A GUIDE TO ACADEMIC REGULATIONS AND REQUIREMENTS

ACADEMIC YEAR 2019-2020

VOLUME I

(Revised January 15, 2020)

The material contained in this student handbook is provided for information only and does not constitute a contract between the student and the David A. Clarke School of Law or the University of the District of Columbia. The School of Law reserves the right to revise policies, amend rules, and alter or add regulations and requirements at any time in accordance with the best interests of the institution.
TOLERANCE STATEMENT

The University of the District of Columbia David A. Clarke School of Law is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of our affairs requires that every member of the School of Law community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and also affirm our commitment to the highest standards of civility and decency toward all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based upon the actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, pregnancy, childbirth, or related medical conditions, disability, matriculation, political affiliation, source of income, or place of residence or business of any individual, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.¹

¹ This policy is patterned after the Principles of Community at the University of California, Davis, and incorporates principles of the District of Columbia Human Rights Act. The Faculty of the School of Law approved this statement, by acclamation, at its April 9, 2003, faculty meeting, as amended November 8, 2006.
INTRODUCTION

This Handbook is your guide to the academic regulations and requirements of the University of the District of Columbia David A. Clarke School of Law (UDC Law). It includes the policies, rules, and program characteristics you should know about and follow for successful completion of the law school's degree program.

The administration and faculty welcome the opportunity to work with you, and they will assist you to meet and achieve the school's expectations and requirements. Ultimately, however, you are responsible for upholding conventional standards of scholarship, conduct, and client service. You are also fully responsible for meeting all graduation requirements.

The School of Law is responsible to the Bar, the community, and society for providing its students with a quality legal education that prepares them for entry into the profession. The law school meets this responsibility through the academic and clinical requirements of the degree program.

The School of Law also is responsible for certifying the moral character and fitness of its students. The school, therefore, expects that students will conduct themselves with honesty and integrity. Students must uphold the standards of moral conduct expected of members of institutions of higher learning and of the legal profession. UDC Law operates under an Honor System which is described in Volume II of this Handbook.

Please review this Handbook and meet with your faculty advisor to discuss any issues or questions pertaining to the program and regulations. In addition, review carefully the requirements of each course you take and establish a plan (with a schedule) for meeting those requirements. You should always feel at liberty to discuss any questions about the courses and clinics with the appropriate faculty member, including your advisor.

We wish you the best as you pursue your legal education.

Rénee McDonald Hutchins, Dean
LaShanda Taylor Adams, Associate Dean for Academic Affairs
Tamara Dévieux-Adams, Associate Dean of Students
Matthew I. Fraidin, Associate Dean of Experiential and Clinical Programs
William C. Nelson, Associate Dean for Administration and Finance
Jino P. Ray, Associate Dean of Admission
Carla P. Wale, Associate Dean for Law Library and IT Services
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SECTION I.  REQUIREMENTS FOR THE DEGREE OF JURIS DOCTOR

1.1  CREDIT HOURS

1.1.1  To qualify for graduation, a student must complete a course of study of not fewer than ninety (90) credit hours. At least sixty-four (64) of these credit hours shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Students may take more than ninety (90) credit hours in the J.D. program.

1.1.2  Required courses account for between seventy-seven (77) and seventy-nine (79) of the ninety (90) credit hours, including fourteen (14) hours of clinic.

1.2  GRADE POINT AVERAGE

To be a candidate for the Juris Doctor degree, a student must have a final cumulative grade point average of 2.000 or better for all course work attempted.

1.3  REQUIRED COURSES

1.3.1  COURSES REQUIRED OF ALL STUDENTS

Students must successfully complete the following courses:

- 1L Lab
- Civil Procedure I and II,
- Clinic I and II,
- Constitutional Law I and II,
- Contracts I and II,
- Criminal Law,
- Criminal Procedure,
- Evidence,
- Law and Justice,
- Lawyering Process I and II,
- Legal and Bar Success Foundations,
- Legal Research,
- Moot Court,
- Professional Responsibility,
- Property I and II, and
- Torts I and II.

In addition, student must choose three additional “core” courses from the following list:

- Administrative Law
- Business Organizations I
- Business Organizations II
Commercial Law (UCC)  
Conflict of Laws  
Family Law  
Federal Courts  
Federal Taxation (Tax I)  
Remedies  
Wills and Estates

1.3.2 First-year students (both full-time and part-time) with a first semester grade point average (SGPA) below 2.500 must enroll in a course designated by the Director of the Academic Success Program in the second semester.

1.3.3 Second-year students (both full-time and part-time) with a first year cumulative grade point average (CGPA) below 2.500 must enroll in a course designated by the Director of the Academic Success Program in the fall semester of their second year.

1.3.4 Beginning with the classes that matriculate in Fall 2016 (full-time) and Fall 2015 (part-time), every student shall be required to successfully complete a UDC Law bar preparation course (currently, Legal and Bar Success Foundations) as a condition of graduation.

1.4 REQUIRED CLINICS

Each student must earn at least fourteen (14) clinic credits by participating in two of the School of Law’s legal clinics. At least one of those clinics must be a direct client service clinic. The Whistleblower Protection Clinic is not considered a direct client service clinic for purposes of this policy. Each required clinic is seven (7) credits, and requires at least 297.5 hours of work in class, preparation, and client service.

1.5 UPPER LEVEL WRITING REQUIREMENT (ULWR)

UDC Law requires, as a condition for graduation, the completion of an Upper Level Writing Requirement (ULWR). Full-time students may complete the ULWR in the second and third years of law study. Part-time students may complete the ULWR in the second, third and fourth years. The ULWR has two components, both of which must be satisfied.

(a) RESEARCH AND LEGAL ANALYSIS WRITING REQUIREMENT (RALWR)

One component of the ULWR is a Research and Legal Analysis Writing Requirement (RALWR). Students may satisfy this requirement by completing successfully one of five alternative writing options:

(1) Independent Study -- By completing an independent research and writing project of approximately 25 pages, reflecting critical thinking and research skills (see Section 3.6);
or

(2) Seminar -- By completing a substantial writing assignment, which may be, but need not be, a paper of 25 pages that requires the student to exercise critical thinking and research skills to produce a significant product; or

(3) Law Review -- By completing a note or comment of substantial length reflecting critical thinking and research skills; or

(4) Advanced Legal Writing or Special Problems in Criminal Law (elective courses) -- By completing successfully a course in which the student will complete a series of shorter writings that require the student to exercise critical thinking and research skills and in which the student will be required to reflect on and revise shorter writings; or

(5) Outside Writing Competitions (Moot Court or other) -- By participating in outside writing competitions, under the supervision of a faculty member, that require the student to exercise critical thinking and research skills to produce a significant written product.

A paper submitted to satisfy the RALWR must be found to meet criteria of acceptability in the following categories:

- Thesis
- Outline
- Legal Research
- Legal Analysis
- Large Scale Organization
- Small Scale Organization
- Expression and Mechanics
- Reader Aids and Signposts
- Citations and Attributions
- Overall Style and Impression

All RALWR papers supervised by an adjunct professor must be submitted to the Associate Dean for Academic Affairs for certification.

Moot Court briefs will not satisfy either component of the Upper Level Writing Requirement.

(b) APPLIED LEGAL WRITING REQUIREMENT (ALWR)

The second component of the ULWR is a Clinic Portfolio. The purpose of this component is to require students to demonstrate competency in Written Communication and Legal Analysis. To
satisfy this requirement, written products must be of sufficient quality to merit a grade of “B” determined by the professor certifying the writing.

The standard for meeting the Clinic Portfolio requirement depends upon your year of matriculation.

(1) **Students who Matriculate On or After Fall 2014**

Students meet the Clinic Portfolio requirement by producing at least two original written products from their UDC Law clinics. Students must produce at least one written product in each clinic in which they earn credit. Written products may include a variety of types of documents, such as (1) a lawyer's legal opinion letter to a client; (2) a pleading; (3) a motion with attached memorandum of points and authorities; (4) an intra-office memorandum of law; (5) a contract; (6) a proposed consent order; or (7) any other legal writing that is neither boilerplate nor substantially rewritten by the supervisor. Each student should strive to produce, for the two required written products, two different types of documents.

A writing which a student intends to submit in satisfaction of the ALWR must be provided to the clinic supervisor and approved by the supervisor prior to completion of the student’s term in that clinic. The individual clinic supervisor is responsible for certifying whether a student’s written product satisfies the UDC Law ALWR. The Chair of the Clinical Affairs Committee is responsible for reviewing written work products, previously approved by individual clinic supervisors, to ensure that those written work products satisfy this standard. If the Chair of the Clinical Affairs Committee is unavailable or when the written product is one approved by the Chair, in the first instance, in the Chair’s capacity as a clinical supervisor, the Associate Dean of Experiential and Clinical Programs must review and approve the Clinic Portfolio to assure that the portfolio satisfies the student’s ULWR. All writings must be redacted before submission to the Chair of the Clinical Affairs Committee. The redaction must remove all factual and procedural information that may reveal a client’s identity or their confidences or secrets. See Rule of Professional Responsibility 1.6 and DC Bar Ethics Opinion 233. After writings are approved by the clinic supervisor and Chair of the Clinical Affairs Committee, they must be submitted, in redacted form, to the Registrar.

(2) **Students who Matriculated Before Fall 2014**

Students may meet the Clinic portfolio requirement by satisfying either Section (B)1 above, or by meeting the following requirement:

Students meet the Clinic Portfolio requirement by producing at least three original written products from one or more of their UDC Law clinics. These may include a variety of types of documents: (1) a lawyer's legal opinion letter to a client; (2) a pleading; (3) a motion with points
and authorities; (4) a memorandum of law; (5) a contract; (6) a proposed order of settlement; or (7) any other legal writing that is neither boilerplate nor substantially rewritten by the supervisor.

The individual clinic supervisor is responsible for certifying whether a student’s written product satisfies the UDC Law ALWR. The Chair of the Clinical Affairs Committee is responsible for reviewing written work products, previously approved by individual clinic supervisors, to ensure that those written work products satisfy this standard. If the Chair of the Clinical Affairs Committee is unavailable or when the written product is one approved by the Chair, in the first instance, in the Chair’s capacity as a clinical supervisor, the Associate Dean of Experiential and Clinical Programs must review and approve the Clinic Portfolio to assure that the portfolio satisfies the student’s ULWR. All writings must be redacted before submission to the Chair of the Clinical Affairs Committee. The redaction must remove all factual and procedural information that may reveal a client’s identity or their confidences or secrets. See Rule of Professional Responsibility 1.6 and DC Bar Ethics Opinion 233. After writings are approved by the clinic supervisor and Chair of the Clinical Affairs Committee, they must be submitted, in redacted form, to the Registrar.

1.6 Academic Calendar and Course of Study

1.6.1 Academic Year

An academic year consists of no fewer than 140 days on which classes and examinations are regularly scheduled, extending over no fewer than eight (8) calendar months. Regular and punctual class attendance is necessary to satisfy residence and class hour requirements. (See 3.9, Attendance.)

1.6.2 Course of Study and Residency Requirements

Candidates for the Juris Doctor degree must complete a course of study extending over a period of not fewer than six (6) full academic semesters. A full-time student is required to complete six (6) full academic semesters regardless of the academic credits the student has acquired prior to the beginning of the sixth semester. For purposes of this rule, enrollment in two summer semesters totaling at least ten (10) credits will be counted as one full academic semester. That means that a student who enrolls in at least ten (10) credits over the course of two summer sessions may be eligible to graduate at the next graduation date after completion of the fall semester of the third year. UDC Law graduation dates are in May and October of each year.

By following the Model Schedule (Section 3.4.1.2) or accelerating with summer school and full-time study, part-time students will graduate in a total of four (4) to five (5) years. Students may
also transfer into the full-time division after completing the required first-year curriculum. Those students could complete the degree requirements in 3 ½ years, including two summer semesters.

1.6.3 Determination of Credit Hours for Coursework

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

(1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen (15) 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 School of Law, including:

(a) Clinic. Each credit hour in clinic or extended clinic will require a minimum of 42.5 hours over the course of the semester, including classroom instruction, tutorials, and case work;

(b) Externship. Each credit hour in the externship course will require a minimum of fifty (50) hours over the course of the semester, including time spent in the externship seminar and performing work for the externship supervisor;

(c) Independent Study. A one-credit independent study requires production of a 12-15 page paper or the equivalent, as determined by the faculty supervisor. A two-credit independent study requires production of a 22-25 page paper or the equivalent, as determined by the faculty supervisor. Papers produced for an independent study must demonstrate competency in legal research, writing (including citation), and analysis;

(d) Law Review. Each credit hour for law review will require fifty (50) hours of work, including time spend in classroom instruction; reviewing, editing, and cite-checking articles; and researching, writing, and editing student articles or notes;

(e) Service-Learning. Each credit hour in the service-learning seminar will be governed by section (1) above. Each credit hour in the service-learning practicum will be governed by sub-section (f) below.

(f) Practicum. Each credit hour in a practicum will require a minimum of fifty (50) hours over the course of the semester, including preparation for and performance of pro bono legal work.

(3) For purposes of this rule, fifty (50) minutes suffices for one hour of classroom or
direct faculty instruction. An “hour” for out-of-class student work is sixty (60) minutes. The fifteen-week period may include one week for a final examination.

1.7 TIME FRAMES

Except in extraordinary circumstances, a student must satisfy all graduation requirements within eighty-four (84) months from the date of initial enrollment at the School of Law or a law school from which the school has accepted transfer credit. This time limit applies regardless of any leaves of absence, withdrawals or suspensions. Failure of a student to satisfy the time limitation may result in loss of first-year credits or UDC Law graduation rights.

1.8 TRANSFER BETWEEN THE PART-TIME AND FULL-TIME DIVISIONS

1.8.1 With the permission of the Associate Dean for Academic Affairs, a student enrolled in the part-time division may transfer to the full-time division in any semester after completion of the first-year curriculum of the part-time division, including summer courses.

1.8.2 A student who transfers to the full-time division must meet all the requirements for the completion of the full-time division. All grades, credits, and quality points earned in the part-time division shall be transferred and become a part of the student’s full-time division academic record.

1.8.3 With the permission of the Associate Dean for Academic Affairs, a student enrolled in the full-time division may transfer to the part-time division in any semester after completion of the first-year curriculum. The Associate Dean may approve transfer from the full-time to the part-time division in the last semester of law school only if a student can demonstrate extraordinary circumstances or undue hardship.

1.9 GRADUATION CLEARANCES

Prior to graduation a student must receive clearance from the following administrative offices:

Finance Office -- All financial obligations to the Law School must be satisfied.

Registrar -- The Registrar must certify that all academic requirements have been met.

Financial Aid Office -- Each student receiving financial aid is required to have an exit interview.

Library -- All obligations to the Law Library must be satisfied.

A student who has not received clearance from the Finance Office, the Financial Aid Office, and the Library is not entitled to receive any of the following: a diploma, a final transcript, and certification to the bar as having graduated and met the requirements for eligibility to sit for
the bar examination. These restrictions apply even if the student otherwise has met all academic requirements for graduation.

1.9.1 COMPLETION OF DEGREE REQUIREMENTS AND ATTENDANCE AT GRADUATION

Diplomas may be awarded in May and October. The faculty must vote to confer the degree of Juris Doctor on each qualified student.

To be recommended by the faculty for graduation, a student must have completed satisfactorily the scholarship, curriculum, writing, community service, residence, and other requirements for the degree for which the student is registered.

1.9.2 PARTICIPATION IN THE GRADUATION CEREMONY

All graduating students are expected to participate in their graduation ceremonies. It is the policy of the School of Law to permit students who are within ten (10) credits of completing their graduation requirements to participate in the graduation ceremony. A student who has not completed satisfactorily the forty (40) hours of community service required as part of the first-year Law and Justice course may not participate in the graduation ceremony.

SECTION II. STUDY LOAD, COURSE AND WORK LIMITATIONS

2.1 MAXIMUM CREDIT HOURS

2.1.1 FULL-TIME STUDENTS

In any semester, a full-time student may not enroll in courses totaling more than seventeen (17) credit hours without prior permission of the Associate Dean for Academic Affairs. The maximum number of credit hours that may be awarded with permission in any one semester is eighteen (18).

2.1.2 PART-TIME STUDENTS

In any semester, a student in the part-time division may not enroll in courses totaling more than eleven (11) credit hours without prior permission of the Associate Dean for Academic Affairs.

2.2 MINIMUM CREDIT HOURS

2.2.1 FULL-TIME STUDENTS

Full-time students must maintain a minimum course load of ten (10) credit hours throughout the semester.
2.2.2 **Part-time Students**

Part-time students must maintain a minimum course load of seven (7) credit hours throughout the semester.

2.3 **Maximum Work Hours**

The full-time program of instruction in the School of Law is a demanding one designed to command substantially all of the student’s time during the academic year. Experience indicates that a student frequently cannot successfully carry a full-time course load if employed in an outside job. Excessive employment is a frequent cause of disappointing academic performance and of academic failure. For these reasons, professional organizations, including accrediting agencies and the bars of many jurisdictions, require that a student enrolling in a full-time program be in a position to devote substantially all working hours to the study of law. The School of Law strongly urges first-year, full-time students and those on academic probation not to accept outside employment.

In no case may a full-time student exceed twenty (20) hours of outside employment per seven-day week during the academic year. This restriction does not apply to holiday periods. **In addition, the School of Law will not grant extraordinary permission to any student to take a deferred examination, submit a late paper, or alter a course schedule on grounds of employment conflicts.**

Part-time students will be permitted to work to the extent that their work does not unduly interfere with the demands of the school.

**SECTION III. Registration, Course Changes & Related Matters**

3.1 **Registration**

A student who has not registered for a course will not be admitted to the final examination and will not receive any credit for participation in the course. Registration is official only after all steps have been completed, including financial clearance.

3.2 **Registration Schedule**

(A) **Fall Registration**

Fall registration for students in the first-year class takes place prior to Orientation. Returning students complete their registration prior to the commencement of fall classes by following the procedures announced by the Registrar. Dates for registration appear each year in the academic calendar.
(B) SPRING REGISTRATION

During the fall semester, students complete their registration prior to the commencement of spring classes by following the procedures announced by the Registrar. Dates for spring registration appear each year in the academic calendar.

(c) SUMMER REGISTRATION

Students register for the summer term before the last day of classes of the spring semester.

(d) LATE REGISTRATION

Registration after the regularly scheduled dates and hours for registration for the semester will result in the assessment of a late fee.

3.3 REGISTRATION PRIORITY

Priority for registering in courses with limited enrollment is based on a student's law school entrance date, class level, and requirements (such as prerequisites) specified by the professor. Students who withdraw from the school for any reason for one semester or more will have their starting date adjusted accordingly.

In registering for clinics, each student completes an online form ranking clinic selections in order of preference and submits it electronically to the Associate Dean of Experiential and Clinical Programs. A lottery is conducted to accommodate student preferences to the extent practicable.

3.4 REGISTRATION FOR REQUIRED COURSES AND CLINICS

Matriculated students are responsible for registering for and completing their required credits, courses, and clinics in a timely manner. All students matriculating in Fall 2018 or later are required to take required courses in the sequence set forth on the Model Schedule for their division (Full-time or Part-time) and entering class year (if Part-time).

If a student has not successfully completed a required course within the mandated sequence, that student:

(a) must take the required course when it is next offered in that student’s division during a semester in which the student is registered to take classes, and

(b) may not take any course for which this required course is a prerequisite.

A student may not take any course in lieu of a required course without a waiver. See Section 3.4.1.3.
For students who have transferred to UDC Law from another law school, the mandated sequence of required courses shall be determined by the Associate Dean for Academic Affairs at the time transfer credits are determined. Absent a waiver, a transfer student shall take any required course not yet completed when it is next offered in that student’s division during a semester in which the student is registered to take classes.

3.4.1 Model Schedules of Courses

3.4.1.1 Full-time Students

Full-time students shall follow the Full-time Division Model Schedule to ensure that all prerequisites are met and that they are not conflicted out of any required courses. For students entering in Fall 2018 or later, any deviation from the Model Schedule requires a waiver. See Section 3.4.1.3.

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<tr>
<td>Moot Court (2)</td>
<td>Property II (3)</td>
<td></td>
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<tr>
<td>Professional Responsibility (2)</td>
<td>Electives or Core Courses</td>
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<tr>
<td>Property I (3)</td>
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<tr>
<td>Electives or ASP designated course¹</td>
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<td>Third Year</td>
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<td>Fall</td>
<td>Spring</td>
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<tr>
<td>Clinic II (7)</td>
<td>Legal and Bar Success Foundations (3)</td>
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<tr>
<td>Electives or Core Courses</td>
<td>Electives or Core Courses</td>
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</tbody>
</table>

¹ A course designated by the Director of the Academic Success Program may be required for certain students. See Sections 1.3.2, 1.3.3, and 4.6.

² All first-year and transfer students must complete the 1-credit course Law and Justice, including a community service project of at least forty (40) hours.
CORE COURSES

Per Section 1.3.1, all students are required to choose three courses from the following list of courses:

Administrative Law
Business Organizations I
Business Organizations II
Commercial Law (UCC)
Conflict of Laws
Family Law
Federal Courts
Federal Tax (Tax I)
Remedies
Wills & Estates

3.4.1.2 PART-TIME STUDENTS

The required first-year curriculum of the part-time division will take two years for each student to complete. The courses, totaling thirty (30) credits, are:

1L Lab (P/F)
Civil Procedure I and II (6)
Contracts I and II (6)
Criminal Law (3)
Criminal Procedure (3)
Law and Justice (1)
Lawyering Process I and II (4)
Legal Research (1)
Torts I and II (6)

In addition to the required first-year courses, students in the part-time division may take Property I and II, Constitutional Law I and II, Evidence, Moot Court and/or Professional Responsibility in their first two years of study. The sequencing of first-year and upper-level courses will depend on the year of matriculation.

Students in the part-time division are divided into two sections which alternate required first and second-year courses. Part-time students shall follow the Part-Time Division Model Schedule. For students entering in Fall 2018 or later, any deviation from this schedule requires a waiver. See Section 3.4.1.3. The part-time program may be completed in four years by taking courses during at least two summer semesters.

The Part-time Division Model Schedules for the Classes of 2020-2024 may be found in
APPENDIX A.

3.4.1.3 Deviating from the Model Schedule

Beginning with students who enter in Fall 2018, a student who seeks to deviate for any reason from the Model Schedule for his or her division and class year must file a written petition requesting a waiver (the “Petition”) with the Associate Dean for Academic Affairs. A student who registers for a course which requires a waiver without such waiver is subject to being withdrawn from the course regardless of when such violation is discovered.

(1) It is recommended that a student file the Petition both electronically and in hard-copy.

(2) A Petition must be filed in a timely manner. Timely manner means the later of:

   (a) Twenty (20) working days before the start of the semester in which deviation from the Model Schedule is sought, or

   (b) Three (3) working days of receipt of a final grade in a required course which requires deviation from the Model Schedule.

(3) The Petition must include an up-to-date unofficial copy of the student’s transcript, a statement setting forth reasons for the requested waiver and the course(s) that the student seeks to take or not take.

(4) The Associate Dean for Academic Affairs shall respond to the Petition within seven (7) working days from receipt.

(5) The standard for granting the petition is (a) a cumulative GPA of 2.8 or better and (b) demonstration of extenuating circumstances.

3.4.2 Basic Schedule of Electives

The faculty has approved a list of electives that may be offered regularly or as often as feasible, based on demand and the availability of resources and teachers. The following groups of electives are based on the priorities established by the faculty:

Courses That Are Offered Every Year:

Administrative Law
Advanced Criminal Procedure
Advanced Legal Writing
Business Organizations I and II
Civil Rights in the 21st Century
Commercial Law (UCC)
Conflict of Laws
Employment Discrimination or Employment Law
Externship and Externship Seminar
Family Law
Federal Courts
Immigration Law or Immigration Law Seminar
Remedies
Tax I (Personal)
Wills and Estates

COURSES THAT WILL BE OFFERED AS OFTEN AS FEASIBLE:

Advanced Legal Research
Alternative Dispute Resolution
Asylum and Refugee Law Turbo
Critical Race Theory Turbo
Death Penalty Under the Law
Demonstration Law Seminar
Forensic Evidence
Gender and Sexual Orientation Under the Law
Intellectual Property Law
International Law
International Human Rights
Labor Law
Legal Drafting Turbo
Mass Communication Law
Negotiations Turbo
Race and the Law Seminar
Service Learning Seminar
Social Justice and Criminal Justice Seminar
Social Security Disability Turbo
State and Local Government
Systems Change: Theory and Practice
Systems Change Turbo
Trial Advocacy
Veterans Benefits Law
3.5 **Prerequisites**

3.5.1 **Courses Prerequisites**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Criminal Procedure</td>
<td>Criminal Law and Criminal Procedure</td>
</tr>
<tr>
<td>Advanced Contracts</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Advanced Legal Writing</td>
<td>Lawyering Process I and II, Legal Research and Moot Court</td>
</tr>
<tr>
<td>Civil Procedure II</td>
<td>Civil Procedure I</td>
</tr>
<tr>
<td>Clinic I and II</td>
<td>Lawyering Process I and II, Legal Research, and Professional Responsibility¹</td>
</tr>
<tr>
<td>Commercial Law</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Contracts II</td>
<td>Contracts I</td>
</tr>
<tr>
<td>Entertainment Law Seminar</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Externship Program</td>
<td>Successful completion of three semesters of law school for full-time students or six semesters of law school for part-time students</td>
</tr>
<tr>
<td>Lawyering Process II</td>
<td>Lawyering Process I</td>
</tr>
<tr>
<td>Legal Drafting</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Moot Court</td>
<td>Lawyering Process I and II, Legal Research</td>
</tr>
<tr>
<td>Property II</td>
<td>Property I</td>
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<tr>
<td>Tax II</td>
<td>Tax I</td>
</tr>
<tr>
<td>Torts II</td>
<td>Torts I</td>
</tr>
<tr>
<td>Trial Advocacy</td>
<td>Evidence</td>
</tr>
<tr>
<td>Wills and Estates</td>
<td>Property I</td>
</tr>
</tbody>
</table>

3.5.2 **Clinic and Externship Prerequisites**

Prior to registering for the first clinic (Clinic I), students must successfully complete the equivalent of one year of law school (30 credits), including Lawyering Process I and II and Legal Research. Students that have not successfully completed Professional Responsibility must enroll in the course during the same semester as Clinic I. As part of the clinic registration process, students must apply to be certified by the Dean as being of good character and competent legal ability, and as being adequately trained to engage in the limited practice of law pursuant to DC Court of Appeals Rule 48.

Students may enroll in only one clinic per semester. Students may participate in only one (1) Externship during their studies at the School of Law. Students may not register for a required clinic and an Externship in the same semester.

¹ Professional Responsibility is either a prerequisite or co-requisite to Clinic I.
Full-time students must successfully complete three (3) semesters of law school before they may enroll in an Externship, absent special permission. Part-time students must successfully complete six (6) semesters of law school before they may enroll in an Externship, absent special permission.

Students may not register for the same clinic to satisfy their Clinic I and Clinic II requirements. However, a student may take any clinic as an elective, including a clinic they have previously taken as a required clinic, subject to limitations in the enrollment of the desired clinic.

Students wishing to earn up to two (2) additional credits (85 hours) in a clinic must have prior approval of the clinic supervisor and the Associate Dean for Experiential and Clinical Programs before they work those hours. A student must obtain the proper signatures by using an Elective/Extended Clinic Registration Form.

The maximum number of credit hours that may be earned toward graduation by a student in clinical program courses is twenty-seven (27). Such program courses include the regularly scheduled clinics, elective clinics, the externship, practicums, and any other courses or programs for credit designated as clinical by the School of Law.

3.6 INDEPENDENT STUDY

To register for an Independent Study, students must submit a proposal and an Independent Study Registration Form to the Associate Dean for Academic Affairs. The proposal must describe in detail the work that will be done, the material that will be studied, the work product the student will produce, and the means of evaluation. The proposal also must include the name and signature of the faculty member who will supervise and evaluate the work and award a grade.

A student may earn a maximum of four (4) credit hours in independent study, but a student may not register for more than two (2) credits of independent study in any given semester. Independent Study is an elective course and may not be substituted for any required course at the School of Law. If the Independent Study is intended to satisfy the RALWR, it must also satisfy the requirements of Section 1.5(a). All RALWR papers supervised by an adjunct professor must be submitted to the Associate Dean for Academic Affairs for certification.

3.7 ADDING AND DROPPING COURSES AND CLINICS

A student may add or drop courses and clinics without academic penalty until the end of the Add/Drop period established by the Dean, subject to the limitations listed below in this Section.
3.7.1 **Additions Requiring Written Permission During the Add/Drop Period**

During the Add/Drop period, a student may add a limited enrollment course only with written consent of the course instructor and the Associate Dean for Academic Affairs. A student may add a required clinic only with written consent of the supervisor of the particular clinic. A student may add an elective clinic by using the Elective/Extended Clinic Registration Form and obtaining the proper signatures. A student may add an Independent Study course during the Add/Drop period by completing the Independent Study Registration Form.

Adding a course or a clinic that leads to a credit load of more than seventeen (17) credits for a full-time student or eleven (11) credits for a part-time student for the semester requires the written consent of the Associate Dean for Academic Affairs. See also Section 2.1.

Finally, students should note that classes or sessions missed in a course or clinic during the Add/Drop period count as absences in a determination of total absences in the added course or clinic. See also Section 3.9.

3.7.2 **Withdrawals Requiring Written Permission During the Add/Drop Period**

A student may not withdraw from a required course, a limited enrollment course, a clinic, an independent study, or an externship without the written permission of the Associate Dean for Academic Affairs. The Registrar shall retain a copy of the signed permission in the student's permanent record file.

3.7.3 **Course Load Changes for Students**

A student's Add/Drop course changes may not result in a course load of fewer than ten (10) credit hours for a full-time student or seven (7) credits hours for a part-time student. See also Section 2.2. Exceptions to this rule may be approved by the Associate Dean for Academic Affairs in extraordinary circumstances. The Registrar shall retain a copy of the signed permission in the student's permanent record file.

3.8 **Withdrawals After the Add/Drop Period**

3.8.1 **Changes That May Not Be Made After the Add/Drop Period**

After the Add/Drop period, a student may not withdraw from a required course, a limited enrollment course, a clinic, an independent study, or an externship unless the Associate Dean for Academic Affairs gives written permission in light of extraordinary circumstances.

3.8.2 **Withdrawing From Courses/Clinics After the Add/Drop Period**

A student may withdraw from a course (except a clinic, a limited enrollment course, a required course, an externship, or an independent study) at any time up until the last day of regularly
scheduled classes. If the student withdraws from a course after the end of the Add/Drop period, but prior to the last day of regularly scheduled classes, a grade of withdraw ("W") will be entered for the course. This grade will not be included in the computation of the semester grade point average or the cumulative grade point average. A student may only withdraw from a clinic, a limited enrollment course, a required course, an externship, or an independent study with the written permission of the Associate Dean for Academic Affairs in accordance with Section 3.8.1. The Registrar shall retain a copy of the signed agreement in the student's permanent record file.

With the written permission of the Associate Dean for Academic Affairs, a first-year student in the first semester may withdraw from one course (other than Lawyering Process I) at any time prior to the end of the last day of regularly scheduled classes for the semester. The Registrar shall retain a copy of the signed agreement in the student's permanent record file.

3.9 Attendance

Regular and punctual attendance is an important part of a student's legal education. In addition, a student's participation in class affects other students. As a prospective attorney, a student should develop strong habits of regular attendance. For these reasons, the American Bar Association and the University of the District of Columbia David A. Clarke School of Law require regular and punctual class attendance. In addition, some Bar examiners require the Dean to certify that a student has regularly attended classes before they allow a graduate to sit for a bar examination.

"Satisfactory attendance" in a course means attendance at a minimum of 85% of scheduled classes during the course of the semester. The percentage of absences is intended to account for the range of minor illnesses, family obligations, interviews, and unplanned events that occur. In the case of illness or the like that extends over a prolonged period of time necessitating absence for more than four (4) consecutive sessions of a given course, special exceptions to the attendance requirements may be made by the Associate Dean of Students. Ordinarily, special exceptions will also be made for religious observances. Individual professors have the discretion to require a higher percentage of attendance by students by written notice to the students.

Finally, students should note that classes or sessions missed in a course or clinic during the Add/Drop period count as absences in a determination of total absences in the added course or clinic.

3.9.1 Attendance in a Required Course

If a student's attendance in a required course, clinic, limited enrollment course, or externship is
not satisfactory, the student shall be excluded from the remainder of the classes or course sessions and shall receive a failing grade ("F") for the course.

3.9.2 Attendance in a Non-Required Course

If a student’s attendance is not satisfactory in a non-required course that is not a clinic, limited enrollment course, or externship, the student shall be excluded from the remainder of the classes or course sessions. If the course exclusion results in a course load of fewer than ten (10) credit hours for a full-time student or seven (7) credit hours for a part-time student, the student shall receive a failing grade ("F") for the course. Otherwise, the student will receive a grade of Withdraw ("W") for the course.

3.9.3 Classes to Which the Attendance Policy Applies

The provisions of the attendance policy will apply to all regularly scheduled classes during a semester. Attendance at classes scheduled by professors at times other than those set forth for such classes in the regular course schedule issued by the Associate Dean for Academic Affairs shall not be subject to the school’s or the professor’s attendance policies. Attendance at such makeup classes will be left to the discretion of each student.

3.9.4 School Closing Due to Weather and Other Emergencies

During inclement weather, UDC Law follows the policy of the University of the District of Columbia with respect to school closing or delays. This information will be posted on the University’s website, https://www.udc.edu/. All members of the community are encouraged to sign up for the free messaging services LiveSafe and AlertDC. LiveSafe provides for campus safety-related communications. AlertDC provides notifications regarding major incidents, traffic concerns, or serious weather affecting the DC Metropolitan Area.

To sign up for LiveSafe, visit https://www.udc.edu/public-safety/livesafe/. To sign up for AlertDC, visit https://hsema.dc.gov/page/alertdc.

3.10 Transfer of Credits

Students who transfer from another law school to UDC Law must submit, during or before their acceptance of admission, official transcripts to the Office of Admission. The Associate Dean for Academic Affairs will analyze the transcripts and decide which credits to accept. The Office of Admission will notify students in writing of the transferable credits.

Transferred credits are treated the same as a “Pass.” They count toward the student’s credit requirements, but the grade is not included in the calculation of the student’s UDC Law cumulative grade-point average (CGPA).
A transfer student is subject to the same graduation, honors, and residency requirements as any other matriculated UDC Law student. A transfer student must successfully complete at least 45 credits at UDC Law.

3.10.1 Transfer of Credits from ABA Accredited Law Schools

A maximum of forty-five (45) credits earned prior to admission may be applied toward the satisfaction of the UDC Law’s graduation requirements, subject to the Associate Dean’s approval and the following conditions:

(a) The student must be in good standing at the school;

(b) The student must have achieved a grade of “C” of better in the course; and

(c) If UDC Law offers the course, the number of credits transferred will be equal either to the credits earned in the course at the other school or at UDC Law, whichever is lower.

3.10.2 Transfer of Credits from Non-ABA Accredited Law Schools

UDC Law does not award credit for coursework taken at non-ABA accredited law schools. Applications for admission to UDC Law received from students with credits earned at non-ABA accredited law schools will be considered first-time JD applications (i.e., without any transfer credit for prior coursework at the non-ABA accredited law school).

3.10.3 Credits Earned After Admission

A student enrolled and in good academic standing at UDC Law who wishes to take up to six (6) hours of credit a semester as a non-visitor at other ABA accredited institutions must receive prior approval in writing from the Associate Dean for Academic Affairs. The faculty may award credit for such courses, subject to the same conditions described in Section 3.10.1 on credits earned prior to admission. The Associate Dean for Academic Affairs may approve up to thirty (30) hours of visiting credit (including the 6 hours mentioned above) in extraordinary circumstances beyond the student’s control, including (1) a student’s or a student’s close relative or partner’s serious health problem that requires the care of a specialist not available in the area; (2) a serious health problem of a student’s relative or partner requiring the care of the student; (3) a mandatory job change of the student’s spouse or partner; (4) a custody dispute in another state that requires the presence of the student during an extended period; and (5) other extraordinary circumstances.

(1) To enroll in a course at another ABA accredited law school, the student must follow a specified process: Obtain a Permission to Take Courses for Transfer Credit Form;
(2) Complete that form and submit it, along with a catalog description of the course or courses you plan to take, to the Associate Dean for Academic Affairs;

(3) If the course or courses are through a study abroad program, you also must submit a completed Study Abroad Release and Waiver Form (General Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement);

(4) Review your plan with the Associate Dean for Academic Affairs to resolve issues of acceptability of the proposed courses and the amount of credit to be transferred;

(5) If the Associate Dean approves your plan, return the signed form to the Registrar's Office; and

(6) Request a Letter of Good Standing, if you need one, from the Registrar, who will send it to the Associate Dean for Academic Affairs for approval.

(7) When you complete a course at another law school with a grade of C or better, you must ask the host school to send an official transcript to the UDC Law Registrar.

N.B.: If you do not receive prior permission to take a course elsewhere, UDC Law will not accept the transfer credits.

3.11 Auditing Courses

A UDC Law student wishing to audit a course must obtain an Audit Permission Form and must obtain the written permission of the professor. Persons not enrolled in the School of Law may audit a course only with the written permission of the Associate Dean for Academic Affairs and the professor. The form must then be filed with the Registrar. If the application is for auditing a limited enrollment course or a course that meets in a classroom with a limited number of seats, the audit application may not be completed until the total registered enrollment is complete.

Individuals not enrolled in the School of Law or in the University of the District of Columbia will be charged a fee of $50.00 for auditing a course regardless of the number of class periods in the course during a semester. Permission to audit a course may be revoked at any time during the course by the professor or the Associate Dean. The professor has no obligation to evaluate any work that an auditor may do, to call upon an auditor, or to answer questions raised by an auditor. An auditor may not claim credit for auditing the course, and the transcripts of UDC Law students auditing a course will not reflect the audit.
3.12 TRANSCRIPTS AND EDUCATION RECORDS

3.12.1 TRANSCRIPT REQUESTS

A student may request a transcript by completing a Transcript Request Form and submitting it to the Registrar’s Office at least five (5) days before the requested date of the transcript. The completed form must be signed and dated by the student. There will be a fee for all official transcripts requested after the first official copy.

3.12.2 LETTER OF GOOD STANDING

A student may request a letter of good standing for any reason. All requests should be submitted to the Registrar’s Office at least five (5) days before the letter is needed. Letters of good standing will be provided to the student upon the following conditions:

(a) The student has a cumulative grade point average of 2.000 or better at the time of the request, and

(b) The student is unconditionally eligible to return to and enroll in courses at UDC Law. If a student has a cumulative grade point average of 2.000 or better, but has conditions or limitations upon his or her eligibility to return to or enroll in courses at UDC Law, the letter will contain statements and information reflecting those conditions or limitations (e.g. Honor Code violations, administrative probation, other disciplinary matters). The student will be informed of such “disclosures.” A request by a student for a letter of good standing constitutes the authorization of the student for the disclosure of information consistent with the provisions of this paragraph.

3.12.3 EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law (1) permits students to inspect their education records, (2) limits disclosure of personally-identifiable information, except information specifically deemed Directory Information, without a student’s prior written consent, and (3) provides students the opportunity to seek correction of their education records where appropriate. The School of Law's FERPA policy and related forms are available on the School of Law's website at https://www.law.udc.edu/page/FERPA.

3.13 EXAMINATION AND DEFERRED EXAMINATION PROCEDURES

All students must appear for mid-term and final examinations at the scheduled dates and times. Failure to attend any examination will result in the student receiving a zero (0) for that examination unless the student has received preliminary approval from the Associate Dean of Students prior to the examination, except in the case of an emergency which by its nature
prevents a phone call or e-mail to the Associate Dean of Students. Final approval for an exam absence will be granted only after submission of satisfactory documentation of the medical conditions or extenuating circumstances that prevented the student from appearing at the scheduled examination(s). Students must provide documentation to the Associate Dean as soon as possible, generally within the examination period. Failure to do so will result in the absence being treated as unexcused.

The Associate Dean of Students shall approve or deny the student's request for an excused absence. Once a request has been preliminarily approved, the Associate Dean will notify the affected course professor(s). It is the student's responsibility to secure prior approval for any anticipated absence from an examination. The student is responsible for making all reasonable efforts to contact the Associate Dean, or, if the dean is unavailable, to contact the Associate Dean for Academic Affairs. The Associate Dean or the faculty member will administer a make-up examination within the examination period if possible, or immediately upon the student's return to the School of Law.

All examinations shall be conducted using only the student's examination number as an identifier. At the discretion of the professor or the Associate Dean, examinations may or may not be attended by a proctor. UDC Law operates on an honor system,¹ and all students are expected to adhere to the highest standards of ethical conduct with respect to the administration of all examinations and other evaluation devices. No books or papers, with the exception of blank papers, are allowed in the examination room unless the examination is designated as an open book examination. Similarly, no discussion between or among students is permitted within or outside the examination room at any time during the examination, or before the completion of the exam period.

3.14 Faculty Advisor Program

The School of Law has a Faculty Advisor program. Each new student is assigned to a Faculty Advisor within two weeks of Fall registration. The program is designed to provide students with the opportunity to meet informally with a faculty member for advice, counseling, or referral on a variety of subjects including course and clinic selection, employment and career counseling, bar examination information and academic support. Faculty Advisors also supervise the community service component of the Law and Justice course. Students are encouraged to seek assistance in any areas about which they have questions and concerns. UDC Law suggests that students meet with their advisors, at a minimum, at the beginning of the semester, after mid-terms have been evaluated, and thereafter on an as-needed basis.

¹ The UDC Law Honor System is set forth in Volume II of this Handbook.
SECTION IV. ACADEMIC STANDARDS AND REQUIREMENTS

4.1 ACADEMIC PROGRAM AND SCHEDULE

The faculty is responsible for the design of the curriculum of the School of Law. The Associate Dean for Academic Affairs is responsible for implementing the delivery of the curriculum. All courses required for graduation shall be offered at least once each academic year.

4.2 GRADING SYSTEM AND GRADES

Faculty must submit all final course grades to the Registrar not later than thirty (30) calendar days following the administration of the examination in the course. Faculty members in need of an extension for submitting grades beyond the stated deadline due to extraordinary circumstances must submit a request in writing to the Associate Dean for Academic Affairs at the earliest opportunity, and before the submission deadline. The Associate Dean shall have the discretion to grant an extension for up to ten (10) calendar days in the event of extraordinary circumstances. The Associate Dean shall also have the discretion, in appropriate circumstances, to grant one of the alternative remedies described below.

The Associate Dean shall have the discretion to grant one or more of the following remedies to students in any course in which grades have not been submitted within forty-five (45) calendar days following the last examination of the term:

(a) Permit individual students in the course to petition the Associate Dean to receive a grade of pass/fail for the course, based on a showing of good cause. A student choosing this option must sign an agreement acknowledging that the grade rendered is binding upon the student;

(b) Permit a student in the course to petition the Associate Dean to have another faculty person evaluate the student’s course work and render a final grade, based on a showing of good cause. A student choosing this option must sign an agreement acknowledging that the grade rendered is binding upon the student;

(c) Permit a student to petition the Associate Dean to wait for the regular course faculty member to render a final grade, based on a showing of good cause. A student exercising this option may opt out, and choose option (a) or (b) at any time following the Associate Dean’s decision to grant alternative remedies.

In any event, the Associate Dean shall have the discretion to adopt an appropriate remedy under circumstances in which the Associate Dean determines that a faculty member will not be able to submit grades in accordance with the deadlines set forth in this policy.
A grade may be corrected at any time to rectify a clerical error or other administrative mistake.

Students' academic performance at the School of Law shall be measured and recorded using letter grades and grade points, as follows:

- **grade point 4.000 = letter grade "A"** Superior Performance;
- **grade point 3.000 = letter grade "B"** Above Average Performance;
- **grade point 2.000 = letter grade "C"** Satisfactory Performance;
- **grade point 1.000 = letter grade "D"** Marginal Performance;
- **grade point 0.000 = letter grade "F"** Unsatisfactory Performance.

To provide for greater flexibility in measurement of academic performance, the award of a letter grade will include the assignment of a plus ("+") or minus ("-"), to grades A, B, and C when it is warranted. A plus ("+"") may be assigned to a D, but not a minus ("-"'). The numerical equivalent of a plus grade shall be three-tenths higher than the regular grade. For example, a B+ will have a numerical equivalent of 3.300. The numerical equivalent of a minus grade shall be three-tenths lower than the regular grade; for example, a B- will have a numerical equivalent of 2.700.

Files of evaluations of students in a clinic in any given semester shall be made available to any subsequent clinic supervisor. A supervisor wishing to review student evaluations shall submit a written request to the Chair of the Clinical Affairs Committee indicating the student evaluation files to be reviewed.

### 4.3 Withdrawals

See Section 3 of this Handbook for UDC Law's policy on withdrawals from courses and clinics. See Section 4.10.2 for withdrawals from the School of Law.

### 4.4 Incompletes (Courses Not Completed)

It is the policy of the UDC Law faculty to determine students' grades based on the work performed by students during a course, including the examination period. As a general rule, faculty members take into account the failure of a student to complete tasks (or to do so in a timely fashion) or the failure to take examinations as scheduled by reducing the grade of the student and, in appropriate instances, by entering a grade of “F.”

The faculty recognizes, however, that occasionally unanticipated events preclude a student from completing all course work in a timely fashion. The faculty also recognizes that in a clinical
course a student's completion of clinic work may be delayed for a short period of time by an event beyond the control of the student. The faculty believes that such circumstances may warrant allowing the student an additional period of time to complete the missing course work. Often the student will be able to complete the work quickly and the faculty member will be able to enter a letter grade within the normal period for submitting grades. If the circumstances, however, prevent a faculty member from entering a letter grade within the normal grading period, the faculty may enter a grade of Incomplete.

A faculty member who enters a grade of Incomplete must establish a time certain for completion of the work, which date shall not be later than the one hundred twentieth (120) day following the end of the examination period during which the student took the course. In a case of extraordinary circumstances, the Associate Dean for Academic Affairs, upon the recommendation of the faculty member, may grant the student additional time beyond the one hundred twenty day period, but in no event may the time for completion exceed one year. In all cases, a faculty member entering a grade of Incomplete must furnish the Registrar an "Incomplete Grade Statement" that sets out the faculty member's reason(s) for granting the student additional time to complete the student's course work, identifies the course work to be completed, and establishes a date for completion of the work. If the faculty member has not changed an Incomplete to a final grade within one year, the Registrar shall automatically change the grade to an “F.”

4.5 FIRST-YEAR ACADEMIC REQUIREMENTS

4.5.1 FIRST-YEAR STANDING

First-year students with a first semester grade point average (SGPA) below 2.500 must participate in the Mason Enhanced Program of Academic Success. See Section 4.6.

First-year students must maintain a cumulative grade point average (CGPA) of 2.000 or above to be in good standing. See Section 4.7.

First-year students whose first semester SGPA is less than 2.000 but greater than or equal to 1.850 may elect to 1) take a leave of absence for Spring and restart in Summer in the Fresh Start Program (see below) or 2) remain in school for Spring on academic probation (see Section 4.7). First-year students whose first semester SGPA is less than 1.850 must take a mandatory leave of absence for Spring but may elect to restart in Summer in the Fresh Start Program.

For purposes of first-year academic sufficiency in Sections 4.5 through 4.8, grades of Incomplete ("I") and Withdrawal ("W") (beyond the first withdrawal provided for in Section 3.8.2 with the permission of the Associate Dean for Academic Affairs) shall be assigned a numerical value of zero ("0") and shall be included in a computation of the student's SGPA and
CGPA.

4.5.2 Fresh Start Program

The Fresh Start Program provides eligible first-year students, as described in Section 4.5.1, a chance to restart the first-year curriculum the Summer after first year. A student who participates in the Fresh Start Program will be considered a first-time law student and must re-take all courses previously taken (including participation in 1L Orientation). Upon completion of each course previously taken, the grade from the initial admission shall be redacted and shall not be included in the computation of the student’s CGPA. A student who elects to participate in the Fresh Start Program shall return on academic probation and must maintain a minimum SGPA and CGPA of 2.000 at all times. Failure to maintain a SGPA of 2.000 will result in separation for academic deficiency.

A student who is eligible for, but chooses not to participate in, the Fresh Start Program in the Summer after the student’s first year will not be eligible to participate in the Fresh Start Program at a later date but may apply to the Academic Standards Committee for readmission pursuant to Section 4.11.

4.6 Mason Enhanced Program of Academic Success

First-year students (both full-time and part-time) with a first semester grade point average (SGPA) below 2.500 must participate in the Mason Enhanced Program of Academic Success. The Mason Enhanced Program includes, but is not limited to, the requirement that students with a SGPA below 2.500 must take a course designated by the Director of the Academic Success Program in the second semester. The Associate Dean for Academic Affairs may restrict a student in the Mason Enhanced Program from carrying a course overload or even a normal load, and may limit or restrict the student’s nonacademic activities, including extracurricular activities. A student in the Mason Enhanced Program of Academic Success may not hold a leadership position in any student organization or serve as student representative on any faculty committee. A student in the Mason Enhanced Program, like second and third-year students, must meet the academic requirements specified in Sections 4.7 and 4.8 below.

Second-year students (both full-time and part-time) with a first-year cumulative grade point average (CGPA) below 2.500 must enroll in a course designated by the Director of the Academic Success Program in the fall semester of their second year. The Associate Dean for Academic Affairs may restrict a student with a CGPA below 2.500 from carrying a course overload or even a normal load and may limit or restrict the student’s nonacademic activities, including extracurricular activities. A student with a CGPA below 2.500 may not hold a leadership position in any student organization or serve as student representative on any faculty
committee.

4.7  GOOD STANDING AND ACADEMIC PROBATION

4.7.1  GOOD STANDING

A student must maintain a cumulative GPA (CGPA) of 2.000 or above to be in good standing at the School of Law.

N.B.: A student can be in good standing at the School of Law while also failing to meet the academic requirements of the School’s policies governing federal financial aid and institutional merit scholarships. Students receiving federal financial aid should refer to the Office of Financial Aid’s Satisfactory Academic Progress Policy for requirements. Students receiving scholarships should refer to their scholarship award letters for requirements.

4.7.2  ACADEMIC PROBATION

The Dean and the faculty have established an academic probation program described below for students whose cumulative grade point average is less than 2.000.

(1) The Registrar computes a SGPA and a CGPA for each student at the end of each semester. The Associate Dean for Academic Affairs, after consulting with the Registrar, notifies in writing each student whose CGPA falls within the criterion for probation that he or she is on probation for the current semester. The criterion for probation for the end of first semester is a SGPA of 1.850 or greater but less than 2.000. The criterion for probation for every semester thereafter is a CGPA of less than 2.000.

(2) Subsequent to that notice, the Associate Dean for Academic Affairs will advise the student about the grade performance (the semester GPA for the current semester) needed to remedy the probationary status and to avoid separation.

(a) The Registrar notifies the Associate Dean for Academic Affairs of the GPAs of students with CGPA’s below 2.000, and provides the Associate Dean for Academic Affairs with the SGPA the student must achieve to get off probationary status at the end of the semester.

(b) The student is required to meet with the Associate Dean for Academic Affairs to discuss the academic challenges.

(c) A first year student on probation at the end of the first semester is required to participate in the Mason Enhanced Program of Academic Success (ASP) and to take a course designated by the Director of Academic Success in the Spring
semester. See Sections 1.3.2 and 4.6.

(d) A second year student on probation is required to take a course designated by the Director of Academic Success in the Fall semester. See Sections 1.3.3 and 4.6.

(3) The Associate Dean for Academic Affairs meets with each notified student individually:

(a) to explain to the student the student's situation with respect to UDC Law Rules and Standards;

(b) to ascertain what caused the lack of academic performance; and

(c) to agree upon a course of action based upon available information. If the Associate Dean for Academic Affairs is unable to determine the nature of the problem, or if the course of action recommended involves the provision of academic support services, the Associate Dean for Academic Affairs refers the student to the Director of Academic Success and provides the Director of Academic Success with a report on the student.

(4) The Director of Academic Success, in consultation with the Associate Dean for Academic Affairs, will try to arrange academic support services that are based on a determination of the nature of the problem. The services may be for individuals, or they may be for groups, or they may be both. Additional academic support, however, will depend on the resources available.

(a) The Director of Academic Success may request information concerning the student from faculty members, and may request that the student complete certain diagnostic tests.

(b) The Director of Academic Success may determine that additional resources are required to address the lack of academic performance. If that is the case, the Director of Academic Success will request those resources from the Associate Dean, providing a justification for the request.

(5) The kinds of academic support services that may be considered include:

(a) Counseling by the student's Faculty Advisor or other person;
(b) Tutorials;
(c) Small group sessions;
(d) Diagnostic assessments; and
(e) Emergency financial assistance.

(6) Other programmatic options include:

(a) Reduced course loads;
(b) Transfer to part-time status;
(c) Taking a leave of absence; and
(d) Reducing other commitments.

The Director of Academic Success will provide for recording and storing a status record for each individual identified for academic probation. The status record will contain information about the student, actions taken, and outcomes. The status record will not be part of the student's permanent record file and will be used only for monitoring and evaluating programs and procedures. Information in the status record may otherwise be used only with consent of the student.

The purpose of the Academic Probation Program is to provide timely notice of probation status and the opportunity to make a determination of the reason or reasons for inadequate academic performance so that an appropriate course of action, within the limits of the School of Law's resources, can be undertaken. The School of Law’s failure to take action or provide resources in a timely fashion does not absolve the student of responsibility for improving academic performance sufficiently to return to good academic standing.

In addition to the above described policy, the Associate Dean for Academic Affairs may restrict a student on academic probation from carrying a course overload or even a normal load, and may limit or restrict nonacademic activities, including extracurricular activities. A student on academic probation may not hold a leadership position in any student-run organization or serve as student representative on any faculty committee. A student on academic probation shall be required to obtain the approval of the Associate Dean for Academic Affairs for the student's current course load and selection.

4.8 Separation for Academic Deficiency

Except for the provisions of Section 4.8.1(b), upon notification of separation for academic deficiency, the Registrar shall immediately cancel the student’s registration. A student whose registration is cancelled because of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

4.8.1 Separation at the End of the First Year

A full-time student whose cumulative grade point average (CGPA) falls below 2.000 for required
first year courses taken during the first two (2) semesters of matriculation shall be separated from the School of Law for academic deficiency.

A part-time student whose CGPA falls below 2.000 for required first-year courses taken during the first four (4) semesters of matriculation shall be separated from the School of Law for academic deficiency.

If a student receives a notice of separation for academic deficiency more than thirty (30) days after the first day of classes of the semester due to the effect of an Incomplete ("I") being changed to a low letter grade, late posting of grades, or any other reason, the student may either:

(a) accept immediate separation; or

(b) complete the course work for the current semester and then begin separation from the School of Law (UDC Law will not re-compute the GPA based on grades received by the student during the semester).

A student who accepts immediate separation for academic deficiency after receiving notice more than thirty (30) days after the first day of classes of the current semester shall receive a full refund of the tuition already paid for the semester just begun and for any tuition paid in advance for a subsequent semester. If a student elects to complete the current semester after notice of separation for academic deficiency, his/her separation shall become effective at the beginning of the following semester, regardless of the grades or cumulative grade point average achieved during the current semester. The student will not receive a refund of tuition for the current semester, but will receive a refund of any tuition paid in advance for a subsequent semester.

For purposes of determining academic deficiency, including academic probation under Section 4.7, UDC Law will calculate a student's SGPA and CGPA solely on the basis of final grades. Grades of Incomplete ("I") and Withdrawal ("W") (beyond the first withdrawal provided for in Section 3.8.2 with the permission of the Associate Dean for Academic Affairs) shall be assigned a numerical value of zero ("0") and shall be included in a computation of the student's SGPA and FYCGPA.

If a student receives a notice of termination for academic deficiency and is separated from the School of Law, but subsequently receives a change of grade that brings the student's CGPA above the threshold for termination, the student shall be notified of automatic reinstatement for the next semester. The student's academic status in the law school is determined by the student's academic record as shown on the transcript at any given moment.
4.8.2 Separation After the First Year

After the spring semester of the first year, any full-time student whose CGPA remains below 2.000 for two (2) consecutive semesters shall be separated from the School of Law for academic deficiency.

After the spring semester of the second year, any part-time student whose CGPA remains below 2.000 for two (2) consecutive semesters shall be separated from the School of Law for academic deficiency.

A summer semester in which the student is registered for fewer than ten (10) credits shall not be deemed to be a semester for purposes of applying the two-semester rule. Upon a student’s notification of separation for academic deficiency, the Registrar shall immediately cancel the student’s registration. A student whose registration is cancelled because of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

4.9 Appeal of Academic Standing or Dismissal

A student is entitled to a review of the determination that they have been placed on probation or dismissed from the School of Law, if the student requests such a review and explanation within twenty (20) business days from the Associate Dean’s sending notice of their academic status. If a student timely requests a review and oral explanation, the Associate Dean will provide the student with a copy of the official transcript and an oral explanation of the reasons they have been placed on probation or dismissed from the School of Law.

If after such review and explanation a student is still dissatisfied with the basis for their change in academic status, the student may petition the Academic Standards Committee (ASC) for a review of their status. The petition must allege specific facts in support of their argument that they should not be placed on probation or dismissed from the School of Law.

If the petition does not sufficiently allege specific facts, the ASC will dismiss the petition without further review.

If the petition does allege specific facts, the ASC will review the petition and take such steps as it seems appropriate to determine the truth and accuracy of the petition’s allegations.

The student may submit documentary evidence or declarations in support of the facts alleged in the petition. The student does not have a right to a hearing. The ASC, in exercising its discretion, is not limited to any particular means of proceeding to a decision. It may choose to hear further from the student, to interview witnesses, to request further evidence, to hold a hearing, or to reach its decision on the basis of the evidence submitted and the administrative
record.

The decision of the ASC as to the student’s academic standing shall be final.

4.10 VOLUNTARY LEAVE OF ABSENCE OR WITHDRAWAL FROM LAW SCHOOL

4.10.1 VOLUNTARY LEAVE OF ABSENCE

A student may take a voluntary leave of absence from the School of Law. The student shall inform the Associate Dean for Academic Affairs of the decision to take a leave of absence not less than ten (10) days prior to the beginning of the semester in which the leave of absence will begin, except that the Associate Dean may waive such notice in her discretion in the event of extraordinary circumstances.

A student who, at the time of the taking of the leave of absence, was in good standing shall be entitled to automatic reinstatement within two (2) years. The student must submit written notice to the Associate Dean of intent to be reinstated not less than thirty (30) days prior to the beginning of the semester for which the student wants to be reinstated.

A student who was not in good standing, but not yet subject to academic dismissal when the leave of absence started, must apply in writing to the Associate Dean stating the reasons why the student now feels prepared to resume his or her legal studies. The student must submit an application for reinstatement to the Associate Dean not less than thirty (30) days prior to the beginning of the semester for which the student wants to be reinstated. A student who was subject to academic dismissal when the leave of absence started must follow the procedures for readmission in Section 4.11.

When a student is reinstated after a voluntary leave of absence, the student shall resume his or her former academic standing. All prior academic credits earned shall be retained and the student's CGPA shall include all course work and grades taken prior to the voluntary leave of absence, as well as subsequent credits and grades. A student who does not reapply within two (2) years of a voluntary leave of absence shall be deemed to have withdrawn.

4.10.2 WITHDRAWAL

A student may withdraw from the School of Law at any point. The student must, however, inform the Associate Dean for Academic Affairs of the decision to withdraw. A student who withdraws from the School of Law and who subsequently seeks to return must apply to the Associate Dean of Admission for readmission. The application for readmission shall be on a form approved by the Associate Dean of Admission and shall be considered as part of the regular admissions process of new or transfer students. If the student is readmitted after withdrawal, the Associate Dean for Academic Affairs may grant advanced standing based on
course work previously taken and passed at the School of Law or any other accredited law school. In making a decision about advanced standing, the Associate Dean will consider the amount of time that has passed since the course work was taken and other relevant factors.

4.11 Readmission After Separation for Academic Deficiency

A student separated from the School of Law for academic deficiency may apply for readmission after a minimum of two (2) semesters in accordance with the provisions of this section. The applicant for readmission must first apply to the Associate Dean of Admission to be certified for readmission. If certified by the Associate Dean of Admission, the applicant’s petition will be advanced to the Academic Standards Committee for consideration under the procedural policies listed in this section. A student may be readmitted under this section only once.

4.11.1 Certification for Readmission

Only upon certification by the Associate Dean of Admission will an applicant’s petition for readmission be advanced to the Academic Standards Committee for consideration and decision.

4.11.2 Policy for Petitions for Readmission

Petitions for readmission shall be granted only if the Academic Standards Committee, by majority vote, finds:

(1) that it is probable that the student will satisfy graduation requirements within the time permitted for graduation (see Section 1.7);

(2) that some extraordinary or compelling circumstance(s) contributed to the student's inability to meet the academic requirements of the school;

(3) that the prior disqualification does not indicate a lack of capacity to complete the course of study at UDC Law; and

(4) if the Committee determines that the academic separation resulted (in whole or in part) from a deficiency in any skill(s), that the applicant has demonstrated a dramatic improvement in the deficient skills. The Committee may require the student to complete diagnostic exercises to determine proficiency in any one or more skills.

In applying this standard, the Academic Standards Committee may consider any factors its members believe are relevant, including the student’s apparent ability and desire to become a lawyer, his or her record of academic performance at the school, and any other circumstances that may have impeded the student’s performance. In its deliberations, the Committee will
adhere to Standard 505 of the ABA Standards for the Approval of Law Schools.

Applicants should note that the allotted time period for completion of a Juris Doctor degree is as follows: Except for extraordinary circumstances, a student must satisfy all graduation requirements within eighty-four (84) months from the date of initial enrollment regardless of any leaves of absence, withdrawals or suspensions. See Section 1.7.

The Academic Standards Committee may readmit the student subject to any conditions that the Committee believes will significantly contribute to the student’s academic success.

A student who received a grade of less than C in a required course must retake that course as a condition of readmission. If the Academic Standards Committee requires the student to take a course that the student previously passed, only the grade achieved in the retaken course shall be used for computation of semester and cumulative grade point averages.

Readmission is subject to compliance with the mandated sequencing requirements.

A student who seeks readmission must present a persuasive case that states the specific reasons why the student failed to maintain the required minimum scholastic record, why the prior disqualification does not indicate a lack of capacity to complete the course of study, and why the student believes the condition(s) or circumstance(s) will not reoccur in the future if readmission is granted. If the condition(s) or circumstance(s) may be corroborated, such affidavits, letters, or other documents should be attached to the petition.

4.11.3 CONTENTS OF A PETITION FOR READMISSION

(A) A student requesting readmission after academic separation shall submit four (4) copies of a petition to the Chair of the Academic Standards Committee and include in his or her petition the following information:

(1) Name, current address, home and office telephone numbers, and date of initial enrollment;

(2) If the student has submitted prior petition(s) for readmission, the date of the petition(s), the results, and, if applicable, any conditions imposed upon readmission;

(3) The average number of hours spent per week in preparing for classes in each course during the academic year;

(4) Whether the student took part in any program at UDC Law or outside UDC Law with faculty or staff members designed to provide supplementary instruction or tutoring in legal skills prior to academic separation, including the name(s) of the faculty member(s)
or other person(s) with whom the student dealt directly;

(5) Whether the student took part in any UDC Law extracurricular activities during the academic year of separation, including a list of the activities, the average amount of time per week spent on those activities, and the names of personnel involved;

(6) Whether the student was employed during the academic year, including the nature and location of the employment, name of immediate supervisor, hours worked per week, and dates of employment;

(7) A detailed statement supporting the student's application under the readmission standard described in Section 4.11.2. The statement should contain as a minimum:

   (a) The specific facts surrounding the circumstance(s) that contributed to the student's inability to meet UDC Law academic requirements;

   (b) A statement explaining why the prior circumstance(s) do not indicate a lack of capacity to complete the course of study within the appropriate time period; and

   (c) a statement explaining why the circumstance(s) or condition(s) will not reoccur.

(B) The student shall include with the petition a copy of his or her David A. Clarke School of Law transcript, LSDAS report, and any waivers or letters required under Section 4.11.4. The student may also include any affidavits, letters and other documents that the student wishes to present to corroborate the student's statement. If the student submits corroborating documentation, the student must also include current phone numbers and addresses for corroborating witnesses.

4.11.4 PETITION FOR READMISSION BASED ON MEDICAL INFORMATION

A student who bases his or her petition for readmission in any way on medical reasons must:

   (a) Sign a waiver of doctor/patient confidentiality and deliver a copy of that waiver to the doctor and to the Associate Dean for Academic Affairs for transmittal to the Academic Standards Committee. The Committee may then, in its discretion, pursue only the matters covered under sub-section b) below with the doctor.

   (b) Submit a letter from the student's doctor explaining:

      (1) the nature of the medical problem;

      (2) the information and views, if any, of the doctor outlining the causal
relationship between the problem and the student’s academic performance; and

(3) the likely effect, if any, of that problem on the student's future academic performance.

(c) Ask the doctor to cooperate with the Academic Standards Committee in verifying and discussing matters included in sub-sections b) 1) through 3) above.

(d) Students who have difficulty in complying with these regulations should consult with the Associate Dean or the Chair of the Academic Standards Committee at the earliest possible date.

Information obtained by the Academic Standards Committee as a result of the waiver described in 4.11.4(a) above shall be kept strictly confidential by the Committee and such members of the faculty or administration with whom the information is shared pursuant to their official duties.

4.11.5 TRANSCRIPT POLICY AND ACADEMIC PERFORMANCE REQUIREMENTS

If a student is readmitted after separation for academic deficiency, the student's academic transcript must continue to show semester by semester the record of all grades and credits attempted and earned prior to separation. However, for all required courses that the student must repeat (i.e., all those with a pre-separation grade of less than C), only the grades and credits for the courses retaken after readmission shall be counted for purposes of calculation of grade-point averages (semester and cumulative) and determination of total graduation credits. This policy also applies to any non-required courses the Academic Standards Committee requires the readmitted student to repeat as a condition for readmission. The previously earned grades and credits will continue to show on the transcript, but only the grades and credits earned in the repeated course will count for computation of cumulative and semester grade-point averages and accumulated graduation credits.

Thus, the transcript will contain a total, accurate, sequential record of academic performance of the student at UDC Law.

A readmitted student shall be required to achieve a SGPA of at least 2.000 for each semester after readmission and shall be required to raise his or her CGPA to at least 2.000 to become a candidate for the Juris Doctor degree.

A student may be readmitted under this section only once. A student who fails to maintain the required academic standard after being readmitted under this section shall be permanently separated from the School of Law for academic deficiency. Upon a student's notification of separation for academic deficiency, the Registrar shall immediately cancel the student's registration. A student whose registration is cancelled because of separation for academic
deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

4.12 RETAKING A COURSE OR EXAMINATION

4.12.1 RETAKING A COURSE

Except for the provisions of Section 4.11.5 and those participating in the Fresh Start Program, a student who has not been separated for academic deficiency and then readmitted may only retake a course in which the student received a grade of "F." Such student may re-enroll in the course in a subsequent semester. Except as otherwise provided in other sections of the Academic Standards and Requirements, the grade that the student receives for the retaken course shall be counted (along with the original grade) in determining the student's CGPA. However, the credit hours for the course shall be counted only once toward the student's total graduation credit hour requirement.

4.12.2 RETAKING AN EXAMINATION

In any of the required courses or clinics, if a student demonstrates exigent circumstances, the professor may allow a student to retake an examination in the course or resubmit any other paper or submission for evaluation. The exam must be retaken or the resubmission completed within the semester following the end of the course, including the summer semester. The course grade following a retaken exam or other resubmission shall be computed as follows:

(a) By averaging the grade received on the retaken exam or other submission with the original grade received; or

(b) By using the grade received on the retaken exam or other submission in place of the grade originally received.

A failing grade on the retaken exam shall not be included in the student's academic record. The student may elect to retake the course under the provisions of sub-Section 4.12.1.

4.13 REVIEW OF GRADES RECEIVED

4.13.1 PETITION TO PROFESSOR

A student is entitled to a review of an examination grade by and an oral explanation of the grade from the professor if the student requests such a review and explanation within twenty (20) business days from the Registrar's posting of notice of grades received. This period shall be waived for good cause shown, in which case the request for review must be made within ten (10) business days of the student's actual receipt of notice of the grade. If a student timely requests a review and oral explanation, the professor is obliged to review the basis for that
student's course grade and provide to the student an oral explanation of the course grade. During such review and explanation the professor should discuss the content of any significant evaluation device (e.g., final examination, clinic evaluation).

If after such review and explanation a student is still dissatisfied with the basis for a course grade, the student may petition the professor in writing for a change in grade. To obtain the professor’s review of this petition, the student must submit the petition to the professor within seven (7) working days following receipt of the professor’s explanation of the course grade.

The petition must state the relief requested and must allege specific facts which if proved would demonstrate clearly and convincingly:

(a) That the professor (or professor’s delegate) made a mathematical or other ministerial error in calculating or determining the grade; or

(b) That the professor used an evaluation procedure or standard different from that applied to other members of the class; or

(c) Both (a) and (b), above.

A claim of error in judgment by the professor is not grounds for a change of grade.

The student shall include a signed declaration that the facts alleged are true to the best of the student's knowledge, information and belief.

The professor shall respond to the student in writing within seven (7) working days from receipt of the petition.

4.13.2 APPEAL TO ACADEMIC STANDARDS COMMITTEE

A student who is still dissatisfied with the professor's decision may appeal to the Academic Standards Committee (ASC) only by submitting the same written petition to the ASC within seven (7) working days from the student’s receipt of the professor’s written response, together with a copy of that response. If there are new facts relating to the issues stated in the student’s original petition, the student may also file an additional statement of those facts. The student must provide the faculty member with a copy of any additional statement of facts.

If the petition does not sufficiently allege specific facts as required by 4.13.1(a), (b) or (c), the ASC will dismiss the petition without further review.

If the petition does allege specific facts satisfying 4.13.1(a), (b) or (c), the ASC will review the petition and take such steps as it deems appropriate to determine the truth and accuracy of the petition’s allegations.
The student may submit documentary evidence or declarations in support of the facts alleged in the petition. The student does not have a right to a hearing. The ASC, in exercising its discretion, is not limited to any particular means of proceeding to decision. It may choose to hear further from the student, to interview witnesses, to request further evidence, to hold a hearing, or to reach its decision on the basis of the evidence submitted and the administrative record.

If the ASC concludes, upon clear and convincing evidence, that the grade was erroneous by reason of mathematical or ministerial error, or that the professor used a different evaluative standard or procedure, or both, the ASC shall notify the faculty member of its findings and shall refer the matter back to the professor with a recommendation to reconsider the grade.

4.13.3 ACS REFERRAL OF DECISION TO THE FACULTY

If the professor does not accept the ASC recommendation within ten (10) working days, the ASC shall refer the decision to the faculty at its next regularly scheduled meeting. The ASC shall recommend that the faculty enter a grade of “P” or “W” in place of the contested grade. The faculty shall decide to accept or reject the ASC recommendation. If the faculty accepts the recommendation, the Registrar shall be instructed to substitute the grade of “P” or “W” for the disputed grade. The decision of the faculty shall be final.

4.13.4 STUDENT APPEAL TO THE FACULTY

If a student is denied relief by the ASC, the student and the faculty member shall promptly be informed of the ASC decision. The student may appeal the ASC's decision to the faculty pursuant to the following rule.

(a) The student shall file a written notice of appeal addressed to the faculty with the Associate Dean for Academic Affairs within seven (7) calendar days of the transmission of the decision of the Committee. The notice shall contain the original petition and attachments submitted to the ASC, a copy of the ASC notice of decision, and a statement of the reasons why the ASC's decision was in error.

(b) The Associate Dean for Academic Affairs shall circulate these materials to the faculty and place the matter on the agenda for the next regularly scheduled faculty meeting for discussion in Executive Session, or shall call a special faculty meeting if the student would be prejudiced by delay.

(c) The faculty shall review the decision of the ASC with respect to grade appeals only upon an affirmative vote by a two-thirds majority of the faculty in attendance at a faculty meeting.
(d) In reviewing the decision of the ASC, the faculty shall not undertake de novo consideration of the petition, but shall limit its review to the determination of whether the Committee decision was clearly erroneous.

(e) If the faculty votes to review the decision, the student petitioner may appear before the faculty in person to argue why the Committee's decision was clearly erroneous.

(f) The decision of the faculty shall be limited to the following:

1. To affirm the decision of the Academic Standards Committee; or

2. To enter a grade with a "P" or "W" in place of the contested grade, if the faculty determines that the recommendation of the Academic Standards Committee was clearly erroneous.

(g) The decision of the faculty shall be final.

4.14 CLASSROOM DECORUM POLICY

It is the goal of UDC Law to provide quality classroom presentations uninterrupted by students who arrive late, leave early, or leave and return during class.

Regular, punctual class attendance without unnecessary interruption is an important part of legal education. Individuals who interrupt class by arriving late, by leaving early, or by leaving and returning to class diminish the effectiveness of classroom techniques and disturb conscientious students. As an attorney, one often needs to focus one's energies for sustained periods without interruption. Successful attorneys do not arrive late to court, do not leave before administrative proceedings are completed, and do not walk out on clients in the office only to return minutes later. If nothing else, it is courtesy to be timely and attentive. Law students owe fellow classmates and faculty the same courtesy attorneys owe clients, judges, court personnel, and colleagues: complete attention without needless interruption.

Because it is unfair to conscientious students to be disturbed by the arrivals and departures of others, because the classroom experience is diminished by the ill-timed departures and arrivals of others, and because each member of the UDC Law community owes each other member basic courtesy, the School of Law requires students to maintain appropriate decorum in the classroom. Students will be expected normally to arrive on time and to leave only at the end of class. If a student realizes that unavoidable circumstances will require late arrival or early departure, she or he should notify the faculty member and make appropriate arrangements so as to minimize classroom disruption. The School of Law recognizes that in some instances such prior arrangements are not possible. In those instances, the School of Law expects the student
to adopt an appropriate mode of courteous behavior.

Laptop computer use in classes is at the discretion of the faculty member.

Students whose conduct unreasonably disrupts the classroom atmosphere may, at the discretion of the faculty member, be subject to appropriate sanction. Discourteous behavior may also constitute a violation of the Honor System (see Volume II, Honor System).

### 4.15 Graduation Honors Requirements

UDC Law J.D. honors shall be awarded as follows: *Summa Cum Laude*: 3.700 grade point average and above; *Magna Cum Laude*: 3.500 to 3.699 grade point average; *Cum Laude*: 3.200 to 3.499 grade point average.

Honors for graduates shall be calculated on the basis of all grades immediately preceding the final semester, provided, however, that graduates whose grade point averages are raised to the above described honor levels on the basis of final semester grades shall be graduated with the honors specified for such grade point averages. Honors graduates shall be designated in the School of Law's commencement program. Similarly, graduates whose averages fall below the above described honors levels on the basis of their final semester grades shall have appropriate corrections made on their permanent records.

To qualify for graduation honors, transfer students must achieve the requisite honors cumulative grade point average both for course work completed at the University of the District of Columbia David A. Clarke School of Law and for all course work completed (including non-transferred credits in courses with grades lower than "C") in all ABA approved law schools attended as a candidate for the J.D. degree.

### SECTION V. Tuition, Fees and Residency

#### 5.1 Tuition Policies

Tuition and fees are determined by the Board of Trustees of the University of the District of Columbia and are subject to change. Tuition for full-time students is charged on a flat fee basis for fall and spring semesters and a per-credit-hour basis for summer semesters; tuition for part-time students is assessed on a per-credit-hour basis for all semesters. Tuition is based on residency, with tuition preferences given to students who are classified as residents of the District of Columbia and the D.C. Metropolitan Area. D.C. Metropolitan Area rates apply only to students entering in the fall 2018 semester and thereafter (8-B DCMR § 728). The University maintains a list of counties, cities, and zip codes in Maryland and Virginia that qualify as D.C. Metropolitan Area for purposes of this policy.
In order to be classified as a D.C. resident or D.C. Metro resident, a student must have resided in D.C. or the D.C. Metro area for a minimum of one year prior to the deadline for the semester for which he or she is seeking residency classification. The student must submit a Proof of Residency Form and two additional approved forms of proof by that deadline. Some students may be asked for additional documentation to confirm proof. Instructions, forms, deadlines and the list of qualifying D.C. Metro areas can be found on the School of Law’s website at https://www.law.udc.edu/page/Residency.

The Associate Dean for Administration and Finance notifies students of the residency determination. If an application for residency is approved, a student will be charged preferential tuition for that academic year only. Students must reaffirm their residency status each school year.

If an application for residency is denied, the student may reapply for a later semester by submitting the required materials by that semester’s deadline.

A student classified as a resident who moves out of D.C. or the D.C. Metro area must inform the Associate Dean of Administration and Finance within two business days of the move, as the student is no longer eligible for the preferential tuition rate.

Falsification of evidence of residency, or withholding of requested information which contradicts a claim of residency, is a serious matter. A false claim of residency may be grounds for expulsion from the School of Law and may adversely affect a student’s qualification for admission to the Bar.

5.2 TUITION ASSESSMENT AND PAYMENT
Tuition is due and payable in full at the time of registration.

5.3 REFUND POLICY
A student who withdraws from the School of Law during the regular academic year is eligible for a tuition refund, subject to all unpaid obligations to the School of Law, in accordance with the conditions set forth below:

<table>
<thead>
<tr>
<th>Withdrawal by:</th>
<th>Percent of Semester Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to last day of second week</td>
<td>75%</td>
</tr>
<tr>
<td>3rd week to end of 4th week</td>
<td>50%</td>
</tr>
<tr>
<td>5th week</td>
<td>20%</td>
</tr>
<tr>
<td>6th week</td>
<td>10%</td>
</tr>
<tr>
<td>7th week and beyond</td>
<td>0%</td>
</tr>
</tbody>
</table>
A student who accepts immediate separation for academic deficiency after receiving notice more than thirty (30) days after the first day of classes of the current semester shall receive a full refund of the tuition already paid for the semester just begun and for any tuition paid in advance for a subsequent semester. Any student who is required to withdraw as a penalty for violating school regulations shall receive no refund by reason of such withdrawal. The student activity fee is nonrefundable.

5.4 Summer School and Visiting Student Tuition

Summer school tuition is assessed on a per-credit-hour basis and depends on the student's residency classification. The School of Law follows refund policies similar to those described in Section 5.3 for students withdrawing from a course or clinic taken during the summer or otherwise paid for on a per-credit-hour basis.

5.5 Mandatory Health Insurance

UDC Law students are required to maintain health insurance coverage for themselves. They have two options for meeting the requirement:

(a) an Accident and Sickness Insurance plan available to UDC students; or

(b) a health insurance plan the student or the student's family maintains.

Section VI. Accessibility Policy and Procedures

It is the policy of the School of Law to ensure individualized opportunities for students with disabilities. In conjunction with the University, the School of Law is committed to providing equal and integrated access for individuals with disabilities.

Reasonable accommodation is a joint responsibility of the student, the University and the School of Law.

Accommodation Procedures

(1) The student seeking a reasonable accommodation shall notify the School of Law's Associate Dean of Students and the University’s Accessibility Resource Center (ARC) of his/her disability as soon as practicable and shall request an accommodation. In order to receive ARC services, the student must register with the ARC each semester, submit a copy of the student’s course registration and provide documentation of the disability as listed at: https://www.udc.edu/drc/required-documentation. Additional helpful information about ARC processes and procedures may be found at: https://www.udc.edu/drc. If a student is unable to utilize the above-listed webpages,
the student should contact the ARC at (202) 274-6417 (V)/(202) 274-5579 (TTY) or visit the Center in the Division of Student Affairs, Building 39, Suite 102. The Accessibility Resource Center is open Monday through Friday from 9:00 am to 5:00 pm.

(2) The student must schedule an appointment to meet with an ARC Counselor. The student and the ARC Counselor will engage in an interactive process to consider and determine reasonable accommodations necessary to enable the student to have an equal opportunity to benefit from services, programs or activities at the University and the School of Law. This process will include, as appropriate, the consideration of documentation substantiating a request for particular accommodations; the student’s prior accommodations; specific course or program requirements; available course options or alternatives; available accommodations, modifications, or auxiliary aids; and a review of the nature and extent of the disability and the effect of the disability on performance within the course and/or the program. If the ARC determines academic accommodations are appropriate, the ARC will issue a formal letter, outlining the necessary academic accommodation(s) and serving as documentation of the student’s registration with the ARC. The formal letter will be issued to the student each semester the student is requesting accommodations. It is the responsibility of the student to set up a meeting with the School of Law’s Associate Dean of Students in a timely manner to discuss implementation of the accommodation(s) at the School of Law.

(3) In the event that the student is dissatisfied with the arrangements for accommodation, the student shall follow the grievance procedures noted in the ARC Student Handbook and stated below.

**GRIEVANCE PROCEDURES**

I. **APPLICABILITY OF GRIEVANCE PROCEDURE**

A. Students who believe that they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations as required by law, or denied participation in University programs and activities, have the right to use this grievance procedure.

B. This grievance procedure is designed to address disputes regarding:

- Disagreements regarding a requested service, accommodation, or modification of a University practice or requirement;
- Inaccessibility of a program or activity; and
- Harassment or discrimination on the basis of disability.
For the purposes of this policy, the above conduct is termed “discrimination or harassment.”

II. INFORMAL RESOLUTION PROCESS

A. As an alternative to the formal complaint procedure described below, students are encouraged to submit the matter in writing with the ARC. The written complaint should specify the time, place, and nature of the act claimed to be in violation and may be supplemented by supporting documents and/or written statements from persons having firsthand knowledge of the facts, or other documentation and evidence, which the student believes supports the complaint.

B. Within twenty (20) working days of receipt of the claim, the ARC will collect and investigate all pertinent facts and circumstances in support of the alleged violation. Investigation will include review and verification of all documentation, evidence and testimony by involved and/or knowledgeable parties.

C. The ARC may attempt resolution of a complaint through mutual agreement of the affected parties at any point during the course of the investigation. Should such resolution be achieved, the investigation shall be ended.

D. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with the Section 504-ADA Coordinator who will attempt to facilitate a resolution through the formal grievance process.

III. FORMAL GRIEVANCE PROCESS

If the informal grievance process above does not result in a successful resolution, then the student may file a formal grievance as follows.

A. Complaints should be filed as soon as possible with the University Section 504-ADA Coordinator, Evola Bates. Ms. Bates’ office is located on the Van Ness Campus in Building 39, 3rd Floor, Office Suite 301-A. (202) 274-6320 (voice); email: evola.bates@udc.edu.

B. A complaint must be in writing and shall include the relevant name(s), date(s), and time(s), a detailed description of the allegations of discrimination or harassment, the type of discrimination alleged occurred, the names of any witnesses to the discrimination or harassment, requested corrective action and any other relevant information on which the complaint is based. A complaint of discrimination or harassment in educational programs or activities must be filed with the University within one hundred and eighty (180) calendar days following the date the alleged
discrimination or harassment took place.

C. The Section 504-ADA Coordinator will promptly initiate an investigation consistent with the University’s Anti-Discrimination and Harassment Policy.

D. In undertaking the investigation, the Section 504-ADA Coordinator may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

E. The Section 504-ADA Coordinator will investigate the allegations brought by the complainant and work to conclude the investigation and conduct the exit interviews within sixty (60) calendar days, depending on the allegations presented. During the investigation, the Section 504-ADA Coordinator will:

   i. Formally apprise the respondent of the charge of discrimination or harassment, in writing.

   ii. Elicit from the respondent an explanation of what occurred from his/her perspective.

   iii. Arrange for interim relief for the complainant, if appropriate.

   iv. Provide both parties with the opportunity to provide information and identify witnesses.

   v. Investigate the allegations by conducting interviews or gathering other relevant information.

   vi. Attempt in a non-legalistic, non-threatening manner to facilitate a solution acceptable to both the complainant and the respondent.

F. The Section 504-ADA Coordinator evaluates allegations and evidence to determine if, based on the totality of the circumstances, it is more likely than not that the alleged conduct in the complaint occurred. The findings of the Section 504-ADA Coordinator are memorialized in a written report, which is solely for the University’s use.

G. At the conclusion of the investigation, the Section 504-ADA Coordinator shall conduct an exit interview with the parties and issue exit letters notifying the parties of the outcome.

H. Students who believe that they have been subjected to discrimination and/or harassment may be able to file a complaint with Federal and/or District government
agencies, e.g., the D.C. Office of Human Rights or the U.S. Department of Education’s Office for Civil Rights. The University encourages students to utilize the internal complaint process prior to filing an external complaint.

SECTION VII. STUDENT ORGANIZATIONS

7.1 RECOGNITION OF STUDENT ORGANIZATIONS

Newly formed student groups or organizations may apply for recognition by submitting a written request to the Associate Dean of Students and their Faculty Advisor. Their Faculty Advisor must be a Full-Time Faculty Member at the School of Law. A group seeking recognition shall include in its request a copy of its written organizational statement, bylaws, statement of purpose, activities, membership requirements and any other information relevant to the organization.

The Faculty Advisor must place the request for recognition on the agenda for a regularly scheduled Faculty Meeting. Upon review of the written materials, the Faculty will vote whether to approve recognition of the organization.

Student organizations and groups that have been officially recognized by the School of Law are entitled to utilize the facilities of the School for meetings and other activities.

Student organizations formally recognized by the School of Law are:

- Student Bar Association (the student government organization);
- Black Law Students Association (BLSA);
- National Lawyers Guild, DC School of Law Chapter;
- American Bar Association Law Student Division (ABA/LSD);
- Evening Law Students Association;
- International Law Students Association;
- Women's Law Society;
- Jewish Law Student Association (JLSA);
- Asian Pacific American Law Student Association (APALSA);
- Muslim Law Students Association;
- Gay, Lesbian, Bisexual, and Transgendered Association of Students (UDC Law OUTLAW);
- Latino/a Law Students Association;
- The Business Law Society;
- Sports and Entertainment Law Students Association;
- The Native American Law Students Association;
- The International Legal Honor Society of Phi Delta Phi, H. Carl Moultrie Inn;
• American Constitution Society for Law and Policy, UDC Law Chapter;
• Christian Law Society;
• Second Amendment Club;
• Environmental Law Society;
• Phi Alpha Delta Law Fraternity, International, Cahn Chapter;
• The Federalist Society for Law & Public Policy Studies, DC Student Chapter;
• Law Students for Disability Rights;
• Campaign to End the Death Penalty UDC Law Chapter;
• Drug Policy Reform Group of UDC;
• Law Students for Reproductive Justice, UDC Law Chapter;
• Black Men’s Law Society;
• UDC Veterans Legal Services Project;
• Criminal Justice Society;
• Student Animal Legal Defense Fund, UDC Law Chapter;
• International Law Society;
• Student Trial Lawyers Association.

One organization, the Law Review, is part of the curriculum for which students may earn academic credit. It is described in more detail in Section 7.4.

7.2 FUNDING FOR STUDENT ORGANIZATIONS

Student groups and organizations may apply for financial and other support as part of the annual budget process of the School of Law. Requests for financial support by student groups and organizations are included in the budget request of the Student Bar Association (SBA). The student activity fees assessed by the School of Law shall be used for this purpose.

7.3 FORMATION OF STUDENT GOVERNMENT ORGANIZATION

The Student Bar Association (SBA) is open to all students enrolled at the School of Law. The objectives of the SBA are to promote relations of goodwill among students; to provide a forum for exchange of ideas and cooperation among students and administration/faculty; to sponsor extracurricular programs of benefit to students and the law school; to sponsor community relations activities; to conduct fundraising to support student events and scholarships; and to promote high academic standards among students. The SBA holds monthly meetings, and its structure includes a Coordinating Committee as well as several standing committees which address issues concerning Student Services, Special Events, Community Relations, and Academic Standards.

In accordance with faculty bylaws, the student Senate and the President of the Student Bar
Association appoint students to sit on several faculty committees as non-voting participants:

(a) Academic Standards Committee – one (1) non-voting student member appointed to the committee;

(b) Admission, Retention, and Financial Aid Committee – two (2) third-year non-voting student members;

(c) Career and Professional Development committee – four (4) non-voting student members, one from the full-time second year class, one from the full-time third year class, one from the part-time third-year class, and one from the part-time fourth year class.

(d) Curriculum Committee – three (3) non-voting student members, one from each class;

(e) Faculty Appointments Committee – two (2) non-voting student members; and

(f) Library, Technology, and Facilities Committee – two (2) non-voting student members.

Students may also sit as observers in faculty meetings (except when the faculty goes into executive session) and in meetings of the Board of Trustees (except for executive sessions). Students may and have addressed both bodies at their meetings.

7.4 LAW REVIEW

The University of the District of Columbia Law Review, established in 1990, has a public interest focus. Students may earn up to four (4) elective credits on a credit/no credit basis. In the first year of membership, students may earn one (1) credit for service to the Law Review and an additional one (1) credit for submission of a written work product of publishable quality. In the second year of membership, students may earn one (1) credit for service to the Law Review, and students on the editorial board may earn an additional one (1) credit for Editorial Board Service.

Credits will be authorized after certification by the Editor-in-Chief of the Law Review and approval of the faculty advisors to the Law Review. The Editor-in-Chief will be required to certify to the faculty advisors the total hours worked per semester for each Associate Editor, Senior Editor, or Editorial Board Member. The faculty advisors will review the files to evaluate the quality and quantity of each student’s academic achievement prior to approving an award of credit.

Each year, the Editor-in-Chief, after consultation with the Associate Dean for Academic Affairs,
extends invitations to students who have completed their first year of law school to join the
staff of the Review. Registration for the Review requires the prior written approval of the
Review's faculty advisor and the Associate Dean. The editorial board of the Review for the
subsequent year is selected from members of the staff by the Review's graduating staff
members.

The Review is published periodically, but not less than once per year. The annual budget of the
School of Law provides for publication of the Review. Each year the Dean appoints at least one
faculty member to serve as an advisor to the Review.

7.5 QUALIFICATIONS FOR STUDENT ORGANIZATION LEADERSHIP
Students serving as President, Vice-President, Secretary, Parliamentarian, or Treasurer of a
student organization must have achieved and maintain a cumulative grade point average of
2.500 or above. A student serving as student representative to any faculty committee must
have achieved and maintain a cumulative grade point average of 2.500 or above.

SECTION VIII. ANTI-DISCRIMINATION AND HARASSMENT POLICY
The University of the District of Columbia strives to provide an educational and working
environment for all faculty, staff and students that is free from all forms of discrimination and
harassment, including sexual harassment. It is committed to providing an environment that
treasures diversity and emphasizes the dignity and worth of every individual, an environment in
which every individual is treated with respect. Discrimination and harassment in any form are
contrary to these goals and fundamentally at odds with the values of the University.
Discrimination and harassment are violations of University policy and will not be tolerated.
Individuals who engage in such conduct may be subject to disciplinary action.

Each member of the University community plays a significant role in ensuring that the
University is free from all forms of discrimination and harassment, and that any incidents of
discrimination or harassment are promptly reported. If a member of the University community
believes he or she has been subjected to discriminatory or harassing conduct, that individual is
advised to report the matter to the EO Officer/Title IX Coordinator/Section 504-ADA
Coordinator.

The complete Discrimination and Harassment Policy, along with a Title IX brochure, may be
found at this link: https://www.udc.edu/human-resources/equal-opportunity/.

SECTION IX. ALCOHOL AND DRUG POLICY GUIDELINES
The University of the District of Columbia has adopted Alcohol and Drug Policy Guidelines
pursuant to 8 DCMR § 616 and all applicable laws and University policy. A complete copy of the Guidelines may be found at this link: https://www.udc.edu/docs/UDC_alcohol_policy.pdf.

The purpose of these guidelines is to establish procedures relating to alcohol and drug use on University property and at University events. Pursuant to University policy, the misuse, abuse and/or excessive consumption of alcoholic beverages or illegal drugs, and related behavior such as violence, disorderly conduct, and destruction of property, pose a danger to the individual and to the community at large. Such behavior violates University policy and may violate local and federal law. Individuals who engage in such behavior may be subject to disciplinary action and/or criminal prosecution under applicable law. The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on University property or as part of any University activity or University event is strictly prohibited. Students and employees violating standards of conduct will be subject to sanctions consistent with local and federal law and University policy, up to and including expulsion or termination of employment and/or referral for prosecution for violations of standards of conduct.

Consumption of alcohol on University property or at University events shall be allowed only with prior approval by the Dean or Associate Dean of Students, and must be requested at least two weeks prior to the event. Consumption of alcoholic beverages shall not be the only means of refreshment at any event. Comparable quantities of non-alcoholic beverages and food items must be available for consumption throughout the duration of the activity.

The University provides resources to students, faculty and staff who may need assistance coping with drug or alcohol use. Below is a list of the resources made available to the University community:

(1) Employee Assistance Program (EAP): 1-800-346-0110
(2) UDC Counseling and Student Development Center: Building 39, Suite 120, (202) 274-6000
(3) SAMHSA’s Substance Abuse Treatment Locator: 1-800-662-HELP
(4) Al-Anon/Alateen: 1-888-4AL-ANON
(5) Cocaine Anonymous: 1-800-347-8998
(6) Nar-Anon: 1-800-477-6291
(7) D.C. Bar Lawyer Assistance Program: (202) 347-3131

SECTION X. DISCLOSURE FOR STUDENT PRACTICE IN COURT

The practice of law requires admission to the bar, or special permission from a court, in the jurisdiction where one seeks to practice.

In addition to a bar examination, there are character, fitness, and other qualifications for
admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners (http://www.ncbex.org).

In the District of Columbia, a law student enrolled in the School of Law’s legal clinics and under the supervision of a licensed attorney faculty member may engage in the limited practice of law if the student meets the requirements of Rule 48 of the Rules of the District of Columbia Court of Appeals. UDC Law adopted the following disclosure policy based on Rule 48. UDC Law students with any questions about the rule or the policy should consult the Associate Dean for Experiential and Clinical Programs.

Each candidate for the Juris Doctor degree is required to have taken and received credit for a minimum of two (2) semesters of work in the School of Law’s legal clinics, including at least one direct client service clinic. In order to participate in a direct client service clinic, students must be certified by the Dean as being of good character and competent legal ability, and as being adequately trained to engage in the limited practice of law as defined by Rules 48 and 49 of the District of Columbia Court of Appeals.

The fitness of every student to be certified will be considered by a faculty and administrative committee who will advise the Dean. If there is a concern, it may require further inquiry and time. It is, therefore, imperative that the School of Law be informed during the process of admission to the school if a student expects that she or he may encounter difficulty in being certified for student practice.

Conduct that may constitute serious character and fitness problems include arrests or convictions for anything other than minor crimes, conduct reflecting dishonesty (such as plagiarism), a recent history of substance abuse, or conduct indicating serious financial irresponsibility. Serious financial irresponsibility may be defined as credit and loan practices that demonstrate a pattern of non-payment of such obligations.

SECTION XI. PROCEDURES FOR RESPONDING TO STUDENT COMPLAINTS

As an ABA-accredited law school, UDC Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at: https://www.americanbar.org/groups/legal_education/resources/standards.html. Any School of Law student who wishes to bring a formal complaint to the administration of a significant problem that directly implicates the School of Law’s program of legal education and its compliance with the ABA Standards should do the following:
(1) Submit the complaint in writing to the Associate Dean for Academic Affairs or the Associate Dean of Students. The writing may consist of an e-mail, U.S. mail, or fax.

(2) The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the School of Law’s program of legal education and its compliance with a specific, identified ABA Standard(s).

(3) The writing must provide the name, e-mail address, phone number and street address of the complaining student, for further communication about the complaint.

(4) The Associate Dean for Academic Affairs or the Associate Dean of Students will acknowledge the complaint within five (5) business days of receipt. Acknowledgement may be made by e-mail, U.S. mail, or by personal delivery, at the option of the Associate Dean.

(5) Within three (3) weeks of acknowledgment of the complaint, the administrator or the administrator’s designee shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the School of Law to address the complaint or further investigate the complaint. If further investigation is needed, within two (2) weeks of completion of the investigation, the student shall be provided with either a substantive response to the complaint or information about what steps are being taken by the School of Law to address the complaint.

(6) Within two (2) weeks after receiving a substantive response to the complaint, the student who filed the initial complaint may appeal the decision to the Dean of the School of Law. Any decision made by the Dean shall be final.

(7) A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Associate Dean for Academic Affairs for a period of eight (8) years from the date of final resolution of the complaint.
**APPENDIX A. PART-TIME DIVISION MODEL COURSE SCHEDULES:**

**CLASSES OF 2020-2024**

Students who entered prior to Fall 2018 are encouraged to follow the Model Course Schedule for their class year to ensure that they will be able to complete all course requirements in a timely manner. Required courses are rotated and may not be offered in every semester. Additionally, students who do not follow the Model Course Schedule may have conflicts between required courses taken out of sequence.

By following the Model Course Schedule, a student will earn between 80-86 credits during the Fall and Spring semesters. Students who wish to complete the program in four years will need to earn 4-10 credits during the Summer semesters. Students will receive guidance about appropriate summer course selections.

<table>
<thead>
<tr>
<th>Class of 2020</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2016 – 10 credits</strong></td>
<td><strong>Spring 2017 – 10 credits</strong></td>
</tr>
<tr>
<td>1L Lab (P/F)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
<td>Lawyering Process II (2)</td>
</tr>
<tr>
<td>Law and Justice (1)</td>
<td>Professional Responsibility (2)</td>
</tr>
<tr>
<td>Lawyering Process I (2)</td>
<td>Torts II (3)</td>
</tr>
<tr>
<td>Legal Research (1)</td>
<td>ASP designated course</td>
</tr>
</tbody>
</table>
Students who entered prior to Fall 2018 are encouraged to follow the Model Course Schedule for their class year to ensure that they will be able to complete all course requirements in a timely manner. Required courses are rotated and may not be offered in every semester. Additionally, students who do not follow the Model Course Schedule may have conflicts between required courses taken out of sequence.

By following the Model Course Schedule, a student will earn between 80-86 credits during the Fall and Spring semesters. Students who wish to complete the program in four years will need to earn 4-10 credits during the Summer semesters. Students will receive guidance about appropriate summer course selections.

<table>
<thead>
<tr>
<th>Class of 2021</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2017 – 10 credits</strong></td>
<td><strong>Spring 2018 – 10 credits</strong></td>
</tr>
<tr>
<td>1L Lab (P/F)</td>
<td>Civil Procedure II (3)</td>
</tr>
<tr>
<td>Civil Procedure I (3)</td>
<td>Criminal Procedure (3)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Lawyering Process II (2)</td>
</tr>
<tr>
<td>Law and Justice (1)</td>
<td>Professional Responsibility (2)</td>
</tr>
<tr>
<td>Lawyering Process I (2)</td>
<td>ASP designated course¹</td>
</tr>
<tr>
<td>Legal Research (1)</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2018 – 10 credits</strong></td>
<td><strong>Spring 2019 – 10 credits</strong></td>
</tr>
<tr>
<td>Constitutional Law I (4)</td>
<td>Constitutional Law II (4)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Torts I (3)</td>
<td>Torts II (3)</td>
</tr>
<tr>
<td>ASP designated course¹</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2019 – 9-10 credits</strong></td>
<td><strong>Spring 2020– 10 credits</strong></td>
</tr>
<tr>
<td>Evidence (4)</td>
<td>Clinic I (7)</td>
</tr>
<tr>
<td>Property I (3)</td>
<td>Property II (3)</td>
</tr>
<tr>
<td>Moot Court (2) or Elective or Core Course (3)²</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2020 – 10 or 11 credits</strong></td>
<td><strong>Spring 2021 – 10 or 11 credits</strong></td>
</tr>
<tr>
<td>Clinic II (7)</td>
<td>Legal &amp; Bar Success Foundations (3)</td>
</tr>
<tr>
<td>Electives or Core Courses²</td>
<td>Electives or Core Courses²</td>
</tr>
</tbody>
</table>

¹ A course designated by the Director of the Academic Success Program may be required for certain students. See Sections 1.3.2, 1.3.3, and 4.6.

² All students are required to choose three “core” courses from the list in Section 1.3.1.
Students entering in Fall 2018 or later are required to follow the Model Course Schedule for their class year to ensure that they will be able to complete all course requirements in a timely manner. Required courses are rotated and may not be offered in every semester. Additionally, students who do not follow the Model Course Schedule may have conflicts between required courses taken out of sequence. Any deviation from the Model Schedule requires a waiver. See Sections 3.4.1.2 and 3.4.1.3.

By following the Model Course Schedule, a student will earn between 80-86 credits during the Fall and Spring semesters. Students who wish to complete the program in four years will need to earn 4-10 credits during the Summer semesters. Students will receive guidance about appropriate summer course selections.

<table>
<thead>
<tr>
<th>Class of 2022</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2018 – 10 credits</strong></td>
<td><strong>Spring 2019 – 10 credits</strong></td>
</tr>
<tr>
<td>1L Lab (P/F)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
<td>Lawyering Process II (2)</td>
</tr>
<tr>
<td>Law and Justice (1)</td>
<td>Torts II (3)</td>
</tr>
<tr>
<td>Lawyering Process I (2)</td>
<td>Professional Responsibility (2)</td>
</tr>
<tr>
<td>Legal Research (1)</td>
<td>ASP designated course¹</td>
</tr>
<tr>
<td>Torts I (3)</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2019 – 11 credits</strong></td>
<td><strong>Spring 2020 – 11-12 credits</strong></td>
</tr>
<tr>
<td>Civil Procedure I (3)</td>
<td>Civil Procedure II (3)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Criminal Procedure (3)</td>
</tr>
<tr>
<td>Moot Court (2)</td>
<td>Property II (3)</td>
</tr>
<tr>
<td>Property I (3)</td>
<td>Elective (2-3)</td>
</tr>
<tr>
<td>ASP designated course¹</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2020 – 11 credits</strong></td>
<td><strong>Spring 2021 – 11 credits</strong></td>
</tr>
<tr>
<td>Constitutional Law I (4)</td>
<td>Clinic I (7)</td>
</tr>
<tr>
<td>Evidence (4)</td>
<td>Constitutional Law II (4)</td>
</tr>
<tr>
<td>Elective or Core Course (3)²</td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2021 – 10-11 credits</strong></td>
<td><strong>Spring 2022 – 11-12 credits</strong></td>
</tr>
<tr>
<td>Clinic II (7)</td>
<td>Legal &amp; Bar Success Foundations (3)</td>
</tr>
<tr>
<td>Elective or Core Course (3 or 4)²</td>
<td>Electives or Core Courses²</td>
</tr>
</tbody>
</table>

¹ A course designated by the Director of the Academic Success Program may be required for certain students. See Sections 1.3.2, 1.3.3, and 4.6.

² All students are required to choose three “core” courses from the list in Section 1.3.1.
Students entering in Fall 2018 or later are required to follow the Model Course Schedule for their class year to ensure that they will be able to complete all course requirements in a timely manner. Required courses are rotated and may not be offered in every semester. Additionally, students who do not follow the Model Course Schedule may have conflicts between required courses taken out of sequence. Any deviation from the Model Schedule requires a waiver. See Sections 3.4.1.2 and 3.4.1.3.

By following the Model Course Schedule, a student will earn between 80-86 credits during the Fall and Spring semesters. Students who wish to complete the program in four years will need to earn 4-10 credits during the Summer semesters. Students will receive guidance about appropriate summer course selections.

### Class of 2023

<table>
<thead>
<tr>
<th>Fall 2019 – 10 credits</th>
<th>Spring 2020 – 10 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L Lab (P/F)</td>
<td>Civil Procedure II (3)</td>
</tr>
<tr>
<td>Civil Procedure I (3)</td>
<td>Criminal Procedure (3)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Lawyering Process II (2)</td>
</tr>
<tr>
<td>Law and Justice (1)</td>
<td>Professional Responsibility (2)</td>
</tr>
<tr>
<td>Lawyering Process I (2)</td>
<td>ASP designated course¹</td>
</tr>
<tr>
<td>Legal Research (1)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2020 – 10 credits</th>
<th>Spring 2021 – 10 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law I (4)</td>
<td>Constitutional Law II (4)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Torts I (3)</td>
<td>Torts II (3)</td>
</tr>
<tr>
<td>ASP designated course¹</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2021 – 9-10 credits</th>
<th>Spring 2022 – 10 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence (4)</td>
<td>Clinic I (7)</td>
</tr>
<tr>
<td>Property I (3)</td>
<td>Property II (3)</td>
</tr>
<tr>
<td>Moot Court (2) or Elective or Core Course (3)²</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2022 – 10 or 11 credits</th>
<th>Spring 2023 – 10 or 11 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic II (7)</td>
<td>Legal &amp; Bar Success Foundations (3)</td>
</tr>
<tr>
<td>Electives or Core Courses²</td>
<td>Electives or Core Courses²</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Class of 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2020 – 10 credits</strong></td>
</tr>
<tr>
<td>1L Lab (P/F)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
</tr>
<tr>
<td>Law and Justice (1)</td>
</tr>
<tr>
<td>Lawyering Process I (2)</td>
</tr>
<tr>
<td>Legal Research (1)</td>
</tr>
<tr>
<td>Torts I (3)</td>
</tr>
</tbody>
</table>

| **Fall 2021 – 11 credits** | **Spring 2022 – 11-12 credits** |
| Civil Procedure I (3) | Civil Procedure II (3) |
| Criminal Law (3) | Criminal Procedure (3) |
| Moot Court (2) | Property II (3) |
| Property I (3) | Elective (2-3) |
| ASP designated course¹ |

| **Fall 2022 – 11 credits** | **Spring 2023 – 11 credits** |
| Constitutional Law I (4) | Clinic I (7) |
| Evidence (4) | Constitutional Law II (4) |
| Elective or Core Course (3)² | |

| **Fall 2023 – 10-11 credits** | **Spring 2024 – 11-12 credits** |
| Clinic II (7) | Legal & Bar Success Foundations (3) |
| Elective or Core Course (3 or 4)² | Electives or Core Courses² |

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² All students are required to choose three “core” courses from the list in Section 1.3.1.