
September 2	LABOR DAY HOLIDAY
September 6	Last day to elect pass/fail option, Last day to drop a course for JD and graduate programs.
September 27	Last day to apply for a December 2019 degree without a late fee
October 1	Timely deadline for first-year JD students to file a Declaration of Intent to StudyLaw with the Texas Board of Law Examiners
October 14-18	Fall Break for JD, Fort Worth resident graduate program, and San Antonio graduate program
November 4-8	Priority registration for Winter 2020 and Spring 2020
November 25	Last day of classes for JD and Fort Worth resident graduate program. Make-up for Labor Day.
November 19-23	THANKSGIVING HOLIDAY for San Antonio graduate program
November 20-21	Inclement weather make-up days if needed
November 22-23	THANKSGIVING HOLIDAY for JD and Fort Worth resident graduate program
November 25-29	Thanksgiving Holiday for San Antonio graduate program
November 26-27	Make-up days for inclement weather if needed for JD and Fort Worth resident graduate program
November 28-29	Thanksgiving holiday for JD and Fort Worth resident graduate program
December 2	Last day of classes for San Antonio graduate program
December 3-4	Make-up days for inclement weather if needed for San Antonio graduate program
December 3-13	Final exams for JD classes and Fort Worth residential programs
December 4	Last day to apply for December degree
December 5-13	Final Exams for San Antonio graduate program
December 11	Last day of class for distance education graduate program
December 12-14	Final exams for distance education graduate program
December 13	Designated Fall 2019 graduation date

## WINTER 2020

November 4-8,	Priority Registration for Winter 2020
January 3	Last day to add or drop a class
January 6	Classes begin
January 7	Last day to elect pass/fail option
January 11	Last day of classes

# ACADEMIC CALENDAR

## SPRING 2020

January 8	Graduation application opens in Howdy for all students planning to graduate in May 2020
January 17	Last day to add a course for JD and all graduate programs
January 20	MARTIN LUTHER KING, JR DAY HOLIDAY
January 24	Last day to elect pass/fail option for JD classes. Last day to drop a course for JD and all graduate programs.
January 30	Timely postmark deadline with Texas Board of Law Examiners for the July Bar examination
February 14	Last day to apply for May degree without a late fee
March 9-13	Spring Break for JD, Fort Worth resident graduate program, and San Antonio graduate program
March 30- April 3	Priority registration for Summer 2020 and Fall 2020
April 10	No classes
April 13	Last day of classes for JD and Fort Worth resident graduate program (make-up for Martin Luther King, Jr. Day)
April 14	Make-up day for Friday classes for JD classes, Fort Worth resident graduate program and San Antonio graduate program (make-up for Good Friday)
April 15-16	Make-up days for inclement weather if needed for JD classes, Fort Worth resident graduate program and San Antonio graduate program
April 20-30	Final exams for JD classes and Fort Worth residential graduate program and San Antonio graduate program
April 30	Last day to apply for May degree
May 1	Hooding and Commencement
May 7	Last day of class for distance education graduate program
May 7	Designated spring 2020 graduation date
May 8-10	Final exams for distance education graduate program

## SUMMER 2020

May 13	Graduation application open in Howdy for all students planning to graduate in Summer 2020
May 18	Classes begin for JD and graduate programs
May 20	Last day to add a course
May 22	Last day to elect pass/fail option
May 25	MEMORIAL DAY HOLIDAY
July 3	Last day of class for JD and resident graduate programs Last day to apply for degrees awarded Summer 2020 without a late fee
July 8	Last day of class for distance education graduate program
July 8-11	Final Exams for JD classes and all graduate programs
August 3	Last day to apply for degrees awarded Summer 2020
August 7**	Designated Summer 2020 JD graduation Date

\*all dates and times subject to change

\*\*please be aware that for a student who has taken and passes the February bar exam and graduates in the summer term, this date could delay their swearing in.

# ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Texas A&M University seeks to comply with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding its students with disabilities. No student shall be denied access to or participation in the services, programs, and activities of the University solely on the basis of his/her disability. To accomplish this goal, the University shall provide, upon request, reasonable accommodations for students who have a physical or mental impairment that substantially limits a major life activity.

It is the responsibility of the student to provide information which verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008). Federal Law requires that requests for services for students with disabilities be considered on an individual, case-by-case basis.

If a student with a disability requires accommodations, the student must present relevant, verifiable, professional documentation or assessment reports, confirming the existence of the disability, to the assistant dean of student affairs for review. Petitions for accommodations should be made to the Assistant Dean for Student Affairs by October 15 of the fall semester, March 15 of the spring semester, and at registration for the summer and winter sessions. Each petition should be accompanied by evidence of the medical condition and evidence of the accommodation given, if any, in past educational settings or examinations. Particular weight is given to the accommodation allowed for taking the LSAT. The student whose request for accommodations is granted, is responsible for making appropriate arrangements with the Office of Student Affairs each semester.

Sources of information used for determining a disability and/or accommodations may include a student's self-report, direct observation and interaction with the student, and/or documentation from qualified evaluators or professionals. Students should complete the Request for Exam Accommodations Form, which provides students an opportunity to describe their disability and accommodations they are hoping to receive. Students may supplement the Request for Exam Accommodations Form with an additional narrative by providing a letter that further describes their disability and/or accommodations they are requesting. Students may consider including information about their experiences related to their disability, barriers faced, and/or previous accommodations (effective or ineffective).

Disability related documentation should provide information on the functional impact of the disability so that effective accommodations can be identified. Criteria for the source, scope and content of documentation differs by disability type. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and information from a previous school (e.g., accommodation agreements/letters, 504, IEP, or ARD documents).

## Suggested Documentation Elements:

1. Typed on letterhead, dated, and signed by a qualified professional.
2. Diagnostic Statement with any related diagnostic methodology (diagnostic criteria and/or procedures).
3. Functional limitations or symptoms. (Limitations inform which accommodations are appropriate.)
4. Severity and/or expected progression.
5. Current medication(s) and any related side-effects.
6. Current and/or past accommodations.
7. Any recommended accommodations





## TEXAS A&M UNIVERSITY SCHOOL OF LAW STATEMENT ON HARASSMENT AND DISCRIMINATION

Texas A&M University School of Law provides equal opportunity in its program of legal education for all applicants for admission, enrolled students, and graduates without discrimination or segregation on the ground of race, color, religion, national origin, sex, age, disability, veteran status, genetic information, sexual orientation, gender identity, or gender expression. In addition, Texas A&M University School of Law provides its faculty and other employees with equal opportunity in hiring, continuation, promotion, and tenure. Texas A&M University will promptly investigate all complaints of discrimination, sexual harassment, and/or related retaliation in accordance with applicable federal and state laws. Students who have questions or believe they have experienced illegal discrimination, sexual harassment, sexual violence, and/or related retaliation are encouraged to contact Assistant Dean of Student Affairs at (817) 212-4020, faculty members should contact the Office of the Dean of Faculties and Associate Provost at (979) 845-4274, and staff should contact the Assistant Dean of Finance & Operations, Viviene Crooks, at (817) 212-4082.

## HEALTH INSURANCE

Law students are eligible for health insurance through the Texas A&M University System Student Health Insurance Plan. Enrollment information and a summary of benefits and coverage can be found at <https://tamu.myahpcare.com>.

### Enrollment Information

(877) 624-7911 Toll free  
(855) 8581964 Fax

### Benefits/Claims

(855) 267-0214 Customer Service  
(800) 451-0287 Medical Provider Call  
(877) 624-7911 All Other Calls

## STUDENT ASSISTANCE PROGRAM (SAP) AND WORK-LIFE SERVICES

The Student Assistance Program (SAP) offers short-term confidential counseling for up to six visits per issue per year to help students and members of their household manage everyday life issues. These services are at no additional cost to the student or their family members.

Work-Life Services offers extensive assistance, information, and support to help achieve a better balance between school, life, and family to help make life easier.

To access more information about these programs, go to <http://law.tamu.com/current-students/student-affairs/student-wellness/student-assistance-program-work-life-services>, or [Humana.com/sap](http://Humana.com/sap).

The username and password are the same - tamulaw.

<http://law.tamu.edu/current-students/student-affairs/stophate>  
[aggieinneed@law.tamu.edu](mailto:aggieinneed@law.tamu.edu)

# ACADEMIC STANDARDS

## FUNCTION OF THESE STANDARDS

**1.1. Comprehensive Rules and Interstitial Rulemaking.** The function of these academic standards is to provide comprehensive academic rules for the faculty and J.D. students of the law school. To the extent the rules fail to provide adequate guidance for administering a particular aspect of the academic program, the Academic Standards Committee may adopt temporary rules, which shall have full force and effect for one semester or until the faculty adopts a permanent standard (whichever occurs earlier). Except as expressly stated herein, the current academic standards are applicable to all J.D. students. The academic standards may change at any time during a student's course of study. Students who are enrolled in classes as part of the law school's graduate programs (M.Jur. and LL.M.) fall under the Texas A&M University Student Rules.

**1.2. Adoption and Amendment.** The academic standards are adopted by majority vote of the faculty and are subject to change. Any amendment requires a majority vote of the faculty.

**1.3. Constructive Notice.** These standards serve as notice to all applicants, students, faculty, and others of rules, regulations, policies, and procedures described herein. This notice exists without regard to whether one has actually taken the opportunity to read the standards; the law school will deal with all interested parties on the assumption that they have informed themselves as to these standards.

**1.4. Availability.** The law school will make efforts to provide reasonable access to these standards to interested people. This access may include availability of the standards at the law library and on the law school website.

**1.5. Student Petitions.** All student petitions to the Academic Standards Committee and all student appeals to the Faculty of Law must be in writing. The petitioner must include (1) an executed Affidavit of Completeness and Accuracy and (2) existing documentation that supports the claims asserted in the petition. For example, if the student's petition is based in whole or in part on medical claims and medical documentation exists that supports the claims, the student must provide such medical documentation. Neither the Academic Standards Committee (in the case of a student petition) nor the Faculty of Law (in the case of a student appeal from an unfavorable decision made by the Academic Standards Committee) has jurisdiction to consider any student petition or appeal more than one time.

**1.6. Appeals.** Except as provided in Standard 9.5.2, a student or faculty member who presents a petition to the Academic Standards Committee on a matter within the committee's jurisdiction may appeal to the Faculty of Law an unfavorable decision made by the Academic Standards Committee on the petition by notifying the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will forward to the Faculty of Law the original petition to the Academic Standards Committee along with any information newly discovered since the submission of the original petition. The Faculty of Law's decision on an appeal is final and binding for all purposes unless Student Rule 62 of the Texas A&M University Student Rules applies.

**1.7. Exhaustion of Remedies.** For standards where the Academic Standards Committee has specified jurisdiction to hear the matter, the student must exhaust his or her remedy at the committee level before appealing to the full faculty. If the Academic Standards Committee does not have specified jurisdiction over the standard, a student may petition the full faculty for a waiver of a standard.

**1.8. Conflict with Texas or Federal Law.** In the event an Academic Standard conflicts with an applicable Texas or federal law, the Texas or federal law shall control.

## CATEGORIES OF STUDENTS

**2.1. General.** Students are classified as having either full-time or part-time status.

### 2.2. Status.

**2.2.1. Full-time.** A student enrolled in 13 to 16.5 credit hours in a fall or spring semester, or 7 to 8 credit hours in a summer session, is considered a full-time student. No full-time student may work more than twenty hours per week during any week in any semester in which the student is enrolled. The student bears the burden of proving compliance with this work limitation, and the law school, at its sole discretion, may at any time require the student to provide proof of compliance. Any student who cannot prove satisfactorily his or her compliance with the work limitation is considered a part-time student, and the sanctions for exceeding the maximum student load for a part-time student will be imposed for any semester in which the student exceeded the maximum part-time load. Violation of the work limitation is a Code of Conduct violation and is subject to additional sanction under the Code.

**2.2.2. Part-time.** A student enrolled in fewer than 13 credit hours in a fall or spring semester or fewer



than 7 credit hours in a summer session is considered a part-time student.

### 2.3. Prior Law Study.

#### 2.3.1. Prior Study at ABA Approved Law School.

Transfer students from another ABA approved law school may receive credit for courses undertaken as a J.D. degree student. The Associate Dean for Academic Affairs determines what courses may be transferred for credit and how much credit is to be transferred. Transfer students may be required to take certain lockstep courses.

2.3.2. **Prior Study at a Law School Outside the United States.** Students may receive credit for courses completed at a law school outside the United States if the Law School would have granted credit for the courses if taken at the Law School. The Associate Dean for Academic Affairs determines for what courses students may receive credit and how much credit is to be granted.

2.3.3 **Limitation on Credit Awarded for Prior Law Study.** Credit hours granted for prior law study shall not exceed 30 credit hours.

## CURRICULUM

(For Graduation Requirements, see Standards 12.1-12.7.)

3.1. **Lockstep Sequences.** The following lockstep sequences apply to students who began their 1L year in or after fall 2017. See Appendix A for the lockstep sequences for students who began their 1L year in fall 2016 and the lockstep sequences for students who began their 1L year in or before 2015.

3.1.1. **Full-time.** The prescribed sequence of lockstep courses for full-time students is:

First semester (fall) courses:	
Civil Procedure	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Legislation & Regulation	3 credit hours
Professional Identity	.5 credit hour
Torts	4 credit hours

Winter session course:	
ADR Survey	1 credit hour

Second semester (spring) courses:	
Contracts	4 credit hours
Criminal Law	3 credit hours
Legal Analysis, Research, & Writing II	3 credit hours
Professional Identity	.5 credit hour
Property	4 credit hours

3.1.2. **Part-time.** The prescribed sequence of lockstep courses for part-time students is:

First semester (fall) courses:	
Civil Procedure	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Professional Identity	.5 credit hour
Torts	3 credit hours

Winter session course:	
ADR Survey	1 credit hour

Second semester (spring) courses:	
Contracts	4 credit hours
Criminal Law	3 credit hours
Legal Analysis, Research, & Writing II	3 credit hours
Professional Identity	.5 credit hour

Third semester (fall) courses:	
Legislation & Regulation	3 credit hours

Fourth semester (spring) courses:	
Property	4 credit hours

3.1.3. **Deviations from Lockstep Sequences.** Students may not deviate from the lockstep sequence without approval of the Academic Standards Committee, which is granted only in extraordinary circumstances and only upon such terms and conditions as the Academic Standards Committee deems appropriate.

3.1.4. **Failure to Complete a Lockstep Course Successfully.** Any student who, for whatever reason and in whatever fashion, does not successfully complete and receive credit for a lockstep course must enroll in that course at the earliest available opportunity. The grade for a repeat of a failed lockstep course is Pass or Fail. The original grade remains on the transcript and is calculated in the cumulative grade point average. Until the student has successfully completed all lockstep courses, his or her registration for courses each semester must be approved by the Associate Dean for Academic Affairs.

### 3.2. Upper-level Courses.

3.2.1. **Upper-level Required Courses.** This standard applies to students who began their 1L year in or after 2017. See Appendix B for the upper-level required courses for students who began their 1L year in or before 2016. In addition to completing the lockstep courses, (1) every student, during either semester of the second year, must successfully complete Constitutional Law and Professional Responsibility; and (2) every student, during any semester after the first year, must successfully complete one LARW III course. If a student fails Constitutional Law or Professional Responsibility, the student must repeat the course at the earliest available opportunity. The grade for the repeated course will be Pass/Fail. The original grade will remain on the transcript and will be calculated in the cumulative grade point average. If a

student fails an LARW III course, the student still must successfully complete an LARW III course before graduation. The grade for the new course will be Pass/Fail only if the student repeats the same LARW III course. No matter what later LARW III course the student takes, the grade from the original LARW III course will remain on the transcript and will be calculated in the cumulative grade point average. Once the student satisfies the LARW III requirement, any subsequent LARW III course taken is treated as an elective and is subject to Academic Standard 3.2.3

**3.2.2. Deviation in Timing of Upper-level Required Courses.** This standard applies to students who began their 1L year in or after 2017. A student who does not successfully complete and receive credit for Constitutional Law during the fall semester of the second year will be automatically enrolled in Constitutional Law in the spring semester of the second year. A student who does not successfully complete and receive credit for Professional Responsibility during the fall semester of the second year will be automatically enrolled in Professional Responsibility in the spring semester of the second year. If a student is administratively withdrawn from an upper-level required course during the spring semester of the second year, the student is subject to any sanction the Academic Standards Committee deems appropriate, including but not limited to probation with any conditions the committee attaches.

**3.2.3. Failing an Elective Course.** A student who fails an upper-level, nonrequired course may, but is not required to, repeat that course. The failing grade as well as any subsequent grade remains on the transcript and is calculated into the cumulative grade point average.

**3.2.4. Nonclassroom Course Limitation.** This standard applies to students who began their 1L year in or after 2017. See Appendix C for the nonclassroom course limitation for students who began their 1L year in or before 2016. No student may count more than 18 credit hours earned in courses without a regularly scheduled classroom component toward the total number of credit hours required for graduation.

**3.3. Designated Online Courses.** A student may not earn credit for a lockstep course taken as a distance education course. However, the Associate Dean for Academic Affairs may allow a transfer student credit for distance education courses taken at another ABA approved law school regardless of whether the course satisfies a lockstep requirement or not. A student may count no more than 30 credit hours earned in distance education courses toward the total number of hours required for graduation.

### 3.4 Rigorous Writing Requirement

**3.4.1. General.** Under the supervision of a faculty member, every student must complete one research paper in connection with an Independent Study, with a seminar, as a member of the Law Review, or as a member of the Journal of Property Law. For an Independent Study or a seminar, a “research paper” may be, at the option of the instructor, a traditional law review article; the author’s empirical research with analysis; a proposal for law reform with justification and analysis; a legal memorandum, brief, or judicial opinion, addressing a substantial legal issue; or an equivalent project, showing original thought and demonstrating research, writing, and analytical skills. For the Texas A&M Law Review or The Texas A&M Journal of Property Law, a “research paper” is a traditional, scholarly article. The research paper must be a minimum of 6,500 words, exclusive of footnotes. The research paper may not have been written for employment. Jointly written research papers do not fulfill this requirement.

**3.4.2. Requirement of Multiple Drafts.** To comply with the rigorous writing requirement, the student’s final paper must be at least a second draft of his or her work, and as part of the writing process, the faculty member supervising the work must confer individually with the student during the semester or session in which the writing occurs.

**3.4.3. Grade Standard to Satisfy Requirement.** The student’s final paper must be of sufficient quality to receive a grade of at least a B- (2.67) to receive credit for the rigorous writing requirement.

### 3.5. Upper-level Oral Skills Requirement or Experiential Requirement.

**3.5.1. Upper-level Oral Skills Requirement.** This standard applies to students who began their 1L year in or before fall 2015. Each student must successfully complete a minimum of three credit hours in one or more upper-level oral communication skills courses approved by the Curriculum Committee as meeting this requirement. Oral communication skills courses include live or simulated client interviewing and counseling; witness interviewing; deposition practice; motion practice; trial or appellate advocacy; negotiation; mediation; or arbitration and require each student to engage in oral skills performances that are assessed by the instructor and constitute a substantial part of each student’s grade for the course. Courses that satisfy the requirement will be identified in the registration materials for each semester and session. (Note: Prior to the 2012-2013 academic year, this requirement was titled Upper-Level Professional Skills Requirement.)

**3.5.2. Upper-level Experiential Requirement.** This standard applies to students who began their 1L year in or after fall 2017. See Appendix D for the upper-level experiential requirement for students who began their 1L year in fall 2016. As required by the ABA, each student must successfully complete a minimum of six credit hours in one or more upper-level experiential courses. As part of the six credit hours, the student must successfully complete an approved externship or a clinic that involves advising or representing one or more actual clients or serving as a third-party neutral. An experiential course must be a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must (1) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills identified in ABA Standard 302; (2) develop the concepts underlying the professional skills being taught; (3) provide multiple opportunities for performance; and (4) provide opportunities for self-evaluation. A course used to satisfy the ABA experiential requirement may not be used to satisfy another ABA requirement, such as the upper-level writing requirement in Academic Standard 3.4 which satisfies ABA Standard 303(a)(2). The Curriculum Committee determines whether to approve courses as meeting the experiential requirement. Courses that satisfy the requirement will be identified in the registration materials for each semester and session.

### 3.6. Enhanced Academic Support.

**3.6.1. Enhanced Academic Support.** All students with a cumulative GPA below 2.5 at the end of their first semester (fall) are required to successfully complete Enhanced Academic Support in the second semester (spring) of law school. The Enhanced Academic Support requirements will be published in the registration materials.

**3.6.2. Enhanced Academic Support as Lockstep Course.** For any student required to successfully complete Enhanced Academic Support, Enhanced Academic Support is treated as a lockstep course and is subject to all Standards relating to lockstep courses including Standard 4.4.4 which prohibits the ability to drop a lockstep course and Standard 5.2 which provides the penalty for excessive absences in a lockstep course. Other Standards include Standards 2.3.1, 3.1.3, 3.1.4, 3.2.1, 8.3.1, 8.4, 8.5.4, 10.1, 10.2, 10.3, and 11.1.

### Preparing for the Bar Exam Course

**3.7. Preparing for the Bar Exam Course.** All students in the bottom one-third of their class are required to successfully complete the Preparing for the Bar Exam course in their final fall semester (for those students taking the February bar exam) or in their final spring semester (for those students taking the July bar exam), absent special permission from the Associate Dean for Academic Affairs to take the course in an earlier

semester. Students required to successfully complete this course may not elect to take the course on a Pass/Fail basis and will not be certified to sit for a bar exam until they have successfully completed the course.

### Independent Study

#### 3.8. Independent Study.

**3.8.1. General.** Independent Study is a one-credit-hour program graded on a Pass/Fail basis. The student may satisfy the requirements of Independent Study by researching and writing a paper of at least ten pages in length or reading materials assigned by the sponsoring faculty member. Assigned readings must relate to a particular theme, and the student must produce either a single descriptive paper illustrating a thorough understanding of the subject or a series of papers summarizing the contents of the assigned reading materials. A paper written for Independent Study may qualify for rigorous writing credit if it meets the requirements in Standard 3.4. A student may earn no more than two credit hours through Independent Study. An Independent Study that qualifies for rigorous writing credit is limited to 1 credit.

**3.8.2. Supervision.** Independent Study must be supervised by a full-time faculty member. A Senior Lecturer may supervise an Independent Study if approved by the Associate Dean for Academic Affairs. An adjunct faculty member may supervise an Independent Study if approved by the Associate Dean for Academic Affairs and a full-time faculty member acts as a co-supervisor for the student and reviews the student's work product.

**3.8.3. Faculty Supervisor Consent Required for Registration.** Students may not enroll for Independent Study without the consent of a faculty sponsor. Each student who enrolls for Independent Study will be assigned to a section that is specific to the student's faculty sponsor; thus, a change of faculty sponsor is a change of section and requires compliance with the law school's add/drop policies and procedures.

**3.8.4. Topics.** Topics for Independent Study must be topics not covered in the regular curriculum. They may include specialized topics not taught in traditional courses or advanced work building on a topic covered in the curriculum; however, a student may not do advanced work through Independent Study without having completed the course or courses upon which the Independent Study will build.

**3.9. Audits.** Full-time students may not audit classes in the first year. Part-time students may not audit classes in the first or second year. Any other student who is currently enrolled in the School of Law may audit an elective class offered by the law school if space is available, the professor approves, and the Associate Dean for Academic Affairs approves. A student's

participation in the audited class including completion of the course requirements is subject solely to the discretion of the professor. No credit hours are earned when a course is audited. A student may not register for credit for a class that the student previously audited. A student wishing to audit a class must fill out the Course Audit Application, obtain the professor's signature on the audit form, and submit the audit form for approval by the Associate Dean for Academic Affairs.

## REGISTRATION

**4.1. Approval of Schedule Before Registration.** This standard applies to students who began their 1L year in or after 2017. A student in the bottom 25 percent of his or her class as determined after each fall semester is required to have the Associate Dean for Academic Affairs or a designee of the Associate Dean for Academic Affairs approve his or her class schedule prior to registering for the following summer session, fall and spring terms. The Associate Dean/designee may adjust the student's course selection in any way he or she sees fit, including requiring a student take a class that is not required under these Standards. After approval, the student must register for the approved courses. Any changes to the class schedule including any courses dropped or added must have prior approval of the Associate Dean for Academic Affairs or a designee of the Associate Dean for Academic Affairs. Failure to comply with the provisions of this standard shall be grounds for the Academic Standards Committee to impose any sanction it deems appropriate.

**4.2. Normal Registration Times.** Registration times for each semester and session are set by the administration.

**4.3. Late Registration.** A student who fails to register during the normal registration time for a semester will lose any priority in registration..

### 4.4. Add/Drop Policies.

**4.4.1. Adds.** Students may add classes during the free add period. For the fall and spring semesters, the 5th day of class is the last day of the free add period. For the summer, the 3rd day of class is the last day of the free add period.

**4.4.2. Late Adds.** After the free add period, a student may add a course only with the permission of the Associate Dean for Academic Affairs.

**4.4.3. Absences Before Adding a Course.** Absences from class before adding the course are counted toward the number of absences from the class.

**4.4.4. Drops.** A student may not drop any lockstep course. A student may drop a law clinic with a live client component only in accordance with that clinic's

drop policy as published in the registration materials. A student may drop a nonlockstep course without a notation on the transcript during the first 12 class days of a fall or spring semester and during the first 3 class days of a summer session. Following this deadline, a student may drop a course with a notation of "W" (withdrawal) on the transcript through the 50th class day of a fall or spring semester or the 25th class day of summer session. A student may drop a course after the 50th class day of a fall or spring semester or the 25th class day of a summer session with the permission of the Associate Dean for Academic Affairs, which will be granted only in unusual or extenuating circumstances.

Special add/drop policies will apply to courses taken in the winter session, which will be published in the registration materials for each winter session.

### 4.5. Maximum Course Load.

**4.5.1. Full-time Student.** A full-time student may not register for more than 16.5 credit hours in a fall or spring semester, for more than 8 credit hours in a summer session, or more than 1 credit hour in a winter session. This limitation applies to nonclassroom courses as well as to classroom courses.

**4.5.2. Part-time Student.** A part-time student may not register for more than 12.5 credit hours in a fall or spring semester, more than 6 credit hours in a summer session, or more than 1 credit hour in a winter session. This limitation applies to nonclassroom courses as well as to classroom courses.

**4.5.3. Correction of Excessive Course Loads.** A student who enrolls for more than the permissible number of hours will be withdrawn from a course or courses until his or her registration complies with the maximum load requirements. The choice of courses from which the student will be withdrawn is in the sole discretion of the Associate Dean for Academic Affairs. If the overload is not discovered until after grades have been given for the courses, the Academic Standards Committee may withdraw the student from a sufficient number of courses in that semester or session to bring the course load into compliance. Fraud, deceit, misrepresentation, or dishonesty in creating the overload is a violation of the Code of Conduct.

**4.5.4. Registration in Nonclassroom Courses.** Without advance approval of the Academic Standards Committee, no student may register in any course that has no regularly scheduled classroom component unless the student is also enrolled, in the same semester, in at least one course with a regularly scheduled classroom component.

**4.5.5. Minimum Student Load.** No student may register for fewer than eight credit hours in a fall or spring semester without permission of the Associate Dean for Academic Affairs.

## ATTENDANCE

**5.1. Requirement.** Regular and punctual class attendance is required of all students in all courses except a student who is auditing the course. Students are expected to attend regularly scheduled classes as well as make-up classes scheduled during the official make-up times. Official make-up times are noted on the registration materials each semester. Students are expected to adhere to special attendance requirements for some classes, such as a law clinic, intensive weekend classes, condensed format classes, and externships. Special attendance requirements will be published in the registration materials. A law clinic may have office attendance requirements in addition to classroom attendance requirements.

**5.2. Sanction for Excessive Absences** This section establishes the sanctions for excessive absences for JD students. Because of the ethical obligations owed live clients, courses identified by the administration and/or noted in the registration material as containing a significant live-client component, such as a law clinic, have different sanctions for excessive absences than those for courses that do not contain a live-client component.

**5.2.1. Student on Academic Warning or Probation.** A student on academic warning or probation whose total absences in a course that does not contain a live-client component exceed fifteen percent of the regularly scheduled class meetings and make-ups scheduled during official make-up times or whose absences exceed the special attendance requirements for the course will be withdrawn from that course, will have a W entered on his or her transcript, and will not receive credit for the course. A student on academic warning or probation whose total absences in a course that contains a live-client component exceed fifteen percent of the regularly scheduled class meetings and makeups scheduled during official make-up times or whose absences exceed the special attendance requirements for the course will be withdrawn from that course, will have an F entered on his or her transcript, and will not receive credit for the course. In extraordinary circumstances, the Academic Standards Committee may grant a student relief from this rule upon such terms and conditions as the committee deems appropriate. This rule does not apply to a student who is auditing the course.

**5.2.2. Student Not on Academic Warning or Probation.** A student not on academic warning or probation whose total absences in a course that does not contain a live-client component exceed twenty-five percent of the regularly scheduled class meetings and make-ups scheduled during official make-up times or whose absences exceed the special attendance requirements for the course will be withdrawn from that course, will have a W entered on his or her transcript, and will not

receive credit for the course. A student not on academic warning or probation whose total absences in a course that contains a live-client component exceed twenty-five percent of the regularly scheduled class meetings and make-ups scheduled during official make-up times or whose absences exceed the special attendance requirements for the course will be withdrawn from that course, will have an F entered on his or her transcript, and will not receive credit for the course. In extraordinary circumstances, the Academic Standards Committee may grant a student relief from this rule upon such terms and conditions as the committee deems appropriate. This rule does not apply to a student who is auditing the course.

**5.2.3. Relief from Excessive Absence for Certain Condensed Format Classes.** For condensed format classes that meet over the course of two weeks or less, the Associate Dean for Academic Affairs may grant a student relief from the sanction for excessive absences for one absence if the student experiences an emergency involving the student or a member of the student's immediate family, such as an unanticipated serious illness requiring medical attention. If an emergency arises, the student must contact the Office of the Associate Dean for Academic Affairs as soon as possible and, except in extraordinary circumstances, prior to the scheduled day and time of the class that would be missed. In the case of illness, a note from a doctor explaining the student's diagnosis and treatment must be submitted to the Associate Dean for Academic Affairs within a reasonable time. In all other cases in which the Associate Dean for Academic Affairs grants relief from the excessive absence under this section, the student must submit a written statement setting forth the nature of the emergency along with any available supporting documentation within a reasonable time. Failure to submit such documentation may result in withdrawal of the grant of relief by the Associate Dean for Academic Affairs. Any determination by the Associate Dean for Academic Affairs not to grant relief for the excessive absence under this section 5.2.3 may be appealed to the Academic Standards Committee as a petition to seek relief from excessive absences under 5.2.1 or 5.2.2, as applicable.

**5.2.4 Administrative Withdrawal from Law School Due to Excessive Absences in Nonlockstep Courses.** If withdrawal due to excessive absences in nonlockstep courses causes a student's enrolled hours to drop below eight credit hours in the fall or spring semester, the student will be administratively withdrawn from law school and must petition the Academic Standards Committee, under standard 9.6, for permission to continue in law school.

**5.2.5 Administrative Withdrawal from Law School Due to Excessive Absences in Lockstep Courses.** Withdrawal from a lockstep course violates the prohibition



against deviation from the lockstep sequence under 3.1.3, causing the student to be administratively withdrawn from the law school. If the student is not granted relief for the excessive absences under 5.2.1, 5.2.2, or 5.2.3, the student must petition the Academic Standards Committee under Standard 9.6 for permission to continue in law school. The committee may permit the student to continue in law school only upon such terms and conditions as it deems appropriate. Such terms and conditions may include but are not limited to granting a deviation from lockstep to permit the student to remain in the courses for which he or she does not have excessive absences; permitting a full-time student to remain in the courses that will move that student to part-time status; withdrawing the student from all courses, entering a W on his or her transcript for those courses, giving no credit for the courses, and either allowing the student to continue under the terms and conditions set or requiring the student to restart the law school program. This rule does not apply to a student who is auditing the course.

**5.3. Excessive Absences in Fall and Spring Semester Classes.** This section applies to classes taught in a 12-week semester and to classes that are scheduled to meet the same number of minutes for each class. Excessive absence statements for any class not meeting these requirements will be published in the registration materials and in the class syllabus.

#### **5.3.1. Student on Academic Warning or Probation.**

If a class meets:  
1 time every other week for a total of 6 classes and a student misses 1 class, he or she will be withdrawn.

If a class meets:  
1 time every week for a total of 12 classes and a student misses more than 1 class, he or she will be withdrawn.

If a class meets:  
2 times every week for a total of 24 classes and a student misses more than 3 classes, he or she will be withdrawn.

If a class meets:  
3 times each week for a total of 36 classes and a student misses more than 5 classes, he or she will be withdrawn.

#### **5.3.2. Student Not on Academic Warning or Probation.**

If a class meets:  
1 time every other week for a total of 6 classes and a student misses more than 1 class, he or she will be withdrawn.

If a class meets:  
1 time every week for a total of 12 classes and a student misses more than 3 classes, he or she will be withdrawn.

If a class meets:  
2 times every week for a total of 24 classes and a student misses more than 6 classes, he or she will be withdrawn.

If a class meets:  
3 times each week for a total of 36 classes and a student misses more than 9 classes, he or she will be withdrawn.

**5.4. Excessive Absences in Summer Session Classes.** This section applies to classes taught in a 7-week session and to classes that are scheduled to meet the same number of minutes for each class. Excessive absence statements for any class not meeting these requirements will be published in the registration materials and in the class syllabus.

#### **5.4.1. Student on Academic Warning or Probation.**

If a class meets:  
1 time every week and a student misses more than 1 class, he or she will be withdrawn.

If a class meets:  
2 times every week and a student misses more than 2 classes, he or she will be withdrawn.

If a class meets:  
3 times each week and a student misses more than 3 classes, he or she will be withdrawn.

#### **5.4.2. Student Not on Academic Warning or Probation.**

If a class meets:  
1 time every week and a student misses more than 1 class, he or she will be withdrawn.

If a class meets:  
2 times every week and a student misses more than 3 classes, he or she will be withdrawn.

If a class meets:  
3 times each week and a student misses more than 5 classes, he or she will be withdrawn.

**5.5. Excessive Absences in Winter Session Classes and Other Special Sessions.** The Associate Dean for Academic Affairs will publish in the registration materials the excessive-absence statement for any class taught in a winter session or other special session.

If a class meets:  
2 times every week for a total of 24 classes and a student misses more than 3 classes, he or she will be withdrawn.

If a class meets:  
3 times each week for a total of 36 classes and a student misses more than 5 classes, he or she will be withdrawn.



## EXAMINATIONS

**6.1. Exam Schedule.** All students must take examinations as scheduled, except in the case of an extreme emergency beyond the control of the student or an exam conflict. An exam conflict is defined as (1) more than one exam scheduled for the same exam period, (2) two exams scheduled in consecutive exam periods on the same calendar day, or (3) three exams whose start times are scheduled within one 24-hour period. To reschedule an exam under this rule, the student must submit a written request to the Associate Dean for Academic Affairs by October 15 of the fall semester, by March 15 of the spring semester, by the end of the fourth week of the summer session, or by the second class of the winter session. The Associate Dean for Academic Affairs determines which exam will be rescheduled and when. The exam will be rescheduled for a time as soon after the originally scheduled exam as practicable.

**6.2. Rescheduling Exams.** Students who miss a scheduled examination must submit to the Associate Dean for Academic Affairs a written statement setting forth the nature of the emergency as soon after the emergency arises as is practicable. The Associate Dean will either approve or disapprove the student's failure to take the examination at the scheduled time. If the Associate Dean excuses the student's failure to take the examination at the scheduled time, the Associate Dean will arrange for the student to take the examination under appropriate circumstances. An unapproved failure to take the examination will be recorded as a grade of F (0.00) for the course. Adverse decisions by the Associate Dean regarding a failure to take an examination at the scheduled time may be appealed to the Academic Standards Committee.

**6.3. Accommodations for Students with Disabilities.** Students with medically verifiable disabilities may be provided extra time or other appropriate accommodations for examinations. Petitions for accommodations should be made to the Assistant Dean for Student Affairs by October 15 of the fall semester, March 15 of the spring semester, and at registration for the summer and winter sessions. Each petition should be accompanied by evidence of the medical condition and evidence of the accommodation given, if any, in past educational settings or examinations. Particular weight is given to the accommodation allowed for taking the LSAT. The student whose request is granted is responsible for making appropriate arrangements with the Office of Student Services.

### 6.4. Anonymity.

**6.4.1. Confidential Examination Numbers Assigned.** Each semester and session all students enrolled at the law school are assigned a number to use instead of their names or Social Security numbers on law school

examinations. These examination numbers are confidential.

**6.4.2. "Blind" Examination Grading.** Students enrolled in classes in which the primary means of evaluation is an examination receive a "blind" examination grade. In those courses, the instructors assign grades to examinations without knowing the name or identity of the test taker. After instructors turn in the "blind" examination grades for their courses, they have the opportunity to match student examination numbers with student names. Sometimes instructors adjust the "blind" examination grades to reflect class participation and other relevant factors in evaluating student work; therefore, the final grade that a student receives in a given course may differ from his or her "blind" examination grade. Instructors are expected to inform students about course evaluation procedures at the beginning of each course.

**6.4.3. Retention of Work Upon Which Grades Are Based.** The law school will retain examinations and other written work on which a student's grade for a course is based for a period of at least one year following completion of the course. Students will be given an opportunity to review, within a reasonable time, written work upon which a grade is based.

## PAPERS AND PROJECTS

**7.1. Anonymity Optional.** In any course that requires papers or projects other than in-class or take-home examinations, the instructor for the course may, but need not, make arrangements for anonymous grading of papers or projects as he or she deems appropriate.

**7.2. Quotation and Citation Rules.** The responsibility for learning the proper rules for quoting material and the forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be fully cited. In addition, all paraphrased material must be completely acknowledged. Whenever ideas or facts are derived from a student's reading and research, the sources must be clearly indicated.

**7.3. Double Dipping.** Occasionally students seek to submit one paper for two or more courses or seminars. In such cases, the paper must be of sufficiently greater scope or depth to warrant such multiple credits. The instructors involved in each instance should discuss appropriate ways to make sure that the submitted work meets this greater burden and each instructor must give his or her prior written approval of the proposed multiple use before multiple credit may be given. This rule applies to all course offerings whether at the law school or elsewhere. A student who submits the same, or substantially the same, work in more than one course without obtaining such prior written approval will be subject to disciplinary action.

#### 7.4. Own Work Requirement.

**7.4.1. Identification of Sources.** All work submitted to meet course requirements is expected to be the student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people.

**7.4.2. Permissible Collaboration.** The amount of collaboration with others that is permitted in the completion of assignments may vary, depending upon the policy set by the instructor for the course. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all work submitted.

**7.4.3. Resolution of Doubts.** Students who are in any doubt about the preparation of academic work should consult their instructor before it is prepared or submitted. Students who, for whatever reason, submit work that is either not their own or that does not include clear attribution of all sources will be subject to disciplinary action.

## GRADES AND GRADING POLICIES

**8.1. Available Grades.** The grades at the law school are letter grades between A+ (4.01) and F (0.00) or P, W, and I. No other grades exist at the law school. Before fall 2003, the law school employed a numerical grading scale. An explanation of that prior numerical scale appears on the affected students' transcripts.

**8.2. Interpretation and Uses of Letter Grades.** Each letter grade will have a corresponding numerical value assigned to it for purposes of calculating a student's grade point average (GPA). The assigned numerical values are as follows:

A+	4.01
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00 [confers no course credit]

#### 8.3. Maximum Allowed Average.

**8.3.1. Maximums and Calculation.** For all lockstep courses regardless of size and all nonlockstep courses

with enrollments of over twenty J.D. students, the maximum allowed class GPA is 3.00. For all nonlockstep courses with enrollments of no fewer than ten and no greater than twenty J.D. students, the maximum allowed class GPA is 3.33. A maximum class GPA of 3.33 is encouraged but not mandatory for any course meeting one or more of the following criteria: (1) a graded nonlockstep course with enrollment of nine or fewer J.D. students, (2) a graded course where at least one-third of the course instructional time is spent on one or more field trip(s), and (3) graded law clinics. For purposes of this standard, "field trip" means part of a course that is a mandatory trip to an approved location outside the law school where the majority of the instructional time during the trip is spent on content delivered by persons who are not full-time Law School faculty. There is no minimum allowed class GPA for any class except the grade of F (0.00). Class GPAs are calculated by rounding to the hundredth place (second decimal place) based on the thousandth place (third decimal place). Examples: A grade average of 2.537 is recorded as 2.54. A grade average of 2.534 is recorded as 2.53. For purposes of this rule, an Incomplete given in a class is not counted toward the maximum class GPA.

**8.3.2. Petition to the Academic Standards Committee.** An instructor wishing to grant grades for a course with an average above that allowed under the grading standards must petition the Academic Standards Committee in writing.

#### 8.4. Interpretations and Uses of Certain Letter Grades.

I. An instructor may give a student an I in a course without a final examination if an assignment, project, or paper has not been completed provided the student establishes to the instructor's satisfaction that nonacademic circumstances beyond the student's control, such as serious illness or injury, death in the immediate family, illness or injury of a dependent family member, or military service, prevent the student's completion of the work. The student must complete the work for the course within no more than six calendar months from the last day of exams for the applicable semester. Except in extraordinary circumstances as approved by the Academic Standards Committee, the maximum grade given for an I can be no higher than the maximum class GPA for that course. After six months, an unresolved I becomes an F (0.00). At no time does an I confer credit for the course.

W. A W is posted on the transcript whenever a student withdraws from a course after the 12th class day in a fall or spring semester or after the third day of a summer session. Special policies will apply to courses taken in the winter session, which will be published in the registration materials for each winter session. The W confers no credit and is not calculated in the grade point average.

P. A grade of P is given to any student who passes a Pass/Fail course or who successfully completes a repeat of a failed lockstep or required course. This grade confers credit for the course, but it is not calculated in the grade average.

### 8.5. Pass/Fail Grading.

**8.5.1. Pass/Fail Credit Hour Limitation.** No student may count more than eighteen credit hours earned in courses graded on a Pass/Fail basis toward the total number of hours required for graduation. No student may earn more than six Pass/Fail credit hours in any one activity (e.g., Law Review, the Journal of Property Law, part-time externship, a law clinic, etc.), except for students in the full-time Residency Externship program.

**8.5.2. Pass/Fail in Retaking Failed Course.** Students who retake a failed course are graded in that course on a Pass/Fail basis. Any credit hours earned on retaking a failed course will not count toward the Pass/Fail eighteen-credit-hour limitation.

**8.5.3. Pass/Fail Grading.** Any course in which letter grades are not expected to be given will be graded on a Pass/Fail basis. Students who pass the course receive a P for the course. Students who fail a Pass/Fail course will receive an F (0.00). A failing grade is calculated as part of the grade point average.

**8.5.4. Pass/Fail Election.** Within the Pass/Fail eighteen-credit-hour limitation in 8.5.1, a student may take up to three credit hours of elective letter-graded courses on a Pass/Fail basis. A student must receive a "C" or better in order to receive a P for the course. A student who receives below a C will receive the actual grade earned. A student may not elect to take a lockstep course, a required course, a course taken to satisfy a rigorous writing requirement, a course taken to satisfy the upper-level oral skills or experiential requirement, or a course taken to satisfy the requirements for a concentration program on a Pass/Fail basis, unless the course is offered only on a Pass/Fail basis. A student must designate the election of the Pass/Fail option no later than the last day of the second week of classes in the fall or spring semester, no later than the last day of the first week of classes in a summer session, and no later than the second class in a winter session. Once the student makes the designation, the election is final and cannot be revoked. To preserve anonymity, a student's election to take a course on a Pass/Fail basis is not communicated to the instructor by the school administration. It is a violation of the Honor Code for a student to reveal the election to the professor.

### 8.6. Procedures for Implementing Standards.

**8.6.1. Submission of Final Grades.** Final grades are to be submitted to the law school registrar, who will check for their compliance with the grading standard. Grades in compliance will be posted and

grades not in compliance will be returned to the instructor. A grade is final when it has been posted to the student's record and may not be changed except with permission of the Academic Standards Committee.

**8.6.2. Failure to Bring Grades into Compliance.** If an instructor, after a reasonable period of time, fails to bring the grades for a course into compliance with the grading standards or fails to petition for and receive a waiver, the Academic Standards Committee will act in its discretion to bring the grades into compliance.

**8.6.3. Changing Grades.** An instructor or student may petition the Academic Standards Committee for a grade change. The committee freely allows changes in the case of a grade that was incorrectly given as a result of an arithmetical, administrative, or other "mechanical" error. Other changes are permitted only in the most extraordinary circumstances. A request for a grade change must be made within ninety days of the official posting of the grade.

### 8.7. Class Rank and Dean's List Honors.

**8.7.1. Class Rank.** Law School class rank is determined by the transcript cumulative grade-point average (GPA) which is carried to the second decimal point. Students are placed in one of four ranking groups: 1L, 2L, 3L, and Graduate. Within each group, individual student ranks are based on the numerical sequence of students' transcript cumulative GPAs from the highest to the lowest.

**8.7.2. Dean's List Requirements.** To be eligible for the Dean's List, a student must have completed at least eight credit hours, at least five of which must be graded credit hours, and must have earned a term grade point average of 3.33 or better. Dean's List honors are not available for summer or winter sessions.

**8.7.3. Dean's List Notation on Resumé.** If a student wishes to list Dean's List honors on a resumé, a student must specify the semester or semesters for which the honor was awarded.

## STUDENT RETENTION

**9.1. Student Is on Notice of Own Grades and Grade Point Average.** Every student is on notice of the student's own grades and grade point average as well as these rules for student retention. Any student who, by virtue of these rules, has been dismissed from the law school, but who nevertheless attempts to continue enrollment and attendance in classes, is responsible for tuition and fees charges incurred by the student's fraudulent attendance at the law school.

**9.2.1. Dismissal Automatic After Nonrestart Student's First Semester.** At the end of the first semester (fall), a nonrestart student with a grade point average below 1.90 will be dismissed for academic deficiency. Standard 9.5 governs restart and reapplication.

**9.2.2. Dismissal Automatic After Restart Student's First Restart Semester.**

**9.2.2.1. GPA At Least 2.33 at Dismissal or Withdrawal.** If a restart student's cumulative grade point average was at least 2.33 at the time of dismissal or withdrawal, the restart student will be dismissed for academic deficiency if the student's grade point average is below 1.90 at the end of the restart semester (fall).

**9.2.2.2. GPA Below 2.33 at Dismissal or Withdrawal.** If a restart student's cumulative grade point average was less than 2.33 at the time of dismissal or withdrawal, the restart student will be dismissed for academic deficiency if the student's grade point average is below 2.33 at the end of the restart semester (fall).

**9.2.3. Dismissal Automatic After Two Semesters if Average Is Below 2.33.** At any time after two semesters in the law school, any student with a grade point average below 2.33 will be dismissed for academic deficiency. Standard 9.5 governs restart and reapplication.

**9.2.4. Automatic Withdrawal.** A student dismissed for academic deficiency after two semesters is immediately withdrawn from all classes in which he or she is then enrolled; except that, if a student petitions the Academic Standards Committee for probation or appeals to the faculty an adverse decision of the Academic Standards Committee on a petition for probation, he or she will not be withdrawn unless and until there is an adverse decision by the Academic Standards Committee or a denial of an appeal to the faculty (as the case may be).

**9.2.5. Automatic Withdrawal During Summer Session.** Notwithstanding section 9.2.4, a student who is enrolled in one or more classes during the summer session will be immediately withdrawn from all classes upon notice that the student's cumulative grade point average is below 2.33 as of the end of the immediately preceding spring semester; the student will not be permitted to take any examinations or to complete other course assignments during the summer session. No credit will be given for any examinations taken or other course assignments completed during the summer session before receiving notice that the student's cumulative grade point average is below 2.33 as of the end of the immediately preceding spring semester.

**9.3 Academic Warning.**

**9.3.1. Academic Warning after First Semester.** the end of the first semester (fall), any student with a GPA of

at least 1.90 but below 2.33 will automatically be placed on academic warning and must participate as defined by the Associate Dean for Academic Affairs in Academic Support. A student on academic warning who fails to participate in Academic Support is ineligible for probation under 9.4.1 if the student's cumulative GPA remains below 2.33 at the end of the second semester (spring).

**9.3.2. Academic Warning after Second or Subsequent Semester.** At the end of any semester except the first semester, any student with a term GPA below 2.00 but whose cumulative GPA is at least 2.33 will be automatically placed on academic warning for the immediately subsequent semester and must participate as defined by the Associate Dean for Academic Affairs in Academic Support. A student on academic warning who fails to participate in Academic Support is ineligible for probation under 9.4.1 if the student's cumulative GPA falls below 2.33 at the end of the semester in which the student is on academic warning.

**9.3.3. Attendance Requirement.** During the semester in which the student is on academic warning and the immediately subsequent summer session or winter session, the student's permissible absences in any course may not exceed fifteen percent (as opposed to twenty-five percent) of the regularly scheduled class meetings and make-ups scheduled during the official make-up times. This attendance requirement applies to a student who was on academic warning after the first semester even if the student's GPA is 2.33 or above after the second semester grades are posted.

**9.4. Probation.**

**9.4.1. At Discretion of Academic Standards Committee.** Students who are dismissed for academic deficiency after two semesters may petition the Academic Standards Committee to be readmitted on probation. The petition must state, in letter form, the following information: (1) an explanation of the perceived reasons for the petitioner's academic dismissal; and (2) an explanation of why the petitioner expects to be able to correct prior academic deficiencies if readmitted on probation. The petitioner has the burden of establishing to the satisfaction of the Academic Standards Committee that there is a significant probability that the petitioner will achieve and thereafter maintain a cumulative grade point average no lower than 2.33 if readmitted on probation.

**9.4.2. Effective Date of Probation.** If the Academic Standards Committee grants a student's petition for probation or the Faculty of Law grants the student's appeal of the Academic Standards Committee's denial of probation, probation will begin in the fall semester if the student was academically dismissed based on the cumulative GPA at the end of the spring semester or summer session and will begin in the spring semester if the student was academically dismissed based on the

cumulative GPA at the end of the fall semester or winter session.

**9.4.3. Schedule Approval.** A student on probation must have his or her class schedule approved by the Associate Dean for Academic Affairs.

**9.4.4. Student on Probation in the Fall Semester May Not Enroll in Winter Session.** A student who has been placed on probation for the fall semester may not enroll in any course in the subsequent winter session.

**9.4.5. Student on Probation Reduction of Permissible Absences.** During any semester in which a student is on probation, the student's permissible absences in any course may not exceed fifteen percent (as opposed to twenty-five percent) of the regularly scheduled class meetings and make-ups scheduled during the official make-up times.

**9.4.6. Additional Terms and Conditions.** The Academic Standards Committee may include in a grant of probation any additional terms or conditions the committee deems appropriate.

**9.4.7. Resolution of Probation and Limits on Probation.** This standard applies to students who began their 1L year in or after 2017. See Appendix E for the standard for students who began their 1L year in or before fall 2016. A student whose average remains below 2.33 after the semester in which he or she was placed on academic probation will be dismissed for academic deficiency. A student may not under any circumstances be granted more than one semester on probation during his or her J.D. program at the Law School.

## 9.5. Restart After Dismissal for Academic Deficiency.

**9.5.1. Restart Available in Extraordinary Circumstances.** Upon petition from the student, the Academic Standards Committee may allow a student who has been dismissed for academic deficiency to re-enroll as a first-year student and restart the law school program if the committee finds that the student (1) faced extraordinary circumstances that unquestionably interfered with his or her ability to perform at the required level in law school and (2) the extraordinary circumstances no longer exist. Even though a student may have demonstrated extraordinary circumstances that interfered with his or her ability to perform, in no event will a student be allowed to restart without an affirmative showing that the student possesses the capacity to complete law school successfully and be admitted to the bar. A student must petition under the standard within two years of dismissal.

**9.5.2. Appeal of Denial of Restart Limited.** A student whose petition for restart has been denied by the Academic Standards Committee shall be advised in writing of the committee's decision and whether the decision was unanimous or non-unanimous. Any

unanimous decision of the voting members of the committee present at the meeting (either physically or electronically) at which the petition was decided (provided a quorum of at least three voting committee members is present) shall be final, with no further appeal to the full faculty available. If the decision was other than unanimous, the student may appeal the decision to the full faculty under Academic Standard 1.6.

**9.5.3. Limitation on Petitions and Restarts.** A student may not file more than one petition for restart if the Academic Standards Committee concludes that the student did not face extraordinary circumstances that unquestionably interfered with his or her ability to perform at the required level in law school. The Academic Standards Committee may not under any circumstances grant a student more than one restart. A student who wishes to make a second restart must reapply through the Office of Admissions.

**9.5.4. Effect of Past Performance.** A student who is permitted to restart will not receive credit for any courses taken before the restart regardless of the grade received in the course. The prior performance will remain on the transcript; however, the transcript will clearly state that the student has restarted and the prior grades will not affect the grade point average.

**9.5.5. Reapplication After Dismissal for Academic Deficiency.** A student who has been dismissed for academic deficiency may seek readmission by submitting an application through the Office of Admissions. If the dismissal occurred less than two years before the application, the student must first petition for, and be denied, a restart under 9.5.1. An application for readmission under this rule may be submitted no earlier than one year from the date of the denial of the petition for restart under 9.5.1. In addition to all other application requirements, the applicant must submit a letter of standing from all law schools attended, law school transcripts, and at least one letter of recommendation from a law school professor to the Office of Admissions.

**9.6. Reinstatement or Readmission After Administrative Withdrawal from Law School.** Within 3 months of being administratively withdrawn from law school, an individual may petition the Academic Standards Committee to be reinstated in law school. The Academic Standards Committee may grant the petition only if the committee finds the petitioner presents extraordinary circumstances that caused the administrative withdrawal. In the alternative, the individual may seek readmission by submitting an application through the Office of Admissions.

**9.7. Voluntary Withdrawal.** A student who has voluntarily withdrawn from the law school may petition the Academic Standards Committee to restart law school. Such a petition must be



submitted within two years of the last date the student was in attendance at the law school. After the two-year period has elapsed, a student who wishes to restart the law school must reapply through the Office of Admissions. The Academic Standards Committee will consider only one petition for restart from any student. A student who wishes to make a second request must reapply through the Office of Admissions.

## LEAVES OF ABSENCE

**10.1. Limited Availability in the First Semester.** A student who is in the first semester of the student's program (regardless of status) and has not had any grades officially posted may obtain a leave of absence only with the permission of the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may impose any condition he or she deems appropriate on that leave, particularly relating to the date of the student's return and the plan for completing lockstep courses. If any end-of-semester grades have been posted, the student may obtain a leave of absence only with the permission of the Academic Standards Committee. The committee may impose any condition it deems appropriate on that leave, particularly relating to the date of the student's return and the plan for completing lockstep courses.

**10.2. Limited Availability Before Completing Lockstep Courses.** A student who has completed the first semester of the student's program (regardless of status) but has not completed the lockstep courses may obtain a leave of absence only with the permission of the Academic Standards Committee. The committee may impose any conditions on that leave, particularly relating to the date of the student's return and the plan for completing lockstep courses.

**10.3. Leaves for Advanced Students.** Advanced students (those who have completed the lockstep courses) may obtain one leave of absence of up to one calendar year from the Associate Dean for Academic Affairs. A second leave of absence, a leave of longer than one year, or an extension to a leave that has been granted may be obtained only from the Academic Standards Committee.

**10.4. Standards for Granting Leave.** A student's request for a leave of absence is not to be granted automatically; however, requests based on reasonable grounds, such as hardship arising from family, economics, employment, medical conditions, military service, or the like, are granted liberally.

**10.5. Visits to Another ABA Approved Law School.** A leave of absence for a visit to another ABA approved law school is handled in the same fashion as any other leave of absence; there typically must be a demonstrable hardship leading to the request to attend another law school. A leave of absence for a

visit to another ABA approved law school may be conditioned on the availability of certain courses at the visited school. Under no circumstances will more than thirty credit hours of work be transferred from the visited school (regardless of the length of the leave approved) and no credits will be accepted where the grade earned for the course does not meet or exceed the grade point average required to graduate from the visited school. All transfer credit accepted under this rule will be recorded as a Pass on the law school transcript and will confer credit for the course, but it is not calculated in the grade point average. Transfer credit will be accepted for courses graded Pass/Fail at the visited school so long as the course is one that is typically graded Pass/Fail at that school and will count toward the Pass/Fail credit hour limitation under 8.5.1. Transfer credit for courses graded on a letter or numerical scale at the visited school will not count toward the Pass/Fail credit limitation under 8.5.1.

**10.6. Visits for Summer Abroad Programs.** A leave of absence for a visit to attend a Summer Abroad program associated with an ABA approved law school will normally be allowed. Under no circumstances will more than eight credit hours of work be transferred back from a Summer Abroad program or programs, regardless of the length of the leave approved or the number of leaves approved. Credits earned in a Summer Abroad program count toward the thirty credit hour maximum allowed for visiting an ABA approved law school under 10.5. No credits will be accepted where the grade earned for the course does not meet or exceed the grade point average required to graduate from the school sponsoring the Summer Abroad program. All transfer credit accepted under this rule will be recorded as a Pass on the law school transcript and will confer credit for the course, but it is not calculated in the grade point average. Transfer credit will be accepted for courses graded Pass/Fail in a Summer Abroad program and will count toward the Pass/Fail credit hour limitation under 8.5.1. Transfer credit for courses graded on a letter or numerical scale in a Summer Abroad program will not count toward the Pass/Fail credit limitation under 8.5.1.

**10.7. Sanctions.** Failure to comply with the provisions on leaves of absence or with conditions on a leave granted shall be grounds for the Academic Standards Committee to impose any sanction it deems appropriate, including but not limited to refusal to accept transfer credits (regardless of the grade received), probation (with conditions it deems appropriate attached), or dismissal.

**10.8. Unauthorized Leave of Absence or Failure to Return from a Leave of Absence.** A student who fails to register and attend classes for a fall or spring semester without obtaining an official leave of absence or who fails to return to school at the conclusion of an official leave of absence will be administratively withdrawn



from law school. The administrative withdrawal will be effective on the first day of the semester in which the student takes the unauthorized leave or the first day of the semester in which the student failed to return from an authorized leave of absence. A student must petition under Standard 9.6 for reinstatement in the law school or readmission to the law school.

## CHANGE OF STATUS

**11.1. Before Completing Lockstep Courses.** A change of status before completion of lockstep courses shall only be allowed upon the following circumstances:

**Full-time Status to Part-time Status.** A full-time student may change to part-time status upon approval of the Associate Dean for Academic Affairs.

**Part-time Status to Full-time Status Student with a Minimum 3.00 GPA.** After completing the first semester of law school, a part-time student with a cumulative GPA of at least 3.00 may change to full-time status upon the approval of the Associate Dean for Academic Affairs.

**Part-time Status to Full-time Status Student with GPA below 3.00.** After completing the first semester of law school, a part-time student with a cumulative GPA below 3.00 wishing to change to full-time status must petition the Academic Standards Committee. The committee shall grant the petition only upon a finding of compelling circumstances.

**11.2. After Completing Lockstep Courses.** A change of status after completing lockstep courses is allowed only upon the approval of the Associate Dean for Academic Affairs before registration for the semester or session in which the change would be effective. A change from part-time status to full-time status must be accompanied by an affidavit in which the student swears that he or she will not be employed more than twenty hours per week at any week during any semester or session when the student is a full-time student.

## GRADUATION REQUIREMENTS

**12.1. Required Courses.** This standard applies to students who began their 1L year in or after 2017. See Appendix F for required courses for students who began their 1L year in fall 2016 and for required courses for current students who began their 1L year in or before fall 2015. A candidate for graduation must have received credit in all required courses, namely, ADR Survey; Civil Procedure; Constitutional Law; Contracts; Criminal Law; Legal Analysis, Research, & Writing I, II & III; Legislation & Regulation; Professional Identity, Professional Responsibility; Property; and Torts.

**12.2. Total Hours.** A candidate for graduation must have earned a minimum of ninety credit hours. Credit for the J.D. degree is given only for qualified course work completed after matriculation in the law school or for transfer credit granted for law school course work completed at another ABA accredited law school. "Qualified course work" means those courses approved by the law school for J.D. credit.

**12.3. Grade Point Average Requirements.** A candidate for graduation must have a cumulative grade point average no lower than 2.33. There is no waiver of this standard.

**12.4. Time for Completion of Degree.** A candidate for graduation must complete the requirements for the J.D. degree within 72 months.

**12.5. Compliance with Curricular Requirements.** A candidate for graduation must have complied with all curricular requirements, e.g., course prerequisites, rigorous writing requirement, upper-level oral skills or experiential requirement, standards relating to credit hours of Pass/Fail courses, and standards relating to nonclassroom courses. Any credits received in contravention of these curricular requirements will not be counted toward the ninety credit hours required for graduation.

**12.6. Equal Justice Requirement.** A candidate for graduation must complete 30 hours of law-related pro bono service through the Equal Justice Program. The student must submit paperwork evidencing completion of the 30 hours of pro bono work to the Office of Student Affairs by the first Monday after fall break for the December graduation, by the first Monday after spring break for the May graduation, and July 1 for the August graduation. Failure to meet this deadline may result in the student graduating in a subsequent semester in which this requirement is complete.

**12.7. Graduation Fee.** Each candidate for graduation must pay a graduation fee, the amount of which is set by the administration.

**12.8. Honors.** This standard applies to JD students graduating after May 2019. See Appendix G for the honors awarded to students who graduated in or before May 2019. Graduation honors are based on a student's final cumulative GPA. Categories for Latin Honors shall be designated as follows:

Summa Cum Laude: 3.80 or higher  
Magna Cum Laude.: 3.60 to 3.79  
Cum Laude.: 3.40 to 3.59

The Law School registrar determines the students who qualify for Latin Honors after final grades have been posted and the list of graduates has been certified.

## APPENDIX A

The following lockstep sequences apply to students who began their 1L year in fall 2016.

### 3.1. Lockstep Sequences.

**3.1.1. Full-time, Day Division.** The prescribed sequence of lockstep courses for full-time day students is:

First semester (fall) courses:	
Criminal Law	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Legislation & Regulation	3 credit hours
Professional Identity	.5 credit hour
Torts	4 credit hours

Second semester (spring) courses:

Civil Procedure	4 credit hours
Contracts	4 credit hours
Legal Analysis, Research, & Writing II	3 credit hours
Professional Identity	.5 credit hour
Property	4 credit hours

Third semester (fall) courses:

Constitutional Law	4 credit hours
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**3.1.2. Part-time, Day Division.** The prescribed sequence of lockstep courses for part-time day students is:

First semester (fall) courses:

Criminal Law	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Professional Identity	.5 credit hour
Torts	4 credit hours

Second semester (spring) courses:

Contracts	
Legal Analysis, Research, & Writing II	3 credit hours
Professional Identity	.5 credit hour
Property	4 credit hours

Third semester (fall) courses:

Constitutional Law	4 credit hours
Legislation & Regulation	3 credit hours

Fourth semester (spring) courses:

Civil Procedure	4 credit hours
	4 credit hours

The following lockstep sequences apply to current students who began their 1L year in or before fall 2015.

### 3.1. Lockstep Sequences.

**3.1.1. Full-time, Day Division.** The prescribed sequence of lockstep courses for full-time day students is:

First semester (fall) courses:

Criminal Law	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Legislation & Regulation	3 credit hours
Torts	4 credit hours

Second semester (spring) courses:

Civil Procedure	4 credit hours
Contracts	4 credit hours
Legal Analysis, Research, & Writing II	3 credit hours
Property	4 credit hours

Third semester (fall) courses:

Constitutional Law	4 credit hours
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**3.1.2. Part-time, Day Division.** The prescribed sequence of lockstep courses for part-time day students is:

First semester (fall) courses:

Criminal Law	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Torts	4 credit hours

Second semester (spring) courses:

Contracts	4 credit hours
Legal Analysis, Research, & Writing II	3 credit hours
Property	4 credit hours

Third semester (fall) courses:

Constitutional Law	4 credit hours
Legislation & Regulation	3 credit hours

Fourth semester (spring) courses:

Civil Procedure	4 credit hours
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**3.1.3. Part-time, Evening Division.** The prescribed sequence of lockstep courses for part-time evening students is:

First semester (fall) courses:

Criminal Law	4 credit hours
Legal Analysis, Research, & Writing I	3 credit hours
Torts	4 credit hours

Second semester (spring) courses:

Contracts	4 credit hours
Legal Analysis, Research, & Writing II	3 credit hours
Property	4 credit hours

Third semester (fall) courses:

Civil Procedure	4 credit hours
Legislation & Regulation	3 credit hours

Fourth semester (spring) courses:

Constitutional Law	4 credit hours
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## APPENDIX B

The following upper-level required courses apply to current students who began their 1L year in or before 2016.

**3.2.1. Upper-level Required Courses.** In addition to completing the lockstep courses, every student, during some semester before graduation, must successfully complete the following advanced required courses: Business Associations I, Criminal Procedure, Evidence, LARW III, Professional Responsibility, and Wills & Estates (formerly Estates & Trusts). If a student fails an advanced required course, the course must be repeated. The grade for a repeat of a failed required course is Pass or Fail. The original grade remains on the transcript and is calculated in the cumulative grade point average.

## APPENDIX C

The following nonclassroom course limitation applies to students who began their 1L year in or before 2016.

**3.2.3. Nonclassroom Course Limitation.** No student may count more than twelve credit hours earned in courses without a regularly scheduled classroom component toward the total number of hours required for graduation.

## APPENDIX D

The following upper-level experiential requirement applies to students who began their 1L year in 2016.

**3.5.2. Upper-level Experiential Requirement.** As required by the ABA, each student must successfully complete a minimum of six credit hours in one or more upper-level experiential courses approved by the Curriculum Committee as meeting this requirement. An experiential course must be a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must (1) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills identified in ABA Standard 302; (2) develop the concepts underlying the professional skills being taught; (3) provide multiple opportunities for performance; and (4) provide opportunities for self-evaluation. A course used to satisfy the experiential requirement may not be used to satisfy another requirement, such as the upper-level rigorous writing requirement. Courses that satisfy the requirement will be identified in the registration materials for each semester and session.

## APPENDIX E

The following resolution of probation standard applies to students who began their 1L year in or before 2016.

**9.4.7. Resolution of Probation.** A student whose average remains below 2.33 after the semester in which he or she was placed on academic probation will be dismissed for academic deficiency, unless the Academic Standards Committee again votes to place the student on probation, but the committee may not under any circumstances grant probation for more than two semesters.

## APPENDIX F

Required Courses for full-time and part-time students who began law school in fall 2016:

**12.1. Required Courses.** A candidate for graduation must have received credit in all required courses, namely, Business Associations I; Civil Procedure; Constitutional Law; Contracts; Criminal Law; Criminal Procedure; Evidence; Legal Analysis, Research, & Writing I, II & III; Legislation & Regulation; Professional Identity, Professional Responsibility; Property; Torts; and Wills & Estates..



Required Courses for full-time and part-time students who began law school in or before fall 2015:

12.1. **Required Courses.** A candidate for graduation must have received credit in all required courses, namely, Business Associations I; Civil Procedure; Constitutional Law; Contracts; Criminal Law; Criminal Procedure; Evidence; Legal Analysis, Research, & Writing I, II & III; Legislation & Regulation; Professional Responsibility; Property; Torts; and Wills & Estates.

## APPENDIX G

### 12.8. Latin Honors.

A JD student who graduated in May 2019 qualified for Latin Honors based on the student's final cumulative GPA or individual student ranking in the student's graduating class. Categories for Latin Honors were designated as follows:

Summa Cum Laude: GPA of 3.80 or higher or rank in top two percent of graduating class

Magna Cum Laude: GPA of 3.60 to 3.79 or rank in top five percent but not the top two percent of the graduating class

Cum Laude: GPA of 3.40 to 3.59

The Law School registrar determined the students who qualified for Latin Honors after final grades were posted and the list of graduates was certified.

A JD student who graduated prior to May 2019 qualified for Latin Honors based on the individual student rankings of the student's graduating class. Categories for Latin Honors were designated as follows:

Summa Cum Laude: top two percent

Magna Cum Laude: top five percent but not in the top two percent

Cum Laude: top 10 percent but not in the top five percent

The Law School registrar determined the students who qualified for Latin Honors after final grades were posted and the list of graduates was certified.

# CREDIT HOUR POLICY

The Law School adheres to the federal<sup>1</sup> and ABA<sup>2</sup> definitions of a credit hour. ABA Standard 310(b) provides:

A “credit hour” is an amount of work that reasonably approximates:

(1) not less than one hour of classroom or direct faculty instruction<sup>3</sup> and two hours of out-of-class student work<sup>4</sup> per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.<sup>5</sup>

The academic calendar at the Law School includes two fifteen-week semesters, the fall and spring terms, each of which includes a one week reading period/break from classes, and a two-week examination period. The summer term includes one seven week class session and a one-week examination period. The winter session is a one-week term with an examination, paper or project.

## CREDIT FOR CLASSROOM INSTRUCTION

Students are required to complete 90 credit hours to graduate. Each hour of classroom credit is based on at least 50 minutes of direct faculty instruction. For each credit hour of classroom instruction, students shall spend, on average, a minimum of 2 hours (based on a 60-minute hour) on out-of-class work during the semester. Clinics and externship hours are calculated differently. See below for further explanation on the credit hour policy for clinics and externships.

## FALL AND SPRING TERMS

A four-credit course will ordinarily meet for 240 minutes, or 4 hours, each week for 12 weeks, followed by an examination period. Students are expected to spend, on average, a minimum of 560 minutes, or 9.3 hours, on out-of-class work per week during the

semester.

A three-credit course will ordinarily meet for 180 minutes, or 3 hours, each week, followed by an examination period. Students are expected to spend, on average, a minimum of 420 minutes, or 7 hours, of out-of-class work per week during the semester.

A two-credit course will ordinarily meet for 120 minutes, or 2 hours, each week, followed by an examination period. Students are expected to spend, on average, a minimum of 280 minutes, or 4.7 hours, on out-of-class work per week during the semester.

A one-credit course will ordinarily meet for 60 minutes, or one hour, each week, followed by an examination period. Students are expected to spend, on average, a minimum of 140 minutes, or 2.3 hours, on out-of-class work per week during the semester.

If a class does not meet every week or does not have an examination, an equivalent amount of time will be allocated during the term to direct classroom instruction and student out-of-class work per week.

## SUMMER TERM

A four-credit course will ordinarily meet for 400 minutes each week for 7 weeks, followed by an examination period. Students are expected to spend, on average, a minimum of 16 hours on out-of-class work per week during the term.

A three-credit course will ordinarily meet for 300 minutes each week for 7 weeks, followed by an examination period. Students are expected to spend, on average, a minimum of 12 hours on out-of-class work per week during the term.

A two-credit course will ordinarily meet for 200 minutes each week for 7 weeks, followed by an examination period. Students are expected to spend, on average, a minimum of 8 hours on out-of-class work per week during the term.

A one-credit course will ordinarily meet for 100 minutes each week for 7 weeks, followed by an examination period. Students are expected to spend, on average, a minimum of 4 hours on out-of-class work per week during the term.

If a class does not meet every week or does not have an examination, an equivalent amount of

<sup>1</sup> 34 C.F.R. § 602.2 (2015), Regulations of the Offices of the Department of Education

<sup>2</sup> ABA Standards and Rules of Procedure for Approval of Law Schools (2016-2017), Standard 310(b)

<sup>3</sup> “...fifty minutes suffices for one hour of classroom or direct faculty instruction.” Interpretation 310-1, ABA Standards and Rules of Procedure for Approval of Law Schools (2016-2017).

<sup>4</sup> An “hour” for out-of-class student work is sixty minutes.” Interpretation 310-1, ABA Standards and Rules of Procedure for Approval of Law Schools (2016-2017).

<sup>5</sup> ABA Standards and Rules of Procedure for Approval of Law Schools (2016-2017), Standard 310(b)

time will be allocated during the term to direct classroom instruction and student out-of-class work per week.

## CREDIT FOR CLINICS AND EXTERNSHIPS

Each Law School clinic and externship placement includes a classroom component. The amount and level of credit awarded in each clinic or externship placement depends on the amount of time allocated to the classroom component and to student clinical and extern work. Depending on the clinic or extern placement, students will spend at least 42.5 hours in and out-of-class during the term for each hour of academic credit earned. In addition, students enrolling in a clinic or externship for the first time must attend a required orientation. Students are responsible for keeping a log of their hours for review by a faculty member at the end of each semester.

### Clinics

Students enrolled in a clinic for the first time are required to attend weekly class sessions as set forth in the chart below and must devote, on average, a minimum of the following hours of out-of-class work per week over a twelve-week semester.

# of credits	Class Meeting Hours	Out-of-Class Work
2	2 hrs per wk	5 hrs per wk
3	2 hrs per wk	8.5 hrs per wk
4	2 hrs per wk Patent Clinic and Probate & Estate Planning Clinic Only	12 hrs per wk Patent Clinic and Probate & Estate Planning Clinic Only
4	3 hrs per week	11 hrs per week
5	3 hrs per week	14.5 hrs per week
6	3 hrs per week	18 hrs per week

### Continuing Clinic Students

Students who have completed one semester of a clinic may continue in that same clinic for a subsequent semester for two, three, or four credits, with the approval of the clinic instructor. The number of credits is to be determined by the student and instructor. All continuing clinic students are required to attend six one-hour class sessions scheduled throughout the semester and to contribute to clinic orientation. Students enrolling as a continuing clinic student must devote, on average, a minimum of the

following hours of out-of-class work per week, over a twelve-week semester:

No. of Credits	Out-of-class work
2 credits	7 hours
3 credits	10.5 hours
4 credits	14 hours

### Externships

Students enrolled in externships for the first time must attend a seminar. Students enrolled in externships for a second time must attend individual and group meetings led by the Externship Program Director. Students enrolled in Residency Externship-Public Policy attend a corresponding seminar. Please see registration materials for the externship seminar or meeting schedule. Students enrolled in an externship must devote, on average, the following hours of out-of-class work for the externship placement per week:

No. of Credits	Out-of-class work
2 credits	8 hours (over 10 weeks)
3 credits	12 hours (over 10 weeks)
4 credits	16 hours (over 10 weeks)
9 credits	34 hours (over 12 weeks)
10 credits	37.5 hours (over 12 weeks)
11 credits	35 hours (over 14 weeks)
12 credits	38.5 hours (over 14 weeks)

Travel time does not count for hours. Academic credit is awarded on a pass/fail basis.

## CREDIT FOR INDEPENDENT STUDY

Students enrolled in Independent Study are eligible to receive one hour of academic credit for performing at least 60 hours on the assignment during the term in which the student is enrolled. Students are responsible for keeping a log of their hours and submitting the log to the supervising faculty member at the end of the semester. Academic credit is awarded on a pass/fail basis.

## CREDIT FOR STUDENT-EDITED LAW JOURNALS

Student members of law journals are eligible to receive one hour of academic credit per semester for performing at least 60 hours of academically-related work, which may include completion of a note or comment, reading and evaluating journal submissions, and editing and cite-checking articles. Students on the board of editors who are performing editorial functions for the law journals are eligible to receive up to two credits per semester for performing at least 100 hours of academically-related work.



Students are responsible for keeping a log of their hours for review by the faculty advisor of the journal at the end of each semester. Academic credit is awarded on a pass/fail basis.

### **CREDIT FOR MOOT COURT, MOCK TRIAL, AND ADR COMPETITIONS**

Depending on the competition, students who participate in Mock Trial, Moot Court and ADR competitions are eligible to receive up to two hours academic credit per semester for each 45hours of academically-related work, including brief writing, appellate advocacy, trial advocacy, negotiation, mediation, or arbitration (and excluding time to travel to competitions). Students are responsible for keeping a log of their hours for review by a faculty member at the end of each semester. Academic credit is awarded on a pass/fail basis.

### **CREDIT FOR TEACHING ASSISTANTS**

Students who serve as teaching assistants in the Academic Support Program, the Legal Writing Program, or the Professional Identity Program are eligible to receive one hour of academic credit per semester for performing at least 50hours of academically-related work, including mentoring students in study skills, time management, exam preparation, legal writing, or other critical academic skills. Students are responsible for keeping a log of their hours for review by a faculty member at the end of each semester. Academic credit is awarded on a pass/fail basis.

# SCHOOL OF LAW HONOR SYSTEM

## AGGIE CODE OF HONOR

An Aggie does not lie, cheat or steal, or tolerate those who do.

### I. HONOR SYSTEM RULES

#### A. INTRODUCTION

Matters of academic dishonesty by law students are governed by the Honor System Rules. All students are bound by the Texas A&M Aggie Code of Honor and the [Texas A&M University Honor System Rules and Procedures](#). Law students are also bound by additional rules of the Law School. Students are responsible for knowing the Honor Code and Honor System Rules, complying with their requirements, and reporting known violations. Texas A&M University also has a Student Conduct Code regarding nonacademic misconduct that applies to law students.

#### B. LAW SCHOOL COMMUNITY RESPONSIBILITIES

Texas A&M University School of Law expects students to conduct themselves at all times in a manner that is consistent with the highest ethical standards of integrity and honesty required by the legal profession. As part of their preparation for the legal profession, students at the School of Law will better understand their duties as lawyers by practicing and by upholding ethical standards of conduct throughout their time as students. By ensuring academic integrity, the Honor Code and Honor System Rules are designed to provide an environment in which each student can be evaluated fairly, free from the inequity of competing with others who attempt to enhance their own efforts unfairly.

Upon enrollment at the School of Law, all entering students will be charged with notice of, and be bound by, these requirements. The University and Law School reserve the right to amend the Honor System Rules and shall provide notice of those amendments. Students are bound by the provisions in effect at the time of the alleged misconduct. Student resources regarding the Aggie Honor System Rules and Honor System Office are available at <http://aggiehonor.tamu.edu/Students/>.

Each member of the Law School community should assist in ensuring compliance with the Honor System Rules by immediately bringing to the attention of the Associate Dean for Academic Affairs or instructor any act that may reasonably be considered to constitute a violation of the Honor System rules. All members of the Law School community share a responsibility to take appropriate action when potential violations of the Honor Code occur.

The failure to report violations of the Honor System Rules is itself a violation of these rules. The Honor System cannot function, and the standards of academic conduct cannot be appropriately promoted, if members of the Law School community do not report violations when they occur. This requirement is supported by the reporting requirement in Rule 8.03 of the Texas Disciplinary Rules of Professional Conduct.

All confidentiality provisions of the Honor System Rules are subject to the reporting requirements of bar licensing authorities or as otherwise required by law.

### II. ADMINISTRATION OF THE HONOR SYSTEM RULES AT TEXAS A&M UNIVERSITY SCHOOL OF LAW

At the Texas A&M University School of Law, the Associate Dean for Academic Affairs will serve as the administrator. The Associate Dean for Academic Affairs will create processes and operating procedures to implement and enforce the Honor System at the Texas A&M School of Law and enforce the rules described in the following sections. The Associate Dean for Academic Affairs has the option of extending any deadline for extenuating circumstances.

The Office of the Associate Dean for Academic Affairs shall be the central office responsible for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts for Law School Honor System. Additionally, it shall provide assistance to members of the Law School community

when questions or concerns arise pertaining to academic misconduct and shall oversee the operations and functioning of the Honor Council in cases involving law students. Finally, The Associate Dean for Academic Affairs shall coordinate and evaluate appeals for compliance with the Honor System Rules.

### III. DEFINITIONS OF ACADEMIC MISCONDUCT

Academic Dishonesty includes the commission of any of the following acts. This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty. Clarification is provided for each definition by listing some prohibited behaviors.

#### A. TEXAS A&M UNIVERSITY HONOR SYSTEM - DEFINITIONS OF ACADEMIC MISCONDUCT

##### B. LAW SCHOOL-SPECIFIC RULES

In addition to the [Texas A&M Honor System Rules](#), law students must abide by the following law-school specific rules:

##### 1. Examinations

- a. Because of the requirement of anonymity regarding examinations and certain written assignments, a student may not intentionally or knowingly convey to an instructor any information that tends to identify his/her authorship of an examination or a required anonymous assignment yet to be graded.
- b. A student who has taken an examination may not intentionally or knowingly convey, directly or indirectly, to another student any information about the contents of that particular examination that the other student has yet to take. Students have an obligation under these rules to determine whether another student has taken the examination before discussing the contents of a particular examination. This rule applies not only to oral conversations but also to written communications or discussions, including those in electronic form or on social media.
- c. A student who has not yet taken the same examination may not intentionally or knowingly solicit or receive information about the contents of that particular examination from a student who has already taken it. This rule applies not only to oral conversations but also to written communications or discussions, including those in electronic form or on social media.
- d. A student may not intentionally or knowingly misrepresent information to reschedule or postpone examinations or assignment deadlines.

##### 2. Plagiarism

Law students are subject to different rules than undergraduate students regarding the citation of works in written assignments, including memoranda, briefs, seminar papers, and law review or journal articles, notes, and comments. Students have an obligation to be familiar with the citation rules applicable to their writing assignments. No student may intentionally, knowingly, or carelessly represent as his/her own research, ideas, or writing of another without appropriate attribution. Students are advised to read [Law School Plagiarism v. Proper Attribution](#) published by the Legal Writing Institute.

##### 3. Attendance

Signing a class attendance roster signifies the student's attendance in class for the entire class period. A student may not intentionally or knowingly sign an attendance roster and leave class; sign the roster for someone who is not present in class; or ask someone to sign the roster for a student who is not present in class.

### IV. HONOR COUNCIL

The Aggie Honor Council is a body of peers who support the processes and mission of the University and Law School Aggie Honor System Office. Information about the role of the Aggie Honor Council may be found [here](#).

#### Law School Student Honor Council Members

Student Honor Council members are elected in the spring through a process conducted by the Student Bar

Association. Contact the Student Bar Association representatives or officers to express your interest and get further information about the election process.

#### Faculty Honor Council Members

Faculty members are elected for 2-year terms in the spring of each year. There are no limits to the number of consecutive terms that one can serve.

### V. REPORTING VIOLATIONS

There are three reporting formats for honor code violations: general reporting, confidential reporting, and anonymous reporting. Each reporting format will initiate some action by the Associate Dean for Academic Affairs and can potentially lead to the initiation of a case. Reports may be made to the Associate Dean for Academic Affairs via electronic media, written letter, in person and/or telephone conversation. The preferred reporting methods are electronic or written.

#### A. General Reporting.

General reporting constitutes a submission of a report in which the reporting party is willing to fully identify him/herself to all involved in the case. This is the preferred reporting format and will ensure that all facts are obtainable.

#### B. Confidential Reporting.

Confidential reporting constitutes a submission of a report in which the reporting party is willing to provide his/her name to the instructor and/or the Associate Dean for Academic Affairs, but wishes to have his/her name remain confidential through the proceedings of the case. Confidential reporting allows the instructor and/or the Associate Dean for Academic Affairs to contact the reporting party to gather further information when necessary.

#### C. Anonymous Reporting.

Anonymous reporting constitutes a submission of a report in which the reporting party desires to remain anonymous. This report will be considered a tip and handled as such. The reporting party will not be identifiable and cannot be contacted for further information on the case. An anonymous tip is not sufficient ground to initiate a charge; however, the tip can initiate an investigation.

### VI. ADJUDICATION OPTIONS

Instructors have two options for adjudication of cases. They may refer the case to the Honor Council or they may adjudicate the case themselves, if it is a first offense. If the case is referred to the Honor Council, the instructor will complete an Honor Code Violation Report Form and send it to the Associate Dean for Academic Affairs for further consideration as soon as practicable (with a preference of five (5) university business days) of notification of the alleged incident. If the instructor chooses to handle the case individually, the instructor shall contact the Associate Dean for Academic Affairs to obtain a case number as soon as practicable (with a preference of five (5) university business days) of notification of the alleged incident and follow the instructor procedures for adjudication.

At any time before the instructor has imposed one or more of the Academic or Educational Sanctions, the instructor and the accused student each have the right to terminate the instructor-based adjudication and transfer the process to the Honor Council.

Faculty resources regarding the Aggie Honor System Rules and Honor System Office are available at <http://aggiehonor.tamu.edu/Faculty/>.

## VII. ADJUDICATION PROCESS

### A. STUDENT RIGHTS

### B. ADJUDICATION PROCESS - INSTRUCTOR

### C. ADJUDICATION PROCESS - HONOR COUNCIL

### D. SANCTIONS

In addition to other sanctions, no upper-division law student found guilty of academic misconduct may receive Cum Laude, Magna Cum Laude, or Summa Cum Laude honors at graduation. Upper-division status is defined as having earned 29 or more credit hours, including transfer hours, prior to the date of the violation. This sanction is automatic upon a finding of academic misconduct, and is imposed without regard to the severity of other sanctions imposed by the instructor or Honor Council.

## VIII. APPEALS PROCESS

A law student found responsible for a violation has five (5) university business days to file an appeal to the Associate Dean for Academic Affairs, who serves as the director of the Aggie Honor System Office at the Law School. [Download the Law Student Appeal Form.](#)

# SCHOOL OF LAW

# STUDENT CONDUCT RULES

I. LAW STUDENTS ARE GOVERNED BY THE TEXAS A&M UNIVERSITY [STUDENT CONDUCT CODE](#).

II. LAW SCHOOL-SPECIFIC CONDUCT RULES

In addition to the Texas A&M University [Student Conduct Code](#), law students must abide by the following law school-specific rules:

A. Students are directed to section 24.4.1 of the Texas A&M Student Conduct Code that describes acts of dishonesty, including: "The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action." Law students are under a continuing obligation to ensure the accuracy and completeness of the application and are required to update the application making a report in writing to the Associate Dean for Academic Affairs as a petition to amend (update) the Law School application no later than 30 calendar days from the date the student learns of the need for an amendment.

B. Students are under a continuing obligation to report any arrest, citation, ticket, or charge of any violation of the law, excluding minor traffic violations, regardless of whether charges were formally brought against the student, regardless of whether charges against the student were dismissed, regardless of whether the student was acquitted, and regardless of whether adjudication was withheld or a conviction was reversed, set aside, or vacated. This obligation begins from the date of acceptance by the Law School and continues until graduation. Students are obligated to make this report in writing to the Associate Dean for Academic Affairs as a petition to amend (update) the Law School application no later than 30 calendar days after such arrest, citation, ticket or charge of a violation of law.

C. A student may not be employed more than 20 hours in any week in which the student is enrolled in more than 12 class hours in a regular term or more than 6 class hours in a summer term. A knowing and intentional violation of this rule is subject to discipline under the Student Conduct Code. Further, any student who falsely certifies on any Law School document or record that he/she is in compliance with this work limitation is subject to discipline under the Student Conduct Code.

D. A student may not intentionally or knowingly make any false representation on a resumé, transcript, or other written material relating to his or her Law School credentials or falsely represent his or her Law School credentials in any other way to a potential employer or academic institution.

III. [STUDENT CONDUCT CODE PROCEDURES \(SYSTEM\)](#)

Texas A&M University School of Law will adjudicate cases involving Law School students. The Associate Dean for Academic Affairs shall be the Student Conduct Administrator. Complaints may be submitted to the Associate Dean for Academic Affairs or the Assistant Dean of Student Affairs, based on the fact pattern of each case. Students who believe they have been subjected to discrimination, including harassment, should contact the Assistant Dean for Student Affairs.

The Office of the Associate Dean for Academic Affairs shall be the central office responsible for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts involving law students. Additionally, it shall provide assistance to members of the Law School community when questions or concerns arise pertaining to student conduct.

IV. [STUDENT CONDUCT PROCEEDINGS](#)

V. [SANCTIONS](#)

VI. [STUDENT CONDUCT FILES AND RECORDS](#)



Law students' disciplinary records may be kept permanently to facilitate the process for admission to bar of one or more states.

VII. DEPARTURE FROM CAMPUS FOLLOWING SUSPENSION OR DISMISSAL AND REQUEST FOR REINSTATEMENT

VIII. DANGEROUS OR DISRUPTIVE BEHAVIOR CAUSED BY MANIFESTATIONS OF A SERIOUS PSYCHOLOGICAL DISTURBANCE

IX. RACIAL AND ETHNIC HARASSMENT

X. LAW STUDENTS MUST ALSO COMPLY WITH THE [BASIC RULES AND PROCEDURES GOVERNING STUDENT LIFE](#), [STUDENT LIFE RULES](#) APPLICABLE TO THE LAW SCHOOL CAMPUS, AND THE RULES ON [CLASSROOM BEHAVIOR](#) AND [COMPUTING SERVICES: RULES FOR RESPONSIBLE COMPUTING](#).

XI. STUDENT GRIEVANCE PROCEDURES

A. [Sexual Harassment](#)

B. [Student Conduct Separation and Appeal](#)

C. [University Disciplinary Appeals Panel](#)

# EXAMINATION POLICIES AND PROCEDURES

- 1. EXAM NUMBERS.** Students are assigned a unique exam number each semester. Students will be notified when exam numbers are available. Do not use an exam number from a previous semester. Do not put your name or UIN on any examination or reveal your exam number to a professor; doing so violates the law school's Academic Standards and Honor System Rules.
- 2. Open Book In-Class EBB Examination.** If the examination is an open book in-class EBB exam, students may use only hard copy materials and will not be allowed to use e-books or other electronic materials during the examination.
- 3. Electronic Devices.** No electronic devices other than one exam laptop with EBB software may be used during the examination. This includes cell/smart phones, smart watches, tablets, iPods, MP3 players, cameras, digital or tape recorders, headphones, earphones, earbuds or any other device that is capable of transmitting or recording information. All such devices must be turned off and stored in lockers or bags/backpacks at the sides or front of the exam room. Due to the similarity between "smart" watches and other watches, no wristwatches of any kind will be allowed. Any electronics visible during the exam will be confiscated by the proctor and turned in to the Associate Dean for Academic Affairs. Soft earplugs may be used. Laptops. The use of one personal laptop to take exams is provided as an option for students and is not a right. The law school is not responsible for laptop failure during an exam and will not provide a back-up laptop or power cord. Therefore, prior to the exam, students should make sure their laptops are in good working order and the latest EBB software has been downloaded and working properly. Students should bring a power cord for their laptops to the exam. Exam start times will not be delayed due to individual student computer issues.
- 4. Laptops.** The use of one personal laptop to take exams is provided as an option for students and is not a right. The law school is not responsible for laptop failure during an exam and will not provide a back-up laptop or power cord. Therefore, prior to the exam, students should make sure their laptops are in good working order and the latest EBB software has been downloaded and working properly. Students should bring a power cord for their laptops to the exam. Exam start times will not be delayed due to individual student computer issues.
- 5. Exam Preparation for Laptops.** Students are responsible for ensuring that their laptops are ready for EBB exams. If you plan to use Electronic Bluebook (EBB) for any of your exams, you must download the latest EBB software version through the law school [EBB website](#). If you need assistance with downloading software, malware/virus scans, general software updates, or an overall laptop tune-up, please make an appointment with the IT department at least 7-10 days prior to your first EBB exam. It may not be possible for IT to honor last minute requests for services.
- 6. Arrive Early.** Students should be in the examination room at least 15 minutes prior to the scheduled start of the examination. No extra time is given to students who are late for an exam.
- 7. Personal Items.** Backpacks, book bags, or bags/purses may not be at the table with you during the exam. They must be left in your locker or at the sides or front of the exam room.
- 8. Food.** Food (small, quiet, odorless snack) and drink may be brought into the exam.
- 9. Exam Supplies.** Exam supplies such as Bluebooks, Scantron sheets, and scratch paper (if allowed) are provided in the exam rooms.
- 10. Late Arrivals.** Absent an emergency, a student arriving late will not be given additional time to complete the exam. Foreseeable circumstances, such as heavy traffic, are not considered emergencies.
- 11. Emergencies.** If you have an emergency involving you or a member of your immediate family, you may request to reschedule an exam. Please refer to number 3 of the Rescheduling Exams section below for additional details and contact information.

12. **Unexcused Failure to Take an Exam.** If you fail to take a scheduled examination on the date and time specified on the exam schedule or you fail to timely turn in a take home exam in accordance with the governing instructions, you will receive the grade of F for the exam unless you have been excused in advance by the Associate Dean for Academic Affairs.

13. **Attendance Roster.** Students must sign the attendance roster that will be passed around prior to the exam.

14. **Technical Difficulties.** Students who chose to complete the exam using EBB software should be prepared to write the exam in the event of a computer or software malfunction. If you have a technical problem during an exam, you must notify the proctor immediately. You should begin immediately writing your exam in a Bluebook and a member of the IT staff will be notified to assist with technical problems. If the problem cannot be resolved, the remainder of the exam must be written by hand. If the laptop problem is resolved, you should start typing at the point in your answer where you stopped writing in the bluebook. No extra time will be allotted for completing your exam in the event of an individual computer malfunction.

15. **Leaving the Exam Room.** Once you have received your exam packet, you may not leave the exam room except to use the restroom or in case of emergency. If you leave the room, you cannot remove anything from the room and you will not be compensated with extra time. If you leave the room during the exam, you must sign in and out with the proctor.

16. **End of Exam.** When time has been called, you must stop writing/typing your answer, even if you are in the middle of a sentence. Failure to stop writing when time is called can result in grade penalties and a possible Honor Code investigation.

17. **Returning Exam Materials.** It is the student's responsibility to make sure that all testing materials are turned in to the proctor at the end of the exam. Professors may impose penalties (e.g., a failing grade or grade reduction) for any exam or portion of an exam that is taken out of the exam room. At the end of the exam, place all exam materials (examination, scratch paper, Bluebooks, and Scantron sheet), whether used or unused, in your examination envelope. In closed book exams, you may not leave the room with any paper that was on your desk.

18. **The Honor System.** Students are expected to follow the law school's Honor Code and Honor System Rules during the examination and grading periods. Failure to report a violation of the Honor Code and Honor System Rules is itself a violation of the rules.

19. **Post-Examination Discussions.** Students who have taken an examination may not convey information about a particular examination to a student who has yet to take the examination. Students have an obligation to determine whether another student has taken the examination before discussing the contents of a particular examination. Similarly, students who have not taken an examination may not receive or solicit information about the examination from a student who has already taken it. This rule applies not only to oral conversations but also to written discussions, including those in electronic form or on social media, e.g., Facebook. Such communications or electronic postings are subject to disciplinary action under the Honor Systems Rules.

20. **Anonymity.** To preserve anonymity, examinations shall be identified only by the exam number issued to each student. Do not put your name anywhere on the exam packet, exam materials, or the exam itself. During the exam and grading periods, do NOT contact your professor either in person, by phone, or by e-mail. Professors do not reschedule examinations and any attempt to contact a faculty member may jeopardize anonymous grading and violate the Honor System Rules. Once a take home exam has been distributed, do not contact the professor with any questions. Finally, once the exam period is over, do not contact the professor with any questions or concerns about the exam until the grades have been posted. Any questions may be directed to the Associate Dean for Academic Affairs ([arguthrie@law.tamu.edu](mailto:arguthrie@law.tamu.edu)) or the Registrar ([law-registrar@tamu.edu](mailto:law-registrar@tamu.edu)).

## ACCOMMODATIONS

Students seeking an exam accommodation must contact the Assistant Dean for Student Affairs and submit an Exam Accommodation Request by October 15 in the fall semester, by March 15 in the spring semester, and at registration for the summer and winter sessions. The law school cannot guarantee that a late request for an exam accommodation will be granted. Please remember that a request for accommodation must be supported by appropriate documentation and must be requested each semester.

## EXAM CONFLICTS

An exam conflict is defined as:

- (1) more than one exam scheduled for the same time period,
- (2) two exams scheduled in consecutive exam periods on the same calendar day, or
- (3) three exams whose start times are scheduled within one 24-hour period.

To reschedule an exam under this rule, the student must submit an Exam Reschedule Request Form to the Office of the Associate Dean for Academic Affairs ([arguthrie@law.tamu.edu](mailto:arguthrie@law.tamu.edu)) by November 1 of the fall semester, by April 1 of the spring semester, by the end of the fourth week of the summer session, or by the second class of the winter session. The exam will be rescheduled for a time as soon after the originally scheduled exam as practicable. The Associate Dean for Academic Affairs determines which exam will be rescheduled and when. Students do not have the option to request rescheduled exam dates.

## RESCHEDULING EXAMS

1. **Exams will be rescheduled to a time only AFTER the originally scheduled exam, not before.** All rescheduled exams must be taken before the end of the final exam period unless there are extenuating circumstances as determined by the Associate Dean for Academic Affairs.

2. **Students are expected to be available during the entire examination period.** Exams will not be rescheduled for personal convenience, travel, family, or work obligations during the examination period. In the event of inclement weather, power failure, or other extenuating circumstance, every effort will be made to reschedule exams during the scheduled exam period.

3. **Emergencies.** If you have an emergency involving you or a member of your immediate family, you may request to reschedule an exam. An example of an emergency would be an unanticipated serious illness requiring medical attention. If an emergency arises, you must contact the Office of the Associate Dean for Academic Affairs, [arguthrie@law.tamu.edu](mailto:arguthrie@law.tamu.edu) (817-212-3819) or Student Services, [law-registrar@tamu.edu](mailto:law-registrar@tamu.edu) (817-212-4001) as soon as possible and no later than the scheduled date and time for the exam. In the case of illness, a note from a doctor explaining your diagnosis and treatment must be submitted to the Associate Dean for Academic Affairs within a reasonable time. In all other cases, you must submit a written statement setting forth the nature of the emergency along with any available supporting documentation. The exam will be rescheduled for a time as soon after the originally scheduled exam as practicable. The Associate Dean for Academic Affairs determines when the exam will be rescheduled. Students do not have the option to request rescheduled exam dates. If you are a student receiving exam accommodations and have an emergency, please notify the Associate Dean for Academic Affairs or Student Services during your initial contact.

4. **Late arrivals.** Absent an emergency, a student arriving late will not be given additional time to complete the exam. Foreseeable circumstances, such as heavy traffic, are not considered emergencies.

5. **Unexcused failure to take an exam.** If you fail to take a scheduled examination on the date and time specified on the exam schedule or you fail to timely turn in a take home exam in accordance with the governing instructions, you will receive the grade of F for the exam unless you have been excused in advance by the Associate Dean for Academic Affairs.

# BAR ADMISSION



## CHARACTER AND FITNESS

All states require that a person be of good moral character and fitness in order to be eligible for admission to the bar. Among the areas of concern for most bar examiners are the existence of a criminal record, disciplinary or honor code violations, dishonesty, financial irresponsibility, and untreated mental illness or substance abuse.

## THE LAW SCHOOL APPLICATION

The first step to becoming a licensed attorney is to review your law school application. Candor on your application is an indicator of your character and fitness to practice law. The Texas Board of Law Examiners and other state bar licensing authorities will review your law school application to determine whether you disclosed all criminal charges or convictions, disciplinary actions, academic suspensions, or other matters pertaining to your character and fitness to practice law. Concealing past mistakes is often worse than the conduct itself. When in doubt, disclose.

False, misleading, or incomplete answers on your application may also be a violation of the Student Code of Conduct and grounds for sanctions ranging from a letter of reprimand to revocation of admission. If you determine there is a need to amend your application to reflect an incident that occurred prior to admission, you must amend your application. There is also a continuing duty through graduation to amend your application to disclose any new violations of the law, other than a minor traffic offense, that occur while you are in law school. For further information on timely amending your application, see the Student Code of Conduct.

## DECLARATION OF INTENT TO STUDY LAW

A law student wishing to apply for admission to the Texas Bar must file a Declaration of Intention to Study Law ("Declaration") with the Texas Board of Law Examiners ("BLE"). The timely deadline for first-semester TAMU law students to file the Declaration is October 1. The BLE may accept late submissions in accordance with its rules. The Declaration form and submission deadlines may be found on the Texas Board of Law Examiners' website.

After the Declaration is filed, the BLE will conduct an extensive background investigation into the character and fitness of the applicant. Any information that is discovered during the course of this investigation that reflects adversely upon your character or fitness to practice may be treated as cause for further investigation, resulting in delay or denial of your admission.

## TEXAS BAR EXAMINATION

TAMU law students who are applying to take the Texas Bar Examination for the first time need to complete an In-State Student Application. The timely deadline for filing the application for the February Bar Examination is August 30. The deadline for the July Bar is January 30. The BLE may accept late applications with an additional fee. Application forms and rules may be found on the [Texas Board of Law Examiners' website](#). Students who have completed 86 credit hours of law school study are eligible to take the Texas bar examination but may not be sworn in until completion of all degree requirements.

The Texas Bar Examination is given over three days and is administered by the BLE. An overview of the structure of the examination and the subjects tested is included in [Planning Your Course of Study](#).

## MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

Students are required to pass the Multistate Professional Responsibility Examination (MPRE) before they are licensed in Texas and most other states. The test is given three times each year in March, August, and November. The MPRE may be taken during law school or after graduation. Applications for the exam are available at <https://www.ncbex.org/exams/mpre/org>

## BAR ADMISSION IN OTHER STATES

Students should contact the board of bar examiners or admissions committee in the state in which they intend to practice. The National Conference of Bar Examiners publishes a [Bar Admission Guide](#) with information on bar admission requirements in all U.S. jurisdictions. Additional information on bar admission may be found on the ABA website, [http://www.americanbar.org/groups/legal\\_education/resources/bar\\_admissions.html](http://www.americanbar.org/groups/legal_education/resources/bar_admissions.html).

Students should also review The Comprehensive Guide to Bar Admission Requirements, <http://www.ncbex.org/publications/bar-admissions-guide>. In particular, please note Chart 2, which covers character and fitness determinations in all 50 states and the District of Columbia, and the Moral Character and Fitness section of the Code of Recommended Standards for Bar Examiners.

Some states use the National Conference of Bar Examiners services to conduct character and fitness investigations. For further information see <http://www.ncbex.org/character-and-fitness.org>



# COMPLAINTS INVOLVING ABA ACCREDITATION STANDARDS

## COMPLIANCE WITH ABA STANDARDS

As an American Bar Association (ABA) accredited law school, the School of Law is subject to the ABA Standards and Rules of for Approval of Law Schools. Those standards may be found at [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).

Any student who wishes to bring a formal complaint to the administration of the law school involving a significant problem directly implicating the law school's compliance with the ABA Standards should do so by following the procedure below.

## FILING OF COMPLAINT

Student complaints involving compliance with ABA Standards should be submitted in writing via e-mail, U.S. mail, or personal delivery to the Associate Dean for Academic Affairs. The writing should describe, in detail, the behavior, program, or process complained of, and demonstrate how it impacts the law school's compliance with a particular ABA Standard. The writing must provide both the name of the student submitting the complaint and the student's official law school e-mail address and a mailing address for further communication about the complaint.

## RESPONSE TO COMPLAINT

The Associate Dean for Academic Affairs should confirm receipt of the complaint within three business days of receipt. Acknowledgement of complaints may be made by e-mail, U.S. mail, or personal delivery in writing. Within 20 business days of acknowledgment of the complaint, the Associate Dean for Academic Affairs shall either meet with the complaining student or respond to the substance of the complaint in writing. In that communication, the student should receive either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint or further investigate the complaint.

## APPEALS

Within ten business days of being advised by the Associate Dean for Academic Affairs of any action taken in response to a complaint filed under this standard, the student may appeal that decision to the Dean of the law school. The decision of the Dean shall be final.

## CALCULATION OF TIME

Under this policy, officially designated university holidays and university break days will not be included as business days when calculating time.

Students may submit a complaint about a significant problem that directly implicates the Law School's compliance with ABA Accreditation Standards. The ABA Accreditation Standards may be found at [http://www.americanbar.org/groups/legal\\_education/resources/standards](http://www.americanbar.org/groups/legal_education/resources/standards). The complaint must be in writing, list the name and contact information of the student; state the basis for the complaint; and identify the particular ABA standard that is the subject of the complaint. Written complaints are to be submitted to the Associate Dean for Academic Affairs, who will respond to the complaint within 30 days. The student initiating the complaint shall have 30 days after receiving the response to appeal the decision of the Associate Dean for Academic Affairs to the Dean of the Law School, whose decision is final.

# CODE MAROON

Code Maroon is Texas A&M University's emergency notification system that gives the University the ability to communicate health and safety information in an emergency.

Texas A&M will use the system only to provide official notification of critical emergencies (i.e. situations that pose an imminent, physical threat to the community).

## EMERGENCY ALERTS

Code Maroon uses multiple notification methods in a best effort to reach campus members in an emergency. While no emergency communications system can be guaranteed to be effective and reliable in every situation, you are encouraged to sign up to receive text message alerts as one part of your personal emergency preparedness plan.

Contact information you provide on the Code Maroon website will only be used for delivering health and safety emergency information. A ZERO SPAM policy is strictly enforced that prohibits unsolicited messages and the selling of contact information to third-party marketers.

Visit <http://codemaroon.tamu.edu/LawAbout.aspx> to sign up for Code Maroon alerts related to the Law School campus.

## WHAT SHOULD YOU DO IN AN EMERGENCY?

- Be aware of your surroundings. Being aware of where you are and what is happening around you can help you to understand how information, events, and your own actions will impact your safety and your ability to protect yourself, both now and in the near future.
- Protect Yourself. Based upon your assessment of the situation, use your best judgment to protect yourself and, if possible, others.
- Call for help. Any emergency service can be summoned by calling 911.
- Help Others. Once you are safely away from the danger, warn others of the hazard and help if you can without putting yourself in danger.
- Remember: Aggies help others, especially other Aggies.

# STUDENT LIFE



Because Texas A&M University School of Law supports and encourages a variety of student activities, you will have numerous opportunities to compete with other students, hone your lawyering skills, socialize, and serve the community. Student organizations provide professional contacts, social activities, and exposure to legal specialties.

## LAW SCHOOL BOOKSTORE

The law school bookstore is located on the second floor of the law school. In addition to required textbooks, it offers study aids, code books for class and the practitioner, law-related gifts, office supplies, and apparel.

## ACCESS TO STUDENT RECORDS

Texas A&M School of Law follows the requirements of the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their records. For further information, students should consult the [Student Records Policy](#) for Texas A&M University. If you have questions about access to or disclosure of student records, you may contact the Associate Registrar of the Law School.

## PARKING AT THE LAW SCHOOL

Students who use the law school parking lots must obtain a parking permit annually. Permits are moveable from vehicle to vehicle and allow campus security a way to contact you if there is a problem in the parking lot. Parking permits are available during New Student Orientation and at the security desk thereafter.

Parking in the law school parking lots is on a first-come, first-served basis. There is no charge for parking. Parking for students is limited to the Gig 'em Lot (1401 Calhoun St.), the Reveille Lot (1701 Calhoun St.) and the back fence of the Howdy Lot (1501 Calhoun St.), marked with maroon parking bumpers. Any parking at a City of Fort Worth parking meter is the student's responsibility, including any citations incurred.

Please contact security for any issues in the parking lot at 817-212-3999. For emergencies, there are emergency call boxes located in each lot that dial 911 and are marked by blue lights.

## CHILDREN IN THE LAW SCHOOL POLICY

Periodically the law school will offer or sponsor a program allowing children of the appropriate age to attend class with their parents. On these special occasions, minor children are invited to the law school to participate with appropriate parental supervision. Apart from those special occasions, students may bring children to law school classes only on an exceptional and temporary basis and only with the prior approval of the instructor. Texas A&M School of Law seeks to ensure the safety of all children on the campus and to provide an environment that is conducive to study. Therefore, parents should take caution to ensure that children are supervised at all times.

## HOODING & COMMENCEMENT CEREMONY

In May of each year, candidates for the Doctorate of Jurisprudence degree are eligible to participate in the law school's Hooding and Commencement Ceremony. During the Hooding and Commencement Ceremony, law school and university officials present candidates with their academic hoods and confer the degrees. For more information, please contact the Office of Student Affairs at (817) 212-4044.

## PUBLICATIONS

### Texas A&M Law Review

The Texas A&M Law Review was established to encourage legal scholarship on issues of interest to academicians, practitioners, and law students. Student editors publish the Texas A&M Law Review with faculty cooperation. Participation is limited to those who meet specific academic requirements and those who are selected through a writing competition.

### Texas A&M Journal of Property Law

Texas A&M Journal of Property Law is a scholarly publication dedicated to promoting academic discussions of real property law. The organization explores the relationships arising from ownership, possession, and use of real property.

## COMPETITIONS

### Mock Trial, Moot Court, and Alternative Dispute Resolution

Participation in these competitions gives students an opportunity to develop advocacy skills while competing against students within the law school as well as from other law schools across the nation.

## STUDENT ORGANIZATIONS

The following recognized student organizations are associated with Texas A&M University School of Law:

- |   |   |
|---|---|
| 12th Law Man                              | Intellectual Property Aggies                      |
| Ag Law Society                            | International Law Society                         |
| Aggie Toastmasters                        | Military & Veteran Law Society                    |
| American Constitution Society             | Night Student Association                         |
| Asian Pacific Islander Law Student Assoc. | OUTlaw  |
| Aggie Health Law Society                  | Phi Delta Phi                                     |
| Black Law Student Assoc.                  | P.L.A.Y   |
| Board of Advocates                        | Public Interest Law Fellowship                    |
| Business Law Society                      | Student Bar Assoc.                                |
| Christian Legal Society                   | Women's Law Student Assoc.                        |
| Criminal Law Society                      | Tax Law Society                                   |
| Delta Theta Phi                           | St. Thomas Moore Society                          |
| Energy Law                                | Women of Color Collective Law Student Association |
| Employment & Labor Law Student Assoc      |   |
| Family Law Society                        |   |
| Federalist Society                        |   |
| Latinx Law Student Assoc.                 |   |
| Immigration Initiative                    |   |