



## SCHOOL OF LAW

# ACADEMIC STANDARDS

August 1994

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## Academic Standards

### I. Function of These Standards

#### A. Comprehensive Rules and Interstitial Rulemaking

The function of these academic standards is to provide comprehensive rules for governing the academic rules to be applied to students of the institution. To the extent the rules fail to provide adequate guidance for administering a particular aspect of the students' academic program, the Academic Standards Committee may adopt temporary rules which shall have full force and effect for one semester or until the faculty adopts a permanent standard (whichever occurs earlier).

#### B. Adoption and Amendment

The academic standards are adopted by majority vote of the faculty and are subject to amendment by a majority vote of the faculty.

#### C. Constructive Notice

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

#### D. Availability

The Law School will make efforts to provide reasonable access to these standards to interested people. This access may include availability of the standards at the law library.

### II. Categories of Students

Students shall be divided into categories by status (full-time or part-time), and, as to students in the lockstep courses, division (day or evening) and sequence (regular or extended).

#### A. Status

##### 1. Full-time

All full-time students who have not completed lockstep courses must be in the day division, regular sequence. Advanced full-time students must enroll in at least thirteen credit hours per semester (and a proportionate load in a shorter



term) and take the bulk of their schedule in the day. No full-time student may work more than twenty hours per week during any week in any term or semester for which the student is enrolled. The student bears the burden of proving compliance with this work limitation, and the Law School, at its sole discretion, may at any time require the student to provide proof of compliance. Any student who cannot prove satisfactorily the student's compliance with the work limitation shall be regarded as a part-time student, and the sanctions for exceeding the maximum student load for a part-time student will be imposed for any semester in which the student exceeded the maximum part-time load. Furthermore, violation of the work limitation is an Code of Academic Conduct violation and is therefore subject to additional sanction through that process.

## **2. Part-time**

A part-time student is any student:

- (a) working more than twenty hours per week,
- (b) taking twelve or fewer credit hours in a semester (or a proportionate load in a shorter term),
- (c) who has not completed lockstep courses and is not in the day division, regular sequence, or
- (d) who is not taking the bulk of his or her schedule in the day.

## **B. Division**

### **1. Day**

The day division consists of full-time or part-time students who have not completed their lockstep courses and are attending those courses during the day.

### **2. Evening**

The evening division consists of part-time students who have not completed their lockstep courses and are attending those courses during the evening.

## **C. Sequence**

### **1. Regular**

Students enrolled in a regular sequence of lockstep courses are those enrolled in the full complement of courses available for their division.

### **2. Extended**

Students enrolled in an extended sequence of lockstep courses are those enrolled in less than the full complement of courses available for their division.



This program is prescribed for evening division students and is arranged for day division students.

### **III. Student Academic Conduct**

#### **A. Code of Academic Conduct**

A student may be placed on probation, suspended, or dismissed for academic conduct unbecoming to a student of law. Academic conduct unbecoming to a student of law includes:

- (1) violating any rule or regulation of the Law School or the University, and
- (2) plagiarism and academic fraud, deceit, misrepresentation, or dishonesty.

#### **B. Duty to Report**

Any student who has reason to believe a violation of the Code of Academic Conduct has occurred must report that belief to the Dean or the Associate Dean for Academic Affairs. Failure to do so is a violation of the Code of Academic Conduct.

#### **C. Disciplinary Process**

##### **1. Grading of Suspected Examination or Assignment**

An instructor suspecting a violation of the Code of Academic Conduct on any class assignment or examination must report the violation to the Associate Dean for Academic Affairs. The instructor should grade the assignment or examination as if no violation occurred and should then turn in the grades with the request that they be held by the registrar pending an investigation.

##### **2. Investigation**

The Associate Dean for Academic Affairs shall act as counsel for the institution in investigating alleged violations of the Code of Academic Conduct. Upon concluding the investigation, the Associate Dean may either dismiss the charges, impose an appropriate sanction with the acquiescence of the Dean and the student, or request the appointment of a hearing panel.

##### **3. Appointment of a Panel**

Upon request of the Associate Dean for Academic Affairs, the Dean shall appoint a panel of five faculty members to hear the charges. On request of the student, the Dean may appoint one student member in lieu of one faculty member on



the panel.

**4. Conflict of Interest for Investigation**

If the Associate Dean for Academic Affairs is either a witness or the instructor of the course in which the alleged violation occurred, the Dean shall appoint another full-time faculty member to act as counsel for the institution in that case.

**5. Conflict of Interest for Appointment of the Panel**

If the Dean is either a witness or the instructor of the course in which the alleged violation occurred and the Associate Dean for Academic Affairs has concluded a panel should hear the case, the appointment of the panel members shall be made by the Associate Dean for Administration.

**6. Procedure in the Hearing**

In the hearing before the panel, the institution bears the initial burden of producing evidence and bears all burdens of persuasion. While the panel should attempt to avoid unnecessary formality, it will adhere to the following minimum standards: no one may be forced into self-incrimination, any accused student may be accompanied by counsel or other representation, and all witnesses must be subject to confrontation and cross-examination.

**7. Standard of Proof**

The panel must determine by clear and convincing evidence if the accused student has violated the Code of Academic Conduct, and if so, what the appropriate institutional response to the act shall be.

**8. Required Vote**

All decisions of the panel require concurrence of at least three members of the panel.

**9. Appeals by an Accused Student**

An accused student may appeal the decision of the panel to the entire full-time faculty. This appeal may address both questions of guilt or innocence and questions of appropriate sanction. This appeal shall be on the basis of the substantial evidence rule.

**10. Appeals by Others**

There is no appeal from a decision by the Associate Dean not to pursue a case, nor from a decision by the panel that no violation occurred. In addition, no one other than the accused student may appeal questioning the appropriateness of the sanctions imposed.



## IV. Curriculum

### A. Lockstep sequences

#### 1. Full-time, Day Division, Regular Sequence

For full-time students, the prescribed regular sequence of the lockstep courses is as follows:

First Semester: Contracts I  
Criminal Law  
Legal Analysis & Writing  
Legal Research  
Property I  
Torts I

Second Semester: Civil Procedure  
Contracts II  
Legal Writing  
Property II  
Torts II

Third Semester: Powers of Government

#### 2. Part-time, Day Division, Extended Sequence

A day division, extended sequence is available by petition to the Academic Standards Committee, which must approve the sequence of lockstep courses to be taken by a part-time student in the day division.

#### 3. Part-time, Evening Division, Regular Sequence

For Evening Division students, the regular sequence of the lockstep courses is as follows:

First Semester: Contracts I  
Legal Analysis & Writing  
Legal Research  
Property I  
Torts I

Second Semester: Contracts II  
Legal Writing  
Property II



## Torts II

Third Semester: Civil Procedure  
Criminal Law  
Powers of Government

### 4. Part-time, Evening Division, Extended Sequence

For Evening Division students, the extended sequence of the lockstep courses is as follows:

First Semester: Contracts I  
Legal Analysis & Writing  
Legal Research  
Torts I

Second Semester: Contracts II  
Legal Writing  
Torts II

First Summer: Property I & II

Third Semester: Civil Procedure  
Criminal Law

Fourth Semester: Powers of Government

### B. Deviations from Lockstep Sequences

Students may not deviate from their Lockstep sequence. Students in the Evening Division may opt for the Evening Division extended sequence anytime before the beginning of the eighth week of the first semester. Students in the Day Division may petition the Academic Standards Committee for a Day Division extended sequence anytime before the beginning of the eighth week of the first semester. After this time period, no changes in sequence are permissible (even at semester breaks) absent approval of the Academic Standards Committee.

### C. Advanced Required Course

In addition to completing the lockstep courses, every student, during some semester or term prior to graduation, must complete the advanced required course, Professional Responsibility.



**D. Pass/55 Course Limitation**

No student may count more than twelve credit hours earned in courses graded on a pass/55 basis toward the total number of hours required for graduation.

**E. Non-classroom Course Limitation**

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

**F. Rigorous Writing Requirement**

Each student will, under the supervision of a full-time faculty member, complete one research paper in connection with a seminar, directed research, or the law review. As used herein, "research paper" means either an expository or argumentative writing of at least twenty double-spaced, typed pages of text exclusive of footnotes. Drafting projects such as briefs, memoranda, and other legal documents do not satisfy writing requirement. A student may, however, use a brief, memorandum, or other document as the basis for the writing project if the result is a research paper as defined above.

**G. Directed Research and Directed Readings Requirements**

**1. Eligibility for Directed Research and Directed Readings**

Directed Research and Directed Readings are available to any student who has successfully completed all lockstep courses. (Concurrent registration with lockstep courses is not permitted.)

**2. Directed Research**

Directed Research is a two credit hour program, graded on a pass/55 basis. To receive credit, the student must spend at least 120 hours researching and writing a paper of the length and quality required for the graduation writing requirement. No credit may be given prior to completion of the written product.

**3. Directed Readings**

Directed Readings is a one credit hour program, graded on a pass/55 basis. To receive credit, the student must spend at least 60 hours reading materials assigned by the sponsoring faculty member. The materials must relate to a particular theme, and the student must produce either a single descriptive paper illustrating a knowledge of the subject or a series of papers summarizing the contents of the assigned reading materials. No credit may be given prior to completion of the written product.



#### **4. Supervision**

Directed Research and Directed Readings must be supervised by a full-time faculty member. The Dean or the Associate Dean for Academic Affairs may approve a directed research or directed readings with an adjunct faculty but only if a full-time faculty member acts as a co-sponsor for the student and reviews all of the student's work product.

#### **5. Faculty Supervisor Consent Required for Registration**

Students may not enroll for Directed Research or Directed Readings without already having obtained the consent of a faculty sponsor. Each student who enrolls for Directed Research or Directed Readings will be assigned to a section which will correspond with the student's faculty sponsor; thus a change of faculty sponsor would be a change of section and would require compliance with the Law School's add/drop policies and procedures.

#### **6. Topics**

Topics for Directed Research and Directed Readings must be topics not covered in the regular curriculum. They may include specialized topics not taught in traditional courses or advanced work building on a topic covered in the curriculum; however, a student may not do advanced work through directed research or directed readings without having completed the course or courses upon which the directed research or directed readings will build.

### **V. Registration**

#### **A. Normal Registration Times**

Registration times for each semester or term shall be set by the administration but will typically be a period of about two weeks held approximately two months before the start of the semester or term.

#### **B. Late Registration**

Failure to register during the normal registration time for a semester or term will cause a student to incur a late fee to be set by the Law School administration and to lose any priority in registration.

#### **C. Add/Drop Policies**

##### **1. Normal Time Period**

Students may add or drop classes during the first two weeks of a semester or an equivalent portion of a shorter term.



**2. Late Adds**

After the normal add/drop period, a student may only add a course with the permission of the Academic Standards Committee.

**3. Late Drops**

After the normal add/drop period, a student may only drop a course with the permission of the Dean or the Associate Dean for Academic Affairs.

**4. Absences Prior to Adding a Course**

Absences from class sessions prior to adding the course will be counted toward the maximum number of unexcused absences from a class.

**D. Maximum Student Load**

**1. Full-time Student**

A full-time student may not register for more than sixteen credit hours in any one semester. This includes non-classroom courses as well as classroom courses.

**2. Part-time Student**

A part-time student may not register for more than twelve credit hours in any one semester. This includes non-classroom courses as well as classroom courses.

**3. Correction of Excessive Course Loads**

A student who enrolls for more than the permissible number of hours shall be withdrawn from a course or courses until the registration complies with the maximum load requirements. The choice of courses from which the student will be withdrawn is in the sole discretion of the Associate Dean for Academic Affairs. However, if the overload is not discovered until after grades have been given for the courses, the Academic Standards Committee may withdraw the student from a sufficient number of courses in that semester or term to bring the course load into compliance. Furthermore, any fraud, deceit, misrepresentation, or dishonesty in creating the overload will be a violation of the Code of Academic Conduct.

**VI. Attendance**

**A. Requirement**

Regular and punctual class attendance is required of all students in all courses.



## **B. Sanctions for Excessive Unexcused Absences**

### **1. Two Weeks**

A student with unexcused absences exceeding two weeks in a course will receive no grade higher than 70 in that course. As used herein, a week's absence means absences equal to the number of times that course meets in a week. Absences need not be consecutive to count toward this total.

### **2. Three Weeks**

A student with unexcused absences exceeding three weeks in a course will receive no grade higher than 59 in that course. As used herein, a week's absence means absences equal to the number of times that course meets in a week. Absences need not be consecutive to count toward this total.

### **3. Courses in Shorter Terms**

In terms shorter than a regular semester (including Summer terms), absence for a total of fifty minutes times the number of credits in the course equals one week's absence.

## **C. Notice**

The Law School shall notify students when their absences exceed the limits noted above. Notice shall be sent by regular mail to the student's address of record in the Registrar's office, and shall be sent once for each class in which a student has excessive absences.

## **D. Excused Absences**

### **1. All Absences Are Presumptively Unexcused**

All absences are presumed to be unexcused. The only method for excusing an absence is by petition to the Academic Standards Committee.

### **2. Committee Procedure for Determining Excused Absences**

Students who receive notice of excessive absences may submit excuses in writing to the Academic Standards Committee which will determine their legitimacy. Examples of excused absences include but are not limited to: death of a family member, illness, or accident. Outside employment excuses are ordinarily not acceptable because students are expected to schedule work so that it will not interfere with school requirements; however, in exceptional circumstances, employment requirements may be acceptable.



### **E. Sanction for Excessive Excused Absences**

A student whose total absences (excused and unexcused) exceed four weeks but who is not subject to sanction for unexcused absences shall be withdrawn from that course and have a W grade entered on his or her transcript, unless the instructor and the Academic Standards Committee, based on extraordinary circumstances and evidence that the student has sufficiently comprehended the course material, determine that the student should receive credit. The student's final examination grade is some evidence of sufficient comprehension of the material but is by no means conclusive.

## **VII. Examinations**

### **A. Anonymity**

#### **1. Confidential Examination Numbers Assigned**

Each semester all students enrolled at the Law School are assigned a number to use instead of their name or Social Security number on Law School examinations. These examination numbers are confidential.

#### **2. Grades Posted by Number**

Grades for each course are posted by course name and by student examination number on the bulletin board across from the administrative offices.

#### **3. "Blind" Examination Grading**

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

#### **4. Retention of Work upon which Grades Are Based**

The Law School will retain examinations and other written work on which a student's grade for a given course is based for a period of not less than one year following completion of the course. Students will be afforded some opportunity to review, within a reasonable time, written work upon which a grade is based.



### **B. Inviolability of Exam Times**

All students shall take examinations as scheduled, except in the case of an extreme emergency beyond the control of the student. Students who must omit a scheduled examination shall submit to the Dean or the Associate Dean for Academic Affairs a written statement setting forth the nature of the emergency as soon after the emergency arises as is practicable. The Dean or the Associate Dean for Academic Affairs will either approve or disapprove the student's omission to take the scheduled examination. An unapproved failure to take a scheduled examination will be recorded as a grade of 55 for the course.

### **C. Take-Home Pass/55 Remedy for Extraordinary Circumstances**

In the event of a student's excused omission of a scheduled examination, the Dean or the Associate Dean for Academic Affairs may approve having the student take an appropriate take-home exam for the course on a pass/55 basis. The student taking an examination in this manner waives all right to anonymity.

### **D. Extra Time for Students with Disabilities**

Students with medically verifiable disabilities may be provided extra time to complete examinations. Petitions for extra time must be made to the Academic Standards Committee by November 1 of each academic year for which the student desires extra time. Each petition should be accompanied by evidence of the medical condition and evidence of extra time given in past educational settings or examinations. Particular weight is given to the time allowed for taking the LSAT. The student whose request is granted is responsible for making appropriate arrangements with the student services office.

## **VIII. Papers and Projects**

### **A. Anonymity Optional**

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

### **B. Citation Rules**

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



## **C. Own Work Requirement**

### **1. Identification of Sources**

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

### **2. Permissible Collaboration**

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

### **3. Resolution of Doubts**

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

## **D. Double Dipping**

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

## **IX. Grades and Grading Policies**

### **A. Grades**

#### **1. Available Grades**

The grades at the Law School shall be whole numbers between 55



and 99, P, F, W, X, and I. No other grades exist.

## 2. Interpretations and Uses of Numerical Grades

Numerical grades from 55 to 59 are failing grades and confer no credit. Grades from 60 to 99 are passing grades and do confer credit. The grade average is obtained in the following fashion: First, multiply each numerical grade received by the number of credit hours for the course. This product is referred to as quality points. Second, add all of a student's quality points. Third, divide the sum of the student's quality points by the total number of credit hours for which the student has received a numerical grade (graded credit hours). The resulting number is the grade average.

## 3. Interpretations and Uses of Letter Grades

### i. I

An I is given to a student who has not completed the requirements for a course in a timely fashion, but has arranged with the instructor to do so within no more than one calendar year. After one year, an unresolved I becomes a 55. At no time does an I confer credit for the course.

### ii. X

An X grade is posted on the transcript if the student through no fault of his or her own has not yet received a grade for a course. This grade is designed to cover those situations in which a course is expected to take more than one semester to complete. The X grade does not confer credit for the course and is not calculated in the grade average.

### iii. W

A grade of W is posted on the transcript whenever a student withdraws from a course after the drop deadline. This withdrawal may only be done with permission. The W grade confers no credit and is not calculated in the grade average.

### iv. P

A grade of P is given to any student who passes a pass/55 course. This grade confers credit for the course, but is not calculated in the grade average.

### v. F

A grade of F is given to any student who fails a retaken course. This grade confers no credit for the course and is not calculated in the grade



average.

## **B. Pass/55 or Pass/Fail Grading**

### **1. Pass/Fail Only in Retaking Failed Course**

No course is graded pass/fail; however, students who retake a failed course are graded in that course on a pass/fail basis.

### **2. Pass/55 Grading**

Any course in which numerical grades are not expected to be given will be graded on a pass/55 basis. Students who pass the course receive a P for the course. Failure of a pass/55 course results in a 55 being posted on the transcript. This grade of 55 will be calculated as part of the grade average.

### **3. Pass/55 Only for Entire Class**

Absent approval of the Academic Standards Committee, pass/55 grading may only be used for an entire class; no student or students shall be given a pass/55 option either before or after posting of numerical grades.

## **C. Grade Standards**

### **1. Lockstep Courses**

For lockstep courses, the mean grade shall be between 72 and 76. In no circumstances may it exceed 76, and it may only be below 72 with approval of the Academic Standards Committee.

### **2. Advanced Courses**

For all advanced courses, the mean grade shall be between 74 and 79, unless the Academic Standards Committee approves.

### **3. Procedures for Implementing Standards**

#### **i. Mid-term Grades**

Certain lockstep courses are full-year courses and the first semester grades from those courses are merely mid-term grades. For that reason, it is possible to have first semester, mid-term grades which exceed the prescribed standard. However, the final average grades for the course must conform to the standard.

#### **ii. Submission of Final Grades**

Final grades are to be submitted to the Associate Dean for Academic Affairs, who will check for their compliance with the grading standard.



Grades in compliance will be posted and grades not in compliance will be returned to the instructor.

**iii. Petition to the Academic Standards Committee**

An instructor wishing to grant grades for a course which fall outside the standard shall petition the Academic Standards Committee in writing.

**iv. Failure to Bring Grades into Compliance**

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

**E. Changing Grades**

After an instructor has submitted grades to the Associate Dean, the grades are final and may not be changed except with permission of the Academic Standards Committee. The committee shall freely allow changes in the case of a grade which was incorrectly given as a result of an arithmetical, administrative, or other "mechanical" error. Other changes will only be permitted in the most extraordinary circumstances.

**X. Student Retention**

**A. Student Is on Notice of Own Grades and Grade Average**

Every student shall be deemed to be on notice of the student's own grades and grade average as well as these rules for student retention. Any student who, by virtue of these rules has been dismissed from the Law School, but who nevertheless attempts to continue enrollment and attendance in classes is responsible for tuition and fees charges incurred by the student's fraudulent attendance at the Law School.

**B. Dismissal**

**1. Dismissal Automatic if Average Is Below 70**

At any time after two semesters in the Law School, any student with a grade average below 70 shall be dismissed from school for academic deficiency.

**2. Dismissal Automatic if Lockstep Average Is Below 70**

If a student deviates from the standard lockstep curriculum, the Academic Standards Committee, to adequately manage the attrition program, shall evaluate the student's grade average based both on lockstep courses alone and on all courses in the aggregate, and to continue in the Law School, the student's average in



both instances must be at least 70.

**3. Automatic Withdrawal**

A student dismissed for academic deficiency is automatically withdrawn from any classes in which he or she is then enrolled and is fully refunded the tuition and fees paid for that semester.

**C. Probation**

**1. At Discretion of Academic Standards Committee**

Students who are dismissed for academic deficiency may petition the Academic Standards Committee to be placed on probation.

**2. Effective Date of Probation**

Probation shall not begin until the first full semester after the student was dismissed and then, by virtue of the committee's grant of a petition, placed on probation.

**3. Schedule Approval**

A student on probation must have his or her class schedule approved by the Academic Standards Committee.

**4. Additional Terms and Conditions**

The Academic Standards Committee may include in a probation any additional terms or conditions the committee deems appropriate.

**5. Resolution of Probation**

A student whose average remains below 70 after the semester in which he or she was placed on academic probation shall be dismissed for academic deficiency, unless the Academic Standards Committee again votes to place the student on probation, but the committee may not under any circumstances grant probation for more than two semesters.

**XI. Leaves of Absence**

**A. Not Available for First Year Students**

A student who has not completed the first two semesters of the student's program (regardless of status, division, or sequence) may not obtain a leave of absence. The student may petition the Academic Standards Committee to be allowed to withdraw from school with a right to re-start the first year program.



**B. Limited Availability Prior to Completing Lockstep Courses**

A student who has not completed the lockstep courses (regardless of status, division, or sequence) may only obtain a leave of absence by permission of the Academic Standards Committee. The committee may impose any conditions on that leave, particularly relating to the date of the student's return and the plan for completing lockstep courses.

**C. Leaves for Advanced Students**

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

**D. Standards for Granting Leave**

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

**E. Visits to Another ABA Approved Law School**

A leave of absence for a visit to another ABA approved law school is handled in the same fashion as any other leave of absence; there typically must be a demonstrable hardship leading to the request to attend another law school. A leave of absence for a visit to another ABA approved law school may be conditioned on the availability of certain courses at the visited school. Under no circumstances will more than thirty credit hours of work be transferred back from the visited school (regardless of the length of the leave approved) and no credits will be accepted which do not meet or exceed the grade average required to graduate from the visited school.

**F. Sanctions**

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



## **XII. Change of Status, Division, or Sequence**

### **A. Prior to Completing Lockstep Courses**

A change of status, division, or sequence prior to completion of lockstep courses shall only be allowed upon the approval of the Academic Standards Committee, which permission will only be granted in the most extraordinary circumstances.

### **B. After Completing Lockstep Courses**

A change of status after completing lockstep courses may be done in conjunction with registration for any semester or term. However, a change from part-time status to full-time status must be accompanied by an affidavit swearing that the student shall not be employed more than twenty hours per week at any time during any semester or term for which the student is a full-time student.

## **XIII. Graduation**

### **A. Requirements**

#### **1. Required Courses**

A candidate for graduation must have received credit in all required courses, namely Civil Procedure, Contracts, Criminal Law, Legal Analysis, Legal Research, Legal Writing, Powers of Government, Professional Responsibility, Property, and Torts.

#### **2. Total Hours**

A candidate for graduation must have received a minimum of eighty-eight credit hours.

#### **3. Grade Average Requirements**

##### **a. Lockstep Courses (or Waiver)**

A candidate for graduation must have an average no lower than 70.00 for all lockstep courses or a waiver of this standard from the Academic Standards Committee (which is typically granted at the time the student was placed on probation).

##### **b. Cumulative**

A candidate for graduation must have a cumulative average no lower than 70.00. There is no waiver of this standard.



#### 4. Residency Requirements

A candidate for graduation must complete six semesters in residence to be eligible to graduate. No residence credit is earned for a course which the student fails. Residency for regular semesters (14 weeks of classroom instruction plus two weeks of final examinations) will be calculated as follows:

13+ credits earned:	1.00 semester in residence
8-12 credits earned:	0.75 semester in residence
7 credits earned:	0.66 semester in residence
6 credits earned:	0.56 semester in residence
5 credits earned:	0.47 semester in residence
4 credits earned:	0.38 semester in residence
3 credits earned:	0.28 semester in residence
2 credits earned:	0.19 semester in residence
1 credit earned:	0.09 semester in residence

Residency credit for terms shorter than a semester will be calculated from this formula on a pro rata basis.

#### 5. Compliance with Curricular Requirements

A candidate for graduation must have complied with all curricular requirements, i.e., course prerequisites, rigorous writing requirement, standards relating to credit hours of pass-fail courses, standards relating to non-classroom courses, and the like. Any credits received in contravention of these curricular requirements shall not be counted toward the eighty-eight credit hours required for graduation.

##### B. Graduation Fee

Each student shall pay a graduation fee to be set by the administration.

##### C. Honors

###### 1. Summa Cum Laude

Any student who graduates with an average above 88 and is in the top two percent of the graduating class shall be designated as graduating summa cum laude.

###### 2. Magna Cum Laude

Any student who graduates with an average above 85 and is in the top five percent of the graduating class shall be designated as graduating magna cum laude.



3. **Cum Laude**

Any student who graduates with an average above 82 and is in the top ten percent of the graduating class shall be designated as graduating cum laude.



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#### 4. Residency Requirements Cum Laude

Any student who registers for a semester in residence to complete his graduation shall be required to reside in residence for a minimum of 14 weeks of classroom instruction plus two weeks of final examinations) will be calculated as follows:

13+ credits earned:	1.00 semester in residence
8-12 credits earned:	0.75 semester in residence
7 credits earned:	0.66 semester in residence
6 credits earned:	0.56 semester in residence
5 credits earned:	0.47 semester in residence
4 credits earned:	0.38 semester in residence
3 credits earned:	0.28 semester in residence
2 credits earned:	0.19 semester in residence
1 credit earned:	0.09 semester in residence

Residency credit for terms shorter than a semester will be calculated from this formula on a pro-rata basis.

#### 5. Compliance with Curricular Requirements

A candidate for graduation must have complied with all curricular requirements, i.e., course prerequisites, experiential learning requirements, standards relating to credit hours of paid courses, and non-classroom courses, and the like. Any credits received in contravention of these curricular requirements shall not be counted toward the eighty-eight credit hours required for graduation.

#### B. Graduation Fee

Each student shall pay a graduation fee to be set by the administration.

#### C. Honors

##### 1. Summa Cum Laude

Any student who graduates with an average above 88 and is in the top two percent of the graduating class shall be designated as graduating summa cum laude.

##### 2. Magna Cum Laude

Any student who graduates with an average above 85 and is in the top five percent of the graduating class shall be designated as graduating magna cum laude.