

# ACADEMIC POLICIES

## **I. ACADEMIC POLICIES AND PROCEDURES**

- A. [Attendance](#)
- B. [Class Rank](#)
- C. [Complaint Policy](#)
- D. [Concurrent Enrollment at Other Institutions](#)
- E. [Degree Requirements](#)
- F. [Disability Accommodation](#)
- G. [Eligible Faculty Supervisors](#)
- H. [Employment](#)
- I. [Grading System](#)
- J. [Leave of Absence](#)
- K. [Summer Courses at Other Law Schools](#)
- L. [Transfer Students](#)
- M. [Upper-Level Writing Requirement](#)
- N. [Visiting at Other Law Schools](#)
- O. [Withdrawal from the Law School](#)

## **II. INTERNATIONAL PROGRAMS**

- A. [International Dual-Degree Program](#)
- B. [International Exchange Programs](#)
- C. [Law Courses at Foreign Universities](#)
- D. [Student-Initiated Study Abroad](#)

## **III. SPECIAL PROGRAMS**

- A. [Dual-Degree Programs](#)
- B. [External Dual-Degree Programs](#)
- C. [External Studies Projects](#)
- D. [Third-Year Thesis Program](#)

## **IV. RESEARCH PAPERS**

- A. [Original Work Required](#)
- B. [Multiple Submissions](#)
- C. [Deadlines and Extensions](#)
- D. [Late Submissions](#)

## **V. EXAMINATIONS**

- A. [Final Exam Schedule](#)
- B. [General Rules](#)
- C. [Computer Policies](#)
- D. [Honor Pledge](#)
- E. [Exam Types and Distribution](#)
- F. [Exam Submission](#)
- G. [Late Exams](#)

- H. [Fire Alarm and Power Outages](#)
- I. [Exceptions](#)

## **VI. COURSES AND COURSE ENROLLMENT**

- A. [Adding and Dropping Courses](#)
- B. [Auditing Courses](#)
- C. [Course Load](#)
- D. [Course Withdrawal](#)
- E. [Courses in Other University Departments](#)
- F. [Directed Research](#)
- G. [Course Enrollment Procedures](#)
- H. [Independent Research](#)
- I. [January Term Courses](#)
- J. [JAG School Courses](#)
- K. [Mutually Exclusive Courses](#)
- L. [Prerequisite Courses](#)
- M. [Repeating Courses](#)
- N. [Short Courses](#)
- O. [Time Conflicts](#)
- P. [Yearlong Courses](#)

This document contains current information regarding the Law School's degree requirements, academic policies and procedures, special programs, examinations and research papers. For additional information, consult the Academic Services/Student Records Office in 105 Slaughter Hall. Policies and procedures contained in this document apply to all law students, including graduate and dual-degree students, and are subject to change. They may be waived only by the assistant dean for academic services and the assistant dean for student affairs. Appeal of any decision by an assistant dean may be made only to the faculty/student Academic Review Committee.

In addition to the information in this document, all law students are responsible for complying with the policies listed in the Graduate Record, a University publication available on the University's website. The Graduate Record has important information on the University of Virginia, tuition, fees, financial aid, regulations governing graduate law and dual-degree programs, policies that apply to all University students and the honor system.

## I. ACADEMIC POLICIES AND PROCEDURES

Every student is responsible for knowing and complying with all Law School policies and procedures.

### A. ATTENDANCE

Regular attendance is part of each student's required work in courses. While instructors are authorized to require a higher standard of attendance, at a minimum students are required to attend 80 percent of class sessions. Poor attendance may be taken into account by the instructor in any manner for grading purposes.

**Note:** See the attendance policy governing [January Term](#) and [Short Courses](#) section [VI.I](#) and [VI.M](#).

The course instructor shall notify the Student Records Office when a student is frequently absent from class. If it is determined that the student's absence from class is excessive, then the student shall not be permitted to complete the work for the course, shall not receive any academic credit for work performed in the course and shall receive the grade of WF (Withdrawn Failing). The grade of WF does not have exclusionary significance, nor does it preclude the student from re-enrolling in the course in a subsequent semester.

Any member of the Law School community (faculty, student or staff) who has reason to believe that a student is frequently absent from classes in general should inform the Student Records Office. If it is determined that the student's absence from classes is excessive, the assistant dean for academic services may deny residence status for that semester, or may require withdrawal from the Law School.

### B. CLASS RANK

The Law School does not use or disclose class rank except for limited purposes, such as determination of specific academic awards.

### C. COMPLAINT POLICY

The Law School is committed to addressing student concerns that directly implicate its program of legal education and its compliance with the ABA's accreditation standards. Any student who has such a concern should submit a signed, written statement explaining the concern and identifying the relevant ABA standard(s) to the assistant dean for student affairs. The assistant dean will work with a review committee consisting of the vice dean, the senior associate dean for administration, and other Law School personnel, as appropriate, to address the concern within a reasonable period of time. The assistant dean will notify the student in writing about the review committee's resolution of the concern. A copy of all such concerns and their resolutions will be kept in the dean's office until the next ABA accreditation visit.

## D. CONCURRENT ENROLLMENT AT OTHER INSTITUTIONS

While enrolled in the Law School, no student may be enrolled simultaneously in academic courses, as part of a degree program or otherwise, at another institution without prior approval by the Curriculum Committee. Exception: Students enrolled in external dual-degree programs do not need Curriculum Committee approval.

## E. DEGREE REQUIREMENTS

Candidates for the Juris Doctor (J.D.) degree must successfully complete all required courses, meet minimum academic requirements, earn a minimum of 86 credits and six residency semesters, satisfy the upper-level writing requirement, and maintain a standard of behavior characteristic of a prospective member of the legal profession.

Candidates for the Master of Laws (LL.M.) degree must meet minimum academic requirements, earn a minimum of 24 credits and two residency semesters, satisfy the upper-level writing requirement, and maintain a standard of behavior characteristic of a member of the legal profession.

**1) Required Courses (J.D. Degree Candidates Only)** In addition to the basic first-year required courses (Civil Procedure, Constitutional Law, Contracts, Criminal Law, Legal Research and Writing, Property and Torts), J.D. degree candidates must successfully complete a professional ethics course and a professional skills course.

**2) Academic Record** During each academic year of enrollment all degree candidates must earn a minimum grade point average (GPA) of C+ (2.3) and accumulate fewer than three exclusion points (see [section I.I](#)).

**3) Credits** J.D. degree candidates must successfully earn a minimum of 86 semester credits. Typically, students complete 30-32 credits during the first year and 54-56 credits during the second and third years. LL.M. degree candidates must successfully earn a minimum of 24 semester credits.

**4) Residency** J.D. degree candidates must complete six semesters in residence, except in the case of transfer students who receive credit for semesters completed at other law schools and enter with advanced standing. LL.M. degree candidates must complete two semesters in residence. A semester in residence is one in which a student enrolls in a minimum of 12 credits towards the degree and receives grades of D or better for at least nine of those 12 credits.

**5) Writing Requirement** In accordance with American Bar Association regulations, all degree candidates must satisfy the Law School's upper-level writing requirement by completing at least one substantial research paper during their law school careers (see [section I.M](#)).

**6) Conduct** All degree candidates must conduct themselves in a manner consistent with the good order of the Law School and standards of the legal profession (see [section I.O.3](#)).

## **F. DISABILITY ACCOMMODATION**

### **1) Notification and Application**

A student who believes that he or she has a disability or other condition warranting accommodation for academic programs or exams at the Law School should notify the assistant dean for student affairs. This notification is separate from any communication with the Admissions Office or during the admissions process. Requests may be submitted at any time, but should be made as early as possible to ensure access to classroom work and exams. Requests specifically seeking accommodation for exams should be submitted at least 60 days before the beginning of the exam period. It may not be feasible to evaluate the disability and implement appropriate accommodations in fewer than 60 days, and hence any accommodation offered might be useful only for the following semester's exams.

All requests for accommodation and related information will be confidential, except to the extent necessary to evaluate the student's condition and determine and implement an accommodation. Students seeking accommodations for disabilities may submit an application in writing to the assistant dean for student affairs. This request should be accompanied by any documentation the student has, such as copies of previously compiled medical or psychological tests, evaluations or diagnoses. The request should also contain a statement of how the disability affects classroom work, sitting for exams or other Law School activity. The names and addresses of any individual the student believes could assist the Law School in determining an appropriate accommodation should be submitted, along with any letters from faculty members or others advising the student of a possible disability or suggesting that the student explore the matter. For conditions of which the student has previously been aware, any accommodations offered by other institutions, such as schools and undergraduate colleges, should be described and documented.

### **2) Testing and Evaluation**

The assistant dean for student affairs or the faculty Disability Accommodation Committee may determine that additional documentation and testing are required. In such cases guidelines will be provided for acceptable tests and evaluations, specific tests may be required, and the results of all such tests and evaluations must be reported in their entirety to the student and to the Law School. The assistant dean for student affairs will carefully review the information submitted by the student and the results of any referrals made for testing, diagnosis or outside study of any kind. The assistant dean may seek the assistance of consultants, such as experts or evaluators.

### **3) Implementation and Review**

If the assistant dean for student affairs determines that an accommodation is appropriate, she will promptly prepare a written plan of accommodation. Reasonable accommodations in academic programs that do not impose undue burdens will be implemented, with the costs borne by the Law School or the University.

The student will be advised of the action of the assistant dean for student affairs, the reasons for it and any plan of accommodation. The goal will be to structure a plan acceptable to the student. If, however, the action taken does not address the student's disability in a manner reasonably meeting the needs of the student, the student may request reconsideration of the decision or modification of the planned accommodation by appeal to the Disability Accommodation

Committee, and may offer new information or explanation in support of the request. The committee may seek the assistance of consultants, such as experts or evaluators, and may require additional testing and/or evaluation as provided above. The student may request to meet with the committee prior to its final deliberations (from which the student and others not on the committee will be excused). A student may seek review of a decision of the committee by the full faculty, which will hear the matter if the assistant dean or at least one member of the faculty committee dissented from the committee's action.

If the student accepts a plan of accommodation, the assistant dean for student affairs will inform the student's instructors of the accommodation and the reasons for it only to the extent necessary to assure effective implementation of the accommodation. A student who is tested or evaluated during law school and found to need an accommodation for one or more non-temporary conditions will remain eligible for academic accommodation throughout his or her remaining years at the Law School, and will not be required to furnish updated test results in ensuing semesters unless the student seeks re-evaluation of the condition or a change in the accommodations provided.

The assistant dean for student affairs and the Disability Accommodation Committee shall have authority to modify any Law School rule or course requirement to provide an accommodation. The complete waiver of any Law School rule or course requirement must be presented to the full faculty for its approval.

## **G. ELIGIBLE FACULTY SUPERVISORS**

The following faculty members may supervise directed and independent research projects, student-initiated study abroad, external studies projects and third-year theses.

Kenneth S. Abraham  
Kerry Abrams  
Barbara E. Armacost  
Margo A. Bagley  
Richard D. Balnave  
Charles Barzun  
Michal Barzusa  
Andrew K. Block, Jr.  
Richard J. Bonnie  
Josh Bowers  
Darryl K. Brown  
Tomiko Brown-Nagin  
D. Ruth Buck  
Jonathan Z. Cannon  
Albert Choi  
George M. Cohen  
Michael G. Collins  
Anne M. Coughlin  
Quinn Curtis  
Barry Cushman

John C. Harrison  
A. E. Dick Howard  
Toby J. Heytens  
Deena R. Hurwitz  
Rich Hynes  
John C. Jeffries, Jr.  
Alex M. Johnson, Jr.  
Jason S. Johnston  
Leslie Kendrick  
Edmund W. Kitch  
Kevin A. Kordana  
Douglas Laycock  
Douglas L. Leslie  
Peter W. Low  
M. Elizabeth Magill  
Julia D. Mahoney  
Paul G. Mahoney  
David A. Martin  
Charles W. McCurdy  
Gregory Mitchell

Daniel R. Ortiz  
Saikrishna Prakash  
Margaret Foster Riley  
Mildred W. Robinson  
George Rutherglen  
A. Sprightley Ryan  
James E. Ryan  
Robert Nelson Sayler  
Frederick Schauer  
Richard C. Schragger  
Micah J. Schwartzman  
John K. Setear  
Molly Bishop Shadel  
Kent Sinclair  
Barbara A. Spellman  
Christopher Sprigman  
Paul B. Stephan  
Sarah Stewart  
Leon Szeptycki  
Robert F. Turner

Michael P. Dooley  
John F. Duffy  
Matthew L. Engle  
Deirdre Enright  
Joshua Fischman  
Kim Forde-Mazrui  
Brandon L. Garrett  
George S. Geis  
Michael D. Gilbert  
Risa Goluboff  
Thomas L. Hafemeister  
Rachel A. Harmon

John Monahan  
John Norton Moore  
Karen Moran  
John D. Morley  
Thomas B. Nachbar  
Daniel Nagin  
Caleb E. Nelson  
Jeffrey O'Connell  
Dotan Oliar

Pierre-Hugues Verdier  
J. H. Verkerke  
Mila Versteeg  
Steven D. Walt  
G. Edward White  
Thomas R. White III  
Ann Woolhandler  
Ethan Yale  
George K. Yin

## H. EMPLOYMENT

Students may not engage in employment in excess of what is compatible with a full-time commitment to the study of law. No full-time student may be employed for more than 20 hours per week or receive financial compensation or financial award for activities requiring more than 20 hours per week. When a student is self-employed, or works at or performs other compensated activity other than at an hourly wage, the assistant dean for academic services shall decide whether the work or compensated activity is excessive. Such work/activity may be deemed excessive even if the person is engaged in fewer than 20 hours per week. The test is one of compatibility with a full-time commitment to the study of law. In making this determination, the assistant dean may consider the responsibilities of the employment or compensated activity; the rate of pay; the extent to which the student has control over the obligations attached to, and the timing of, participation in his or her employment or compensated activity; and other factors relating to the burden likely to arise from the employment. Failure to observe this regulation will result in loss of residency status for the semester in which the student is in violation.

## I. GRADING SYSTEM

Faculty policy requires that each instructor conform his or her grades in all courses to a mean of 3.3 (B+). However, there is no particular grading curve to which a faculty member must adhere. Thus, the mean can be achieved either by averaging relatively high and low grades or by having most grades grouped more closely around the B+ (3.3) mean.

**1) Grades** Under the current grading system, there are 10 possible grades that can be used by the faculty in evaluating performance in courses and seminars: A+, A, A-, B+, B, B-, C+, C, D and F. In a few select courses, the grades S (Satisfactory) and U (Unsatisfactory), or CR (Credit) and NC (No Credit) are awarded. No credit will be awarded for a course in which a student receives an F, NC, U, W (Withdrawn) or WF (Withdrawn Failing) grade. The grades U and NC are treated as F grades for all purposes.

## Numerical Grade Point Values for Letter Grades

A+ = 4.3	B+ = 3.3	C+ = 2.3	F = 0.0
A = 4.0	B = 3.0	C = 2.0	
A- = 3.7	B- = 2.7	D = 1.0	

### 2) Exclusion for Academic Deficiency

Degree candidates must meet two standards during each academic year (August-May) of enrollment to remain in good academic standing:

- a. They must earn a minimum grade point average (GPA) of C+ (2.3).
- b. They must accumulate fewer than three exclusion points. D grades earn one exclusion point; F, NC and U grades earn two exclusion points. The number of credit hours for a particular course will not be considered in calculating exclusion points because the relevant consideration is the number of independent faculty judgments about a student's performance and not the number of hours per week that a course meets.

Students are evaluated for exclusion (dismissal) as follows:

- Students who fail to earn a minimum GPA of C+ (2.3) during an academic year will be excluded.
- Students who accumulate three or more exclusion points during a semester or academic year will be excluded.
- Students who accumulate three or more exclusion points or a GPA of less than C+ (2.3) during their final academic year will not be awarded a degree and will be excluded. **Note:** If a student applies for and is granted readmission, the faculty Academic Review Committee shall establish the requirements the student must satisfy to earn a degree.

Excluded students may petition the faculty/student Academic Review Committee for readmission. However, readmission is granted only in exceptional cases.

## J. LEAVE OF ABSENCE

A request for a leave of absence is routinely granted to a student in good standing who has completed one semester of law school. The student must submit a written petition to the assistant dean for student affairs requesting a leave of absence. A student is usually granted only one leave of absence.

A student may request and receive a leave of absence for a period of no more than two years under the following conditions:

- a. The student must submit a written request for readmission, preferably by April 1 for fall semester or October 1 for spring semester.
- b. The student must remain in good standing while on leave; for example, the student must not become academically deficient at another school attended, be dishonorably discharged from military service or be convicted of a felony.
- c. A student granted a leave of absence after the add/drop period has ended for a given semester will receive W grades in all his or her courses and a notation on his or her permanent academic transcript. NOTE: Any grades already posted for the semester will be converted to W grades.
- d. A student who does not return from a leave of absence within two years will be administratively withdrawn and must petition the faculty/student Academic Review Committee for readmission to the Law School.

## **K. SUMMER COURSES AT OTHER LAW SCHOOLS**

Students may enroll in law courses during the summer at ABA-approved law schools subject to the following:

- 1) The assistant dean for academic services must approve in advance the school attended and the courses taken. Approval will be granted only when extenuating circumstances prevail, such as personal or academic hardship. Examples of acceptable hardship are: insufficient credits earned during the academic year due to illness, poor academic performance or financial hardship requiring the student to work part-time.
- 2) Courses taken must be comparable to offerings in the curriculum at the University of Virginia School of Law (Virginia) in both depth and substance, although the actual subject matter may differ from offerings available at Virginia.
- 3) Students are expected to attend a law school of comparable quality. If that is not possible in the area where the student is located, the student must attend the best available institution in that area, although that fact alone will not ensure its approval; all requests will be considered on an individual basis.
- 4) Students may not enroll in courses at the school visited that duplicate courses completed at Virginia.
- 5) Students who have received an F grade in a course at Virginia will not be allowed to transfer credit for that course from another law school.
- 6) No summer abroad program will be approved, including those sponsored by ABA-approved law schools.
- 7) A maximum of six semester credits may be undertaken in summer school.

- 8) The number of credits undertaken may not exceed the number of weeks in the summer school session (e.g., not more than three credits may be completed in three weeks).
- 9) Only grades of C (or its equivalent) or better earned at the school attended will be credited toward the Virginia degree. Pass/fail grades will be accepted for courses graded only on a pass/fail basis.
- 10) Summer school grades are not included in the calculation of Virginia grade point averages or in the consideration of Virginia honors.
- 11) Students must be enrolled in at least 12 credits per semester during the regular academic year, regardless of the number of credits completed in summer school.
- 12) Regardless of the number of credits completed in summer school, students must complete six residency semesters to earn the J.D. degree. Summer course work may not be used to accelerate a student's graduation date.
- 13) Special limitations apply to summer school students holding outside employment as follows:
  - a. Students enrolled in courses at the rate of one credit per week of summer school (i.e., three credits in three weeks, six credits in six weeks) may work 10 hours per week.
  - b. Students enrolled in courses at the rate of one credit per two weeks of summer school (i.e., three credits in six weeks, six credits in 12 weeks) may work 20 hours per week.
  - c. Students enrolled in courses at the rate of one credit per three weeks of summer school (i.e., three credits in nine weeks) may work 40 hours per week.

## **L. TRANSFER STUDENTS**

All transfer students are responsible for complying with Virginia policies and procedures, including degree requirements (see [section I.E](#)). Transfer students can be awarded a maximum of 32 semester credits and two residency semesters at entrance. In accordance with Order of the Coif eligibility requirements, transfer students are ineligible for Coif membership. Questions about transfer credits, degree requirements or other academic issues should be addressed to the assistant dean for academic services.

Because transfer students must be enrolled at Virginia for a minimum of four residency semesters, students awarded two residency semesters at entrance may not participate in exchange programs, external studies projects or other study abroad programs and may not visit away at another law school. Transfer students interested in dual-degree programs should discuss the possibilities with the assistant dean for academic services.

## **M. UPPER-LEVEL WRITING REQUIREMENT**

In accordance with American Bar Association regulations, all degree candidates must satisfy the Law School's upper-level writing requirement by completing at least one substantial research paper during law school. J.D. students may not satisfy the upper-level writing requirement during their first year of law school. Briefs, a series of papers or team-written papers may not be used to satisfy the writing requirement.

Students may satisfy the writing requirement as follows:

- 1) Successfully completing a substantial research paper in a Law School semester-long or yearlong course included on the Approved Writing Requirement Course List.
- 2) Successfully completing an independent research project (see [section VI.H](#)).
- 3) Successfully completing a substantial research paper by "special request" in a Law School semester-long or yearlong course not included on the Approved Writing Requirement Course List. This option requires students to complete and submit a Writing Requirement Intent Form by the end of the third week of the semester in which the research paper is to be submitted. Contact the Student Records Office for details.
- 4) Dual-degree students may satisfy the writing requirement by writing a substantial research paper on a law-related topic in a course taken in the other school or department — either at UVA or at another institution approved for participation in Virginia's dual-degree program — provided that a resident Law School faculty member certifies that the written work meets the Law School's standards for the writing requirement. In no case will this approval result in additional course credit; the certification relates solely to satisfaction of the upper-level writing requirement. This option applies only to work completed as part of the dual-degree program. Undergraduate papers, papers completed in other graduate programs, briefs written over the summer while employed and the like are expressly excluded from satisfying the writing requirement. For more information about this option, contact the assistant dean for academic services.

### **Writing Requirement Standard**

The expectation is that the written work will be typed, doubled-spaced and a minimum of 25 pages, footnotes included. However, this is intended only as a guideline. Final determination of appropriate requirements is left to the judgment of the course instructor/supervising faculty member. Students should arrange with the course instructor/supervising faculty member to submit an outline, abstract, first draft or other mutually agreeable research plan for comment prior to submitting the final version of the paper.

### **Procedure**

For the semester in which a student intends to satisfy the writing requirement, it is the student's responsibility to enroll in a course included on the Approved Writing Requirement Course List or an independent research project, or submit a completed, approved and signed Writing Requirement Intent Form to the Student Records Office no later than the end of the fifth week of the semester. Late submissions will not be accepted.

The course instructor/supervising faculty member will be asked at the end of the semester to certify that the research paper submitted satisfies the writing requirement. Every student should be certain that his or her understanding of what is required to meet the writing requirement coincides with that of the course instructor/supervising faculty member.

## N. VISITING AT OTHER LAW SCHOOLS

Students seeking permission to visit away at another ABA-approved law school must petition the assistant dean for student affairs. Approval will be granted only when the student's continued presence in the Charlottesville area places an exceptional hardship on the student. An example of a qualifying circumstance would be the onset of a severe illness of a close family member that requires the student's presence outside of the Charlottesville area. The need to accompany or join a spouse elsewhere, out of area employment opportunities or the desire to study in another location, does not constitute such a hardship. For further information and assistance, contact the assistant dean for student affairs.

**Note:** Transfer students awarded two residency semesters at entrance are not eligible to visit away at another ABA-approved law school.

Students receiving permission to spend one or two semesters at another law school are governed by the following:

- 1) Students are expected to attend a law school of comparable quality. If that is not possible in the area where the student is located, the student must attend the best available institution in that area, although that fact alone will not ensure its approval; all requests will be considered on an individual basis.
- 2) Students must satisfy the upper-level writing requirement and complete the required professional ethics and professional skills courses while in attendance at Virginia.
- 3) Students must be in good academic standing at Virginia before enrolling at the other school.
- 4) The student's proposed course schedule at the school visited must be approved by the assistant dean for academic services.
- 5) Enrollment at the school visited must be on a full-time basis and for a minimum of 12 semester credits (or the equivalent) each semester.
- 6) Students may not enroll in courses at the school visited that duplicate courses completed at Virginia.
- 7) Only grades of C (or its equivalent) or better earned at the school visited will be credited toward the Virginia degree. Pass/fail grades will be accepted for courses graded only on a pass/fail basis.

**Note:** D, F, NC and U grades (or their equivalents) awarded at visited institutions earn exclusion points in the same manner as grades earned at Virginia (see [section I.H.2](#)).

8) Students who have received an F grade in a course at Virginia will not be allowed to transfer credit for that course from the school visited.

9) Registration as a “not-in-residence” student and payment of the associated fee at the University of Virginia are required during the semester in which the student intends to graduate.

**Note:** Grade and credit certifications must be received from the school visited by the Virginia Student Records Office no later than 10 a.m. on the Thursday preceding Virginia’s May commencement in order to receive a diploma at commencement.

10) Students who undertake course work at the University of Virginia while visiting away are responsible for any resulting tuition and fee charges at Virginia.

11) Grades received at the school visited are not included in the calculation of Virginia grade point averages or in the consideration of Virginia honors.

## **O. WITHDRAWAL FROM THE LAW SCHOOL**

### **1) Voluntary Withdrawal**

A student who wishes to withdraw voluntarily from the Law School must submit a written request to the assistant dean for student affairs. Students who withdraw after a semester has begun must do so prior to the beginning of the examination period for that semester. Students who withdraw after the add/drop period has ended will receive W grades in their courses and a notation on their permanent academic transcripts. Students who do not follow the proper withdrawal procedure will be assigned F grades in their courses.

### **2) Administrative Withdrawal**

Students who cease attending the Law School without officially requesting a leave of absence or official withdrawal will be administratively withdrawn. Administratively withdrawn students who wish to resume their studies must petition the faculty/student Academic Review Committee for re-admission.

### **3) Required Withdrawal**

The Law School reserves the right to require the withdrawal of any student who, in the opinion of the faculty, is not profiting or is not likely to profit by the instruction offered, whose grades are unsatisfactory, whose neglect or irregular performance of required duties indicates indifference, or whose character and habits are inconsistent with the good order of the Law School or with the standards of the legal profession.

The faculty has delegated the authority to make such determinations to the faculty Academic Affairs Committee, appointed by the dean of the Law School. The actions of that committee may be reviewed by the dean but will be reviewed by the full faculty only when the dean recommends.

## II. INTERNATIONAL PROGRAMS

### A. INTERNATIONAL DUAL-DEGREE PROGRAM

Third-year students may complete a dual-degree with University Paris 1 Pantheon - Sorbonne Law School and Sciences Po/Paris. Students who successfully complete this program earn 27 transfer credits; two residency semesters; a French law diploma, entitling them to sit for the French bar exam; and a J.D. degree from Virginia. Interested students should contact [Professor Paul B. Stephan](#) for further information.

Transfer students awarded two residency semesters at entrance are not eligible to participate in international dual-degree programs.

Selected students are responsible for complying with all requirements and procedures for foreign student travel imposed by the University's International Studies Office, with proof of compliance transmitted to the chair of the Curriculum Committee before the student departs.

**Note:** D, F, NC and U grades (or their equivalents) awarded at international dual-degree institutions earn exclusion points in the same manner as grades earned at Virginia (see [section II.2](#)).

### B. INTERNATIONAL EXCHANGE PROGRAMS

The Law School offers second- and third-year students the opportunity to participate in eight international exchange programs: the University of Auckland in New Zealand, Bucerius Law School in Germany, Instituto de Empresa (IE) in Spain, the University of Melbourne in Australia, Seoul National University in Korea, the University of Sydney in Australia Tel Aviv University Law School in Israel, and Waseda University in Japan. Students who participate in these exchange programs will be abroad either in the fall semester of their third year (Auckland, Bucerius, Instituto de Empresa (IE), Melbourne, Seoul, Sydney and Waseda) or in the spring semester of their second year (Tel Aviv). Students earn 12 transfer credits and one residency semester. Students who wish to earn additional credits may concurrently enroll in independent research projects at Virginia while on exchange. Interested students should contact [Professor Paul B. Stephan](#) for further information.

Transfer students awarded two residency semesters at entrance are not eligible to participate in these international exchange programs.

Selected students are responsible for complying with all requirements and procedures for foreign student travel imposed by the University's International Studies Office, with proof of compliance transmitted to the chair of the Curriculum Committee before the student departs.

### C. LAW COURSES AT FOREIGN UNIVERSITIES

Students may receive credit for law courses completed in law schools outside the United States under the following circumstances:

1) A student may petition the assistant dean for academic services for permission to receive credit for courses taken in the regular law faculty of a reputable foreign university. The petition must meet the following requirements:

- a. The proposed courses must be relevant to the student's existing or planned course of study at the University of Virginia and will complement the student's professional education.
- b. The student must show sufficient academic ability and background, including facility with the language of instruction, to indicate that the courses completed will advance the student's professional education in law.
- c. The university in which the courses are offered must have a substantial and well-established law program, and the courses to be completed must be part of its regular course of instruction for its degree in law.
- d. The nature and reputation of the university's law program must show that it possesses a rigor that justifies the awarding of credit.

**Note:** Summer programs offered through U.S. law schools at foreign universities do not qualify under the provisions of this policy.

2) A maximum of six semester credits may be applied towards the J.D. degree; the credits earned will not count for residency purposes. Students wishing to earn more than six semester credits at a foreign university should consider Student-Initiated Study Abroad (see [section II.D](#)).

3) While the student must address his or her petition to the assistant dean for academic services, final approval can only be given by the Curriculum Committee. If the assistant dean is satisfied that the petition contains sufficient information for the Curriculum Committee to make a determination consistent with these rules, the petition will be forwarded to the committee with a recommendation. The Curriculum Committee will act on the petition at its next regularly scheduled meeting. It may obtain whatever information it finds to be relevant in addition to the information contained in the student's petition. The committee's action is final.

4) The student will be responsible for complying with all requirements and procedures for foreign student travel imposed by the University's International Studies Office, with proof of compliance transmitted to the chair of the Curriculum Committee before the student departs.

**Note:** University policy restricts University-affiliated student travel to (or continued presence in) locations for which the U.S. State Department has issued a Travel Warning. Such warnings can be issued unexpectedly, and students should choose their destination and prepare accordingly.

#### **D. STUDENT-INITIATED STUDY ABROAD**

Under the student-initiated study abroad program a student may spend one semester away from the Law School studying law in a foreign university law school or law department (hereafter the

“foreign law school” or “host law school”), for which the student will receive, upon satisfactory completion, up to 15 credits (up to 12 transfer credits for coursework completed at the foreign law school and three graded credits for a research paper written as part of the study abroad experience under the supervision of an eligible Virginia law professor) and one residency semester toward the J.D. degree.

**Note:** Study abroad programs offered through U.S. law schools at foreign universities do not qualify under the provisions of this policy.

The program is administered by the International Relations Committee, which must approve all applications. The purpose of student-initiated study abroad is to enable a student to obtain an academic and research experience not otherwise available at the Law School. Given the Law School’s diverse array of academic and research opportunities, students will bear a heavy burden to demonstrate that study abroad is truly justified. Each student participating in student-initiated study abroad will be required to complete a substantial research paper on a topic of scholarly interest to the student, approved by a Law School faculty member who has agreed to supervise the student’s project (“Law School faculty advisor”), and related to the course of study undertaken by the student at the host law school. The topic of the paper must be included in the student’s proposal to the International Relations Committee. The host law school must be one that offers the first degree in law within that country, although graduate-level courses may be more appropriate for the second- and third-year Law School students eligible for the program. The host law school and the academic coursework pursued must be of sufficiently high quality to make the award of transfer credit from the Law School appropriate.

It is the student’s responsibility to contact and obtain admission to and the approval of the host law school as well as to locate and enlist the support of a faculty advisor at the host law school (“foreign faculty advisor”). Student contact with foreign law schools should be coordinated through the Law School’s faculty International Relations Committee. If the plan requires study in a foreign language, the student must demonstrate proficiency in that language. Students engaged in student-initiated study abroad will continue to pay full tuition and fees to the University of Virginia for the semester in which they are engaged in student-initiated study abroad. The Law School will customarily provide some financial assistance to the student to partially offset the tuition charged by the host institution, but international student tuition is highly variable among foreign universities and each case will require independent financial review by the International Relations Committee. No such financial assistance will be provided without the approval of the International Relations Committee, so students are advised to consult with the committee early in the process. Students are encouraged to discuss other financial concerns with the Law School financial aid office.

### **1) Eligibility and Application**

A student in good academic standing may study abroad in his or her fourth or fifth semester of law school. Transfer students awarded two residency semesters at entrance are not eligible for student-initiated study abroad. Applications for student-initiated study abroad to be undertaken in the spring must be submitted to the assistant dean for academic services by Nov. 1. Applications for projects to be undertaken in the fall must be submitted by April 1. Planning for a student-initiated study abroad semester must commence much earlier, however, because several

necessary steps — such as applying to an appropriate foreign law school, writing a research and foreign coursework proposal, and obtaining both Law School and foreign faculty advisors — are time-consuming.

The application for student-initiated study abroad should include:

- a. A description of the host law school (including its national and international reputation), its grading system, academic calendar and a description of a full course load for a semester.
- b. A proposed course of study, including the name and detailed description of each course to be taken (along with the name and qualifications of the instructor, when available), the number of hours per week and the number of weeks the course meets, the course type (e.g. lecture, seminar), and the evaluation method (e.g. written or oral examination, paper).
- c. A letter of acceptance and approval of the proposed course of study from the host law school.
- d. A written description of the research proposal that identifies the research topic on which the student and both the Law School and foreign faculty advisors have agreed, indicating the sources and methodology through which the student plans to research the topic, and demonstrating the usefulness of the foreign study for the type of research indicated. A proposal to examine a series of general questions about a topic without indicating a thesis or plan that shows how the research relates to the topic will not be acceptable. The student should explore the structure of the research proposal with both the Law School and foreign faculty advisors before submitting the application. The length of this research proposal is usually five to 15 double-spaced typed pages. The main justification for a student-initiated study abroad program is the opportunity for the student to do unusual types of research and to expand his or her intellectual base in a chosen area of law or policy. Thus the research paper ought to be one that cannot practically be researched in Charlottesville.
- e. A signed letter from a full-time resident Law School faculty member confirming that he or she has discussed the project and the foreign coursework with the student, will supervise the coursework and research project and will grade the research paper (see [section I.F](#)).
- f. A signed letter from a full-time resident faculty member of the host law school indicating that he or she has committed to serving as the student's foreign faculty advisor, including a statement from the faculty member in support of the student's course of study and research project. *A simple statement of support will not be sufficient; the foreign faculty advisor must provide an endorsement specific to the student's course of study and provide some explanation of why he or she supports the student's particular research project.* The foreign faculty advisor need not commit to grading the research paper; it will be graded for credit by the Law School faculty advisor. The student must also provide the foreign faculty advisor's curriculum vitae.
- g. A Law School transcript and a current resume. If the plan anticipates study in a foreign language, the student must demonstrate proficiency in that language.

h. A signed acknowledgement confirming the applicant's knowledge and understanding of all program requirements, application requirements and procedures, and financial obligations and procedures.

## **2) Evaluation and Approval**

The assistant dean for academic services will transmit all student-initiated study abroad applications to the International Relations Committee for review. The International Relations Committee may disapprove the application, approve it as submitted or request changes that would make the proposal acceptable. The committee will state in its approval how many credit hours (not to exceed 12) the committee will award for successful completion of the foreign coursework component of the student-initiated study abroad plan. The burden remains on the student to persuade the committee that the coursework is sufficiently rigorous and that it will enable the student to fulfill educational objectives that cannot be achieved at the Law School.

## **3) Requirements**

The International Relations Committee attaches conditions to its approval of the student's application. Conditions include but are not limited to the following:

a. No student will be awarded more than 15 credit hours for successful completion of the student-initiated study abroad. Three of those hours will be allocated to the proposed substantive research paper and will be graded by the Law School faculty advisor. Up to 12 transfer credits will be allocated to the student's foreign coursework.

**Note:** For incidental study, students may earn up to six semester credits at a foreign university under the provision for Law Courses at Foreign Universities (see [section II.C](#)).

b. Steady progress must be made on the research paper during the student-initiated study abroad semester. Specifically, the student and the Law School faculty advisor should agree to a schedule for completion of a detailed outline of the paper, a first draft and subsequent drafts. Having agreed to such a schedule, the student will be expected to adhere to it. The final version of the paper must be submitted to the Law School faculty advisor (with a printed copy to the Student Records Office) no later than 14 days before the grading deadline for the semester in which the student-initiated study abroad is undertaken.

c. When the student submits the research paper to the Law School faculty advisor, the student will also submit to the Law School faculty advisor (with a copy to the chair of the International Relations Committee) a written summary of his or her experience in the student-initiated study abroad program.

d. As soon as it is available, the student shall forward to the chair of the International Relations Committee a copy of the grade report for his or her foreign coursework, with any additional explanation of the foreign law school's grading system that the chair deems necessary to evaluate the adequacy of the student's performance for Law School credit.

e. Periodic communications between the student and the Law School faculty advisor are required throughout the student-initiated study abroad semester to assist the student in making satisfactory

progress toward completion of his or her academic coursework and research project. The responsibility for communication rests with the student, who should report to his or her Law School faculty advisor at least twice a month.

f. The student will be responsible for complying with all requirements and procedures for foreign student travel imposed by the University's International Studies Office, with proof of compliance transmitted to the chair of the International Relations Committee before the student departs.

**Note:** University policy restricts University-affiliated student travel to (or continued presence in) locations for which the U.S. State Department has issued a Travel Warning. Such warnings can be issued unexpectedly, and students should choose their destination and prepare accordingly.

### **III. SPECIAL PROGRAMS**

#### **A. DUAL-DEGREE PROGRAMS**

The Law School and other schools and departments of the University have developed several dual-degree programs enabling students to obtain a J.D. degree and master-level degree concurrently. Students enrolled in dual-degree programs must file required documents with the Student Records Office. The following dual-degree programs are available:

- J.D./M.A. (English, government, foreign affairs, history, philosophy)
- J.D./M.B.A.
- J.D./M.P.H.
- J.D./M.P.P.
- J.D./M.S. (accounting)
- J.D./M.U.E.P.

[More Information](#)

#### **B. EXTERNAL DUAL-DEGREE PROGRAMS**

The Law School does not maintain formal dual-degree programs with schools in other universities. However, for a student who is admitted both to the Law School and to one of the following three schools, the Law School will approve a dual degree for the study of public international law on application by the individual student:

J.D.-M.P.A. (Public Affairs) in the Woodrow Wilson School of Public and International Affairs at Princeton University

J.D.-M.A.L.D. (Law and Diplomacy) in the Fletcher School of Law and Diplomacy at Tufts University

J.D.-M.A. (International Relations) at the Johns Hopkins University School of Advanced International Studies

Please refer to the Graduate Record for further information about admission, course, degree and residency requirements. Students enrolled in external dual-degree programs must file required documents with the Student Records Office.

### **C. EXTERNAL STUDIES PROJECTS**

Under the external studies program a student may be authorized to spend one semester away from the Law School in a supervised setting combining academic legal research and work experience, for which the student will receive, upon satisfactory completion, 12 credits (three graded on an A-F basis and nine graded on an S/U basis) and one residency semester toward the J.D. degree. The program is administered by the Curriculum Committee, which has final authority to approve specific applications. The purpose of an external studies project is to enable a student to obtain an academic and research experience not otherwise available in Charlottesville.

An external studies project is carried out under the auspices of an educational, charitable, governmental or nonprofit host organization outside the Law School. The program does not contemplate that credit will be awarded for activities similar to work normally performed in summer or postgraduate employment in practicing law. Thus, no project may be undertaken with an organization providing legal services for profit or with a court as a judicial clerkship. Host organizations approved in the past include the Chesapeake Bay Foundation, the Association for Water and Rural Development in South Africa, National Public Radio, the Center for Implementing Public Policies on Equity and Growth in Buenos Aires, and the War Crimes Chamber of the Court of Bosnia and Herzegovina.

The focus of the project is a substantial research paper related to the student's work at the host organization on a topic of scholarly interest to the student and a Law School faculty advisor who has agreed to supervise the student's project. The paper topic must be fairly well-developed, including a research plan, before any external studies project will be approved. The student is advised to independently research the chosen topic, with input from his or her faculty advisor, during a semester prior to when the student applies for an external studies project. In this way, the legal and policy issues presented by the student's work at the host organization can be clarified, and the student can obtain enough background to design a workable research plan.

The student is responsible both to a supervisor at the host organization and to his or her faculty advisor. The student, faculty advisor and host supervisor are expected to coordinate the day-to-day practical experience and the student's work on the research project.

#### **1) Eligibility and Application**

A student in good academic standing may undertake an external studies project in his or her fourth or fifth semester of law school. Transfer students awarded two residency semesters at entrance may not undertake an external studies project. Applications for external studies projects to be undertaken in the spring must be submitted by Nov. 1 to the assistant dean for academic services. Applications for projects to be undertaken in the fall must be submitted by April 1. Planning for a project must commence much earlier, however, because several necessary steps

— such as applying to an appropriate host organization, writing a research proposal and obtaining a faculty advisor are time-consuming.

The application for an external studies project should include the following:

- a. A written description of the host organization (preferably provided by the organization) and a description of the work in which the student will be engaged. The host institution should provide a statement that the student will be supervised by an identified attorney or group of attorneys. The purpose of the description is to demonstrate commitment of the host organization to assist the student in his or her research work and to encourage reflection on the intellectual lessons to be drawn from the experience. Professional training is not the main objective of this program. Formally structured seminars or similar discussion groups for student externs are not required, although an intellectual structure for the student's learning experience is desirable. The supervising counsel is expected to assume responsibility for continuous evaluation of the student's work, and the student must be given the opportunity to integrate this work experience with research on the paper.
- b. A written description of the student's research proposal. The description shall identify the research topic on which the student and the faculty advisor have agreed, indicate the sources and methodology through which the student plans to research the topic, and demonstrate the usefulness of the external studies opportunity for the type of research indicated. A proposal to examine a series of general questions about the topic without indicating a thesis or plan which shows how the research relates to the topic will not be accepted. The student should explore the structure of the research proposal with both the faculty advisor and the host organization before submitting the application. The length of this research proposal is usually five to 15 double-spaced typed pages.

In some cases, the student will not know the specific subject matters on which he or she will be working for the organization during the semester of the project. This situation does not obviate the student's responsibility and should not prevent him or her from forming an effective research plan. For example, the situation may require development of a project to examine the process by which certain decisions are taken, the impact of those decisions in an institutional sense or other procedural questions by which to measure the effectiveness of the host organization in advancing legal or policy issues in its area.

The main justification for an external studies project is the opportunity for the student to do unusual types of research and to expand his or her intellectual base in a chosen area of law or policy. Thus the research paper ought to be one that cannot practically be researched in Charlottesville. An analysis of purely legal issues will not normally justify an external studies project. External studies research will often be directed at process questions. For example, a student might fruitfully explore case studies of litigation to determine the effects of litigation in a certain policy area on legislation or on executive enforcement efforts or even on the host organization itself.

c. A signed letter from an eligible Law School faculty member confirming that he or she has discussed the project with the student, will supervise the project and will grade the research paper (see [section I.G](#)).

d. A law school transcript and a current resume.

## **2) Evaluation and Approval**

The assistant dean will transmit all external studies applications to the Curriculum Committee for review. Each applicant will be given the opportunity to explain his or her proposal orally and to answer questions.

The committee may disapprove the application, approve it as submitted or request changes that would make the proposal acceptable. The burden remains on the student to persuade the committee that the external studies project will enable the student to fulfill educational objectives that cannot be achieved at the Law School or in career opportunities normally available during or after law school.

Specifically, the committee will approve an application for an external studies project if the committee concludes that:

a. The student has sufficient subject matter background, including the completion of Law School courses germane to the paper topic.

b. The anticipated work experience during the project approximates the sophistication of law study generally engaged in by fourth- and fifth-semester students.

c. The student's research involves questions of law or policy and has a strong academic focus to which the work experience is relevant.

d. A comparable experience is not available as a practical matter within existing University curricula and programs.

e. The project is compatible with the goal of the Law School to provide rigorous academic training.

## **3) Requirements**

The Curriculum Committee attaches conditions to its approval of the student's application. Conditions include but are not limited to the following:

a. No student will be awarded more than 12 credits for successfully completing the external studies project. Three credits will be allocated to the proposed substantive research paper and will be graded by the faculty advisor. The remaining nine credits will be allocated to supervised activities at the host organization and will be graded on an S/U basis.

b. Periodic communications between the student and the faculty advisor are required throughout the external studies semester to assist the student in making satisfactory progress toward

completing the research project. The responsibility for communication rests with the student, who should report to his or her faculty advisor at least once a month. Additionally, the student should send the advisor copies of all substantial written work the student does for the host organization, together with any evaluations of that work.

c. Steady progress must be made on the research paper during the external studies semester. Specifically, the student and the faculty advisor should agree to a schedule for completion of a detailed outline of the paper, a first draft and subsequent drafts. The final version of the paper must be submitted to the faculty advisor (with a printed copy to the Student Records Office) no later than 14 days before the grading deadline for the semester in which the external studies project is undertaken.

d. When the student submits his or her research paper to the faculty advisor, the student will also submit to the faculty advisor, with a copy to the chairman of the Curriculum Committee, a written summary of his or her experience in the external studies program. This summary should include a discussion of how the student's actual work and research experience compare to the student's original proposal, an assessment of how well integrated with each other the work and research experiences turned out and suggestions for how the experience as a whole might be improved for future students.

#### **D. THIRD-YEAR THESIS PROGRAM**

Under the third-year thesis program third-year students may receive credit for intensive research leading to a thesis completed under close faculty supervision coupled with an oral defense before a faculty committee.

##### **1) Eligibility and Application**

A student in good academic standing may undertake a yearlong thesis during his or her third year of law school. Applications must be received by the assistant dean for academic services by April 1 of the student's second year and approved by the Curriculum Committee before the beginning of the student's third year. Planning for the thesis must commence much earlier, however, because several necessary steps — such as writing a research protocol, preparing a summary of the current literature and obtaining faculty advisors — are time-consuming.

##### **The Application Must Include the Following:**

a. A written description of the student's research proposal. The description shall identify the research topic on which the student and the faculty advisors have agreed and indicate the sources and methodology through which the student plans to research the topic. The written description should include an explanation of why the proposed research is unique and cannot satisfactorily be done through normal course work or supervised independent research.

b. A summary of the current literature, endorsed by the student's faculty advisors, that indicates how the proposed research will make a significant contribution to the scholarly literature.

c. A signed letter from two full-time resident law faculty members confirming that they have reviewed the thesis proposal and literature summary and judged that the research will make a

significant contribution to the scholarly literature, and affirming that they will supervise the project and grade the research paper (see [section I.G](#)).

## **2) Evaluation and Approval**

The assistant dean will transmit all third-year thesis applications to the Curriculum Committee for review. The Committee may disapprove the application, approve it as submitted or request changes that would make the proposal acceptable.

**3) Credit** In general, six hours of academic credit will be awarded for completion of a third-year thesis. No more than six hours of credit may be earned, although in unusual cases a lesser amount of credit may be approved. Credit will be allocated equally to each semester in the student's third-year. A student who is preparing a thesis may not earn additional credit for supervised independent research during the same period.

**4) Thesis** Students should expect to prepare a thesis of approximately 100 double-spaced pages, including footnotes. This is intended only as a guideline; final determination of appropriate requirements will be left to the supervisory faculty committee. A printed copy of the final paper must be submitted to the Student Records Office to be forwarded to the Law Library, where it is filed under the name of the supervising faculty member for 10 years.

## **5) Faculty Supervision, Defense of Thesis and Final Approval**

a. The project must be supervised by two faculty members who are expected to meet frequently with the student throughout the year.

b. Each thesis will be reviewed by a committee composed of the two supervising faculty members plus one other faculty member named by the Curriculum Committee. Unless the Curriculum Committee determines otherwise, the supervising committee will conduct an oral examination of the student on the subject of his or her thesis. The supervising committee will determine the grade earned by the student and may reduce the number of hours of academic credit earned by the student if the completed work was insufficient to earn the amount of credit originally approved.

# **IV. RESEARCH PAPERS**

## **A. ORIGINAL WORK REQUIRED**

Any paper or other written work submitted for any Law School course, seminar or independent research project must be solely the original work of the student in whose name the work is submitted, with all sources acknowledged.

## **B. MULTIPLE SUBMISSIONS**

No paper or written work, or portion thereof, may be submitted for credit toward the law degree that has been previously submitted in identical or similar form in another course or seminar or

any other forum anywhere, either within the Law School or any other setting. The work submitted for credit toward a law degree must be completed originally and solely for the requirement for which it is submitted.

1) If a student wishes to submit work for credit toward the law degree which he or she has begun previously (but was not submitted for academic credit) the student must submit the previous work to the instructor in advance for approval. Such approval must be in writing on a form available from the Student Records Office.

2) Similarly, no paper or similar papers may be submitted in more than one course or seminar or independent study or any other forum anywhere either within the Law School or any other setting simultaneously without the advance written permission of the instructors to whom the paper will be submitted, on a form available from the Student Records Office. If permission is granted, the paper must be at least twice the length required for each course or seminar for which it is submitted.

### **C. DEADLINES AND EXTENSIONS**

Unless the instructor announces an earlier deadline, all papers for academic credit are due no later than 4:30 p.m. on the last day of the exam period for the semester in which credit is to be awarded. Exception: Research papers completed as part of an approved external studies or student-initiated study abroad program have separate deadlines.

Instructors may not grant deadline extensions; all authority in this matter is delegated by the faculty to the assistant dean for academic services and the assistant dean for student affairs.

Deadline extensions must be sought in advance of the scheduled deadline and will be granted only in the following circumstances:

1) A medical or other personal difficulty has so interfered with the student's ability to complete his or her work that in the opinion of both the instructor for whom the paper is due and the assistant dean for student affairs that an extension of time is necessary to give the student a fair opportunity to complete the project. When the extension is granted, the instructor and the assistant dean for student affairs will jointly determine a realistic date for completion of the written work. If the problem involved is a continuing problem and it is not possible to set a completion date, the course may remain "pending" for up to one semester, at which time, if a definite completion date is still not determinable, the grade NC (No Credit) will be entered on the student's transcript. That grade will not be changed unless the student completes the required written work.

2) The project or paper has changed so that either the subject matter is substantially different or the work needed to complete the original project, due to a change in the scope of the project or the contemplated depth of analysis, is significantly greater than was contemplated by both the student and the instructor at the time the project or course began. If the student has initiated the change in the nature of the project, the change must have been brought to the attention of the instructor and agreed to by him or her before the end of the semester in which the course or

project was begun. In addition, the student must satisfy the instructor that he or she has made substantial progress toward completion of required work, meaning that most of the necessary research has been completed and a general organizational scheme for the paper exists. Documentation for the assistant dean for academic services shall include a brief statement of the work completed and the organizational scheme to be followed in writing the paper, together with a statement that the instructor has reviewed the student's application and is in agreement with the statements made therein. If an extension is granted, a realistic date for the completion of the written work will be established at that time.

#### **D. LATE SUBMISSIONS**

Students are expected to submit papers in accordance with established deadlines. Failure to submit papers when requested will result in a grade of F for the course, seminar or research project (including independent research, external studies, student-initiated study abroad and third-year theses).

### **V. EXAMINATIONS**

Detailed examination information is posted each semester. Students are responsible for reviewing and complying with all exam policies and procedures. Exceptions may be granted only by the assistant dean for student affairs and Student Records Office personnel, and only then for serious circumstances beyond a student's control that interfere with a student's ability to perform. Failure to take an examination during the scheduled time will result in a failing grade.

#### **A. FINAL EXAM SCHEDULE**

Law courses typically have a final exam at the end of the semester or require a paper in lieu of an exam. First-year courses and a few other selected courses will have "fixed" exams; all other courses in the Law School will have "flexible" (flex) exams. The final exam schedule is posted at the beginning of each semester.

- 1) If a course is scheduled to have a fixed exam, students must sit for that exam during the designated time.
- 2) If a course is scheduled to have a flex exam, students may sit for that exam during any designated flex-exam time slot. **EXCEPTION:** Graduating students typically must finish their exams a day before the exam period ends.
- 3) Students may not sit for a flex exam during a fixed-exam time slot.
- 4) Advance registration for exams is not required.

5) Exams are scheduled Monday-Saturday. No exams are scheduled on Sunday.

## **B. GENERAL RULES**

1) No information of any kind about any exam, including an exam from a prior semester, may be transmitted by any means to students who have not taken that exam. This prohibition includes but is not limited to information about the specific content of questions; the number, difficulty and kinds of questions; and general topics included or not included on the exam.

2) Students may discuss fixed exams after the exams have been submitted, but only with students who have completed the exam.

3) Designated LL.M. and exchange students are allotted an additional 20 minutes per hour (or fraction thereof) on their exams.

4) Students may not use unauthorized aids in taking an exam.

5) Failure to sit for an exam when scheduled will result in a failing grade.

6) Students may use the lecture classrooms on the first floor of Withers-Brown Hall and the second floor of Slaughter Hall to sit for exams. Students may not sit for exams in any other location (seminar rooms, the library, journal offices, etc.) unless specifically instructed otherwise.

7) Students may not “set up” in classrooms for an afternoon exam before 12:30 p.m.

## **C. COMPUTER POLICIES**

1) Students are required to take all exams (fixed and flex) on a laptop computer unless instructed otherwise.

2) It is the student’s responsibility to have all equipment — power cords, charged batteries, etc.— in good working order at each exam.

3) Students are responsible for creating and saving back-up copies of their exams. Under no circumstances should a student open a back-up copy of an exam after the exam has been submitted unless requested to do so by Law ITC or Student Records Office personnel.

4) Students are responsible for checking their University e-mail accounts on a regular basis. If there is a problem with a student’s exam, the student will be contacted via his or her University e-mail address.

5) Students who experience computer problems during an exam should immediately go to the exam administration table on the first floor of Withers-Brown Hall and report the problem. As soon as the problem is reported, exam time “stops”; any time students spend attempting to fix computer problems prior to reporting the problem is “lost” exam time. Once reported, specific

procedures/remedies are in place including allowances for time extensions.

#### D. HONOR PLEDGE

1) Unless specifically instructed to hand-write and sign the Honor Pledge on the exam cover sheet, students will electronically “sign” with their blind grading numbers the following Honor Pledge on all exams:

*“On my honor, I have neither given nor received aid on this examination, nor did I have prior knowledge of its contents.”*

2) Students who are unable to execute the Honor Pledge must inform Student Records Office personnel or the assistant dean for academic services.

#### E. EXAM TYPES AND DISTRIBUTION

**1) Fixed Exams** First-year courses and a few other selected courses will have fixed exams. Students will report to designated classrooms on specified days and times for exam distribution. Once the exam is distributed, students may then go to any lecture classroom in Withers-Brown Hall and Slaughter Hall to write the exam.

**2) Flex Exams** Flex exams are distributed at the exam table in Withers-Brown Hall between 8:30 and 9:30 a.m. (for morning exams) and between 1 and 2 p.m. (for afternoon exams) in accordance with the Final Exam Schedule. Exams will not be released after 9:30 a.m. or 2 p.m. To sit for a flex exam, the student must present a University-issued photo ID card to exam table personnel and ask for the exam by course name and instructor. **Note:** Students who cannot present a UVA ID card may not check out exams until all students with UVA ID cards have been processed. The exam will be electronically checked out to the student and the student will be given a receipt listing three submission deadlines:

- The first time listed is the deadline for completing the exam. **Note:** Continuing to write after this deadline is an honor violation.
- The second time listed is the deadline for submitting the exam answers online. This deadline concludes a 10-minute administrative period for making a final back-up copy of the exam answers, completing the online submission process, and verifying that the correct exam file was submitted.
- The third time listed is the deadline for returning the exam questions to exam table personnel.

Once the exam is checked out, the student should proceed to an available lecture classroom and begin the exam.

#### 3) Short-Course Exams

Short-course exams are flex exams usually distributed to students at the end of the last class session. Typically, they are to be completed within a specified time period and submitted online by a specified deadline.

#### 4) January Term Exams

January Term exams are flex exams usually distributed to students at the end of the last class session. Typically, these are to be completed within a specified time period and submitted online by a specified deadline.

### F. EXAM SUBMISSION

**1) Fixed Exams** When the time allotted for the exam has expired, students must immediately stop writing, submit their exams online and return the exam questions to the classroom where the exam was distributed in accordance with the submission deadlines posted in the exam distribution classroom.

**2) Flex Exams** When the time allotted for the exam has expired, students must immediately stop writing, submit their exams online and return the exam questions to an official at the exam table in Withers-Brown Hall in accordance with the three submission deadlines listed on students' exam check-out receipts.

### G. LATE EXAMS

In accordance with guidelines adopted by the faculty, late exams will be evaluated as follows:

1) If an exam is submitted less than five minutes late, a faculty member may, at his or her discretion, penalize that late exam. For example, if an exam falls on the borderline between two grades, the faculty member may use the fact that the exam was late as a basis for awarding a lower grade.

2) If an exam is submitted more than five minutes late, the grade shall be reduced according to the following schedule of penalties, unless the faculty member concludes that there is good cause to do otherwise.

- a. If the exam is 5 to 10 minutes late, the grade will be reduced one gradation (i.e., an A is reduced to A-, B+ to B, etc.);
- b. If the exam is 10 to 15 minutes late, the grade will be reduced two gradations (i.e., an A is reduced to B+, B to C+, etc.);
- c. If the exam is 15 to 20 minutes late, the grade will be reduced three gradations (i.e., an A is reduced to B; etc.);
- d. If the exam is more than 20 minutes late, the grade will be reduced four or more gradations.

### H. FIRE ALARMS AND POWER OUTAGES

In the event a fire alarm is activated or there is a power failure while a final exam is in progress, the following procedure will be used.

- 1) Students will evacuate the exam rooms, leaving all exam materials and computers in the exam rooms.
- 2) The exam administration staff will note the time and lock the exam rooms.
- 3) When re-entry to the exam rooms is allowed, a member of the exam administration staff will notify students of the adjusted times. The assistant dean for academic services or Student Records Office personnel will determine if, and how much, extra time will be allowed for completion of exams due to the disruption.

## **I. EXCEPTIONS**

Law School faculty policy requires all students to adhere to the exam schedule and procedures described herein and delegates administrative responsibility for these matters solely to the assistant dean for student affairs and Student Records Office personnel. Exceptions may not be granted by individual faculty members.

- 1) Exceptions to the schedule and procedures must be sought in advance from the assistant dean for student affairs or Student Records Office personnel, except when sickness, emergency or personal circumstances beyond the student's control occur. In cases of emergency, call (434) 924-1363 or (434) 924-4072.
- 2) Exceptions are granted only for reasons that arise out of personal circumstances beyond the student's control. Vacations, honeymoons, employment-related activity, lower airfares and weddings (except of a member of the immediate family) are excluded as appropriate reasons for rescheduling an exam. Relief will not be granted for sickness or other emergencies unless the student actually has been deprived of the ability to take all exams on an every-other-day basis.
- 3) Receiving an exception to exam procedures does not automatically result in a make-up exam. The assistant dean for academic services or the faculty Academic Review Committee, with the cooperation of the course instructor, may implement one of the following options:
  - a. Assign an NG (No Grade) for the course and require the student to take the same or a different exam within a reasonable time following the exam period.
  - b. Assign an NG (No Grade) for the course and require the student to take the examination for the course the next time it is regularly offered.
  - c. Assign an NC (No Credit) grade for the course.
- 4) Exceptions will not be granted to permit a less-crowded exam schedule unless the student has more exams than can be taken on an every-other-day basis beginning with the first day of the exam period.

5) Exceptions will not be granted to permit a student to take a fixed exam earlier than scheduled.

## VI. COURSES AND COURSE ENROLLMENT

### A. ADDING AND DROPPING COURSES

Students enroll in courses during scheduled enrollment periods prior to the start of classes each semester. During the add/drop period (the first week of classes each semester), students revise/finalize their course schedules. Students are strongly encouraged to review their schedules on SIS at the end of each add/drop period to confirm that their course schedules are correct. For information about course withdrawal after the add/drop period has ended, see [section VI.D](#).

**Note:** The add/drop policy governing January Term and short courses is different (see section [VI.I](#) and [VI.M](#)).

### B. AUDITING COURSES

Students wishing to enroll in courses as auditors may do so during a three-day period after the add/drop period ends each semester. Enrollment will be on a first-come, first-served space-available basis only.

No credit is awarded for an audit; the annotation “AU” will appear on the student’s transcript noting the audit. To secure such a notation, students must submit completed Audit Certification Forms to the Student Records Office certifying attendance in at least 80 percent of the scheduled class sessions by the end of the exam period in the semester the audit was completed.

The credit values of audited courses are included in calculating the maximum course load of 17 credits per semester, but are not included in calculating the minimum course load of 12 credits. Students may discontinue auditing a course at any time during the semester by notifying the Student Records Office.

**Note:** An audit enrollment may not be changed to a graded enrollment; similarly, a graded enrollment may not be changed to an audit enrollment.

### C. COURSE LOAD

To satisfy residency requirements, students must enroll in a minimum of 12 “degree” credits each semester. Students wishing to enroll in fewer than 12 credits must petition the assistant dean for student affairs; such petitions are granted only for illness or other circumstances beyond the student’s control.

#### 1) First-Year Students

All first-year students must enroll in the required fall curriculum composed of five courses totaling 16 credits. In the spring semester, first-year students must enroll in required and elective

courses totaling at least 14, but not more than 16, credits. First-year students may not enroll in more than 16 credits in either semester nor may they enroll in non-law courses.

## **2) Upper-Level Students**

All second- and third-year students must enroll in at least 12 credits (excluding audits) and no more than 17 credits (including audits) towards the J.D. degree each semester. Students must average between 14 and 15 credits per semester to complete the J.D. degree in three years and are strongly advised not to enroll in more than 16 credits in any one semester (including courses audited in the Law School or courses taken for credit or audited in another school or department).

## **3) LL.M. Students**

All LL.M. students must enroll in at least 12 credits (excluding audits) and no more than 14 credits towards the LL.M. degree each semester. Students wishing to enroll in more than 14 credits must obtain the approval of the assistant dean for graduate studies.

## **D. COURSE WITHDRAWAL**

Once the add/drop period has ended, students are expected to complete the requirements for all courses in which they are enrolled. Course withdrawal petitions will be considered only for good cause, such as illness or other circumstances beyond the student's control. Being enrolled in too many credits, journal participation, not needing a course to graduate, not attending the first class session, faculty changes, changes in course expectations, extracurricular or job-related activities, etc., do not justify withdrawing from a course after the add/drop period has ended. Withdrawal petitions must be submitted to the assistant dean for academic services. Students granted course withdrawals will be assigned W (withdrawn) grades.

## **E. COURSES IN OTHER UNIVERSITY DEPARTMENTS**

Students may supplement their law school curriculum with courses from other schools and departments in the University.

Enrollment in non-law courses is subject to the following:

- a. To qualify for credit toward the J.D. degree, the course must be a graduate level non-language course numbered 6000 or higher directly relevant to the student's intellectual development in the study of law that is not graded on a pass/fail basis.
- b. Students who wish to enroll in a non-law course must submit a completed non-law course request form and a signed University Course Action Form to the Student Records Office. If seeking degree credit, the petition must include a copy of the course syllabus and a statement of its direct relevance to the student's intellectual development in the study of law.
- c. No more than one non-law course may be taken in a given semester.

d. With the approval of the assistant dean for academic services, students may apply up to six non-law credits toward the J.D. degree. Students who wish to receive more than six non-law degree credits must submit a petition to the assistant dean for academic services to be approved by the Curriculum Committee. This petition must describe not only the direct relevance of the additional non-law courses to the student's intellectual development in the study of law, but must make the case that the particular set of non-law courses selected forms part of a coherent educational plan. A maximum of 12 non-law degree credits may be applied toward the J.D. degree.

e. Enrollment restrictions and credit limits described in sections c and d above do not apply to dual-degree students. Dual-degree candidates should read the Graduate Record for specific program requirements.

f. With the approval of the assistant dean for graduate studies, LL.M. students may apply a total of three non-law credits toward the LL.M. degree.

g. Unlike Law School courses, many courses in other schools and departments require the permission of the instructor to enroll. While we will accept e-mails from non-law course instructors for initial enrollment, students must submit signed Course Action Forms to the Student Records Office by the end of the add/drop period to finalize their enrollment in non-law courses.

h. Non-law courses often begin and end on different dates than Law School courses. The examination periods typically overlap, however.

i. It is the student's responsibility to arrange courses so that full attendance is possible. No credit will be granted for any course, including a non-law course, which conflicts in time with another course in which the student is enrolled, no matter how minuscule the overlap. In addition, no credit will be granted for courses that are scheduled so close together that full attendance is unlikely. At least 15 minutes must be allowed between consecutively scheduled courses not on the same campus (North Grounds and Main Grounds are considered separate campuses for purposes of this rule). Note that other schools' enrollment schedules may differ from the Law School's, and the Student Records Office may not learn of a time conflict until after the add/drop period has ended. Nevertheless, a student will be dropped from one of the conflicting courses when a conflict is discovered. This rule applies to all non-law courses, whether taken by dual-degree or non-dual-degree students.

j. Nothing in this section is meant to discourage students from taking courses in other schools and departments of the University and not applying the resulting credit toward the J.D. degree. For example, fluency in a foreign language can be of obvious value in many types of legal practice and scholarship. Language courses, however, are not directly relevant to a student's intellectual development in the study of law and do not qualify for degree credit. Such courses do count toward the 17 credits per semester course load limit (see [section VI.C](#)).

k. Non-law course grades are not included in the calculation of Law School grade point averages or in the consideration of Law School honors.

## F. DIRECTED RESEARCH

Eligible students may receive credit for directed research projects supervised by eligible Law School faculty members. This opportunity differs from independent research credit in that it does not necessarily result in a formal research paper authored solely by the student. Work that might qualify for directed research credit could include research and writing that lead to an article co-authored by a professor and a student, sustained library research on discrete topics for an ongoing scholarly or pro bono project of a professor, or the interviewing of witnesses in connection with a professor's public interest work. For credit to be awarded, the student must complete at least 40 hours of work during the semester and the supervising faculty member must certify that the experience was sustained, productive and educationally valuable.

Preliminary enrollment for directed research is completed through LawReg. All directed research projects must be finalized by the submission of a Directed Research Application available in the Student Records Office. Students must write a summary of the research project to be undertaken and obtain the signature of an eligible supervising faculty member.

Directed research projects are subject to the following restrictions:

- a. First-year students are not eligible to enroll in directed research projects.
- b. Preliminary enrollment must be completed through LawReg. **Note:** Please confirm with the potential supervising faculty member that he or she is willing to supervise your project **BEFORE** enrolling in a Directed Research project.
- c. Final enrollment is accomplished when a completed Directed Research Application is submitted to the Student Records Office by the end of the add/drop period of the semester in which the project is undertaken.
- d. Only full-time resident law faculty members may supervise directed research projects (see section [I.G](#)). Emeriti and visiting faculty members may supervise with the permission of the vice dean.
- e. One credit will be awarded for each project. Students will be graded on a credit/no credit basis only.
- f. Students may earn a maximum of three credits of directed research over their law school careers. Directed research credits will be combined with independent research credits for purposes of applying the overall ceilings on independent research credit (see section [VI.H.M](#)); i.e., students may earn a maximum of eight credits, a maximum of four credits per academic year and a maximum of six credits under the supervision of any one faculty member.
- g. Students may not engage in a directed research project and be a paid research assistant for the same professor in a given semester.

h. Any work applied toward directed research credit may not be counted toward the pro bono hours registered with the Mortimer Caplin Public Service Center.

## **G. COURSE ENROLLMENT PROCEDURES**

Except for required first-year courses and other specified courses, all students enroll in courses using the Law School's lottery course enrollment system, LawReg and the University's Student Information System (SIS). These systems require a computer with Internet access and a Web browser. Students enroll in courses for the fall and spring semesters and the January Term in accordance with the Course Enrollment Schedule and instructions announced by the Student Records Office. Eligibility for course enrollment is governed by Law School academic policies and procedures and course restrictions listed in online course descriptions.

**1) Negative Service Indicators (Registration Block Holds)** Students who have not satisfied all student health, financial or other requirements of the University or Law School may have "negative service indicators," which display as holds, placed on their University records. These holds create registration blocks in SIS. While registration blocks will not preclude course enrollment in LawReg, they will block other University services, including course enrollment in (SIS). The Student Records Office cannot remove or override registration blocks in the SIS.

### **2) Course Enrollment Schedule**

The Course Enrollment Schedule is posted on the Law School's website each year. Typically, students enroll in fall, January Term, and spring courses alternating between LawReg (lottery) and SIS as described below.

#### **July-September**

- Third-year students, followed by second-year students, enroll in upper-level graduation requirement courses for the year in LawReg.
- Third-year students, followed by second-year students, enroll in fall semester courses in LawReg.
- LL.M., transfer, exchange and visiting students enroll in fall semester courses in LawReg.
- All students add and drop fall semester courses through the first week of fall classes in SIS.

#### **October-December**

- Third-year students, followed by second-year students, enroll in spring semester courses in LawReg.
- LL.M., exchange and visiting students enroll in spring semester courses in LawReg.
- First-year students enroll in spring semester elective courses in LawReg.
- All students add and drop January Term and spring semester courses in SIS.

#### **January**

- All students add and drop spring semester courses through the first week of spring classes in SIS.

## H. INDEPENDENT RESEARCH

Eligible students may receive credit for independent research projects resulting in substantial research papers supervised and graded by eligible Law School faculty members.

Independent research projects are subject to the following restrictions:

- First-year students are not eligible to enroll in independent research projects.
- Only full-time resident law faculty members may supervise independent research projects (see [section I.G](#)). Emeriti and visiting faculty members may supervise with the permission of the vice dean. Supervision by a member of the faculty of another school in the University is permitted with consultation by a member of the law faculty and with permission of the assistant dean for academic services.
- Preliminary enrollment in semester-long research projects must be completed through LawReg. All-yearlong research projects must be processed through the Student Records Office. **Note:** Confirm with the potential supervising faculty member that he or she is willing to supervise your project BEFORE enrolling in an Independent Research project.
- Final enrollment is accomplished when a completed Independent Research Application is submitted to the Student Records Office by the end of the add/drop period of the semester in which the project is undertaken.
- Students may earn one, two or three credits for each project based upon the substantiality of the paper produced. The number of credits to be earned is specified at the time of application. The supervising faculty member may reduce the number of credits to be awarded based upon the insubstantiality of the paper submitted.
- Credit for a single independent research project of two or three credits may be spread over two consecutive semesters for students whose actual work on the project extends over this period.
- The supervising faculty member, in consultation with the assistant dean for academic services, may approve changes to the project. However, no changes can be made after Nov. 1 for projects initiated in the fall or April 1 for projects initiated in the spring.
- Unless the supervising faculty member establishes an earlier deadline, the research paper must be submitted no later than 5 p.m. on the last day of the exam period in the semester in which credit is to be awarded. Exceptions to this deadline may be granted only by the assistant dean for academic services or the assistant dean for student affairs.

Credits	Paper Length
<b>1</b>	<b>25 Pages</b>
<b>2</b>	<b>40 Pages</b>
<b>3</b>	<b>60 Pages</b>

i. Guidelines for paper length by number of credits are provided at right. Typed, letter-sized (8 1/2" x 11"), double-spaced pages, footnotes included, are assumed. These are intended only as guidelines; final determination of requirements is left to the supervising faculty member.

j. Two copies of the final research paper must be prepared. One copy is submitted directly to the supervising faculty member for review and final grading and a printed copy is submitted to the Student Records Office to be forwarded to the Law Library, where it is filed under the name of the supervising faculty member for a period of five years.

k. No independent research credit may be earned in an academic year during which the student is preparing a third-year thesis (see [section III.D](#)).

l. Any paper submitted for academic credit as independent research and also to satisfy membership or publication requirements of a journal must be completed and submitted to the supervising faculty member before the editorial process begins. Papers submitted after editorial work has begun will not be accepted for academic credit. This does not mean a student cannot discuss the project with anyone; quite the contrary. It is desirable to discuss the research and findings with others, including the journal editor who might know about the topic. The writing, however, should be entirely and exclusively the student's own work.

m. Independent research credits will be combined with directed research credits for purposes of applying the overall ceilings on independent research credit (see [section VI.E.F](#)); i.e., students may earn a maximum of eight credits; a maximum of four credits per academic year; and a maximum of six credits under the supervision of any one faculty member. The hour limits described above are prescribed by the faculty and will not be waived except in very unusual circumstances, and then only upon request of the supervising professor to the assistant dean for academic services. The supervising faculty member determines the amount of credit assigned to a given project.

## I. JANUARY TERM COURSES

The January Term is a distinct short course term separate from the fall and spring semesters. As such, January Term courses are not included in calculating course loads for the fall or spring semesters, but the credits are included in calculating the 86 credits required for graduation. January Term courses are offered each year during the weeks immediately preceding the start of spring semester courses. Typically, they meet for 150 minutes (2 1/2 hours) per day for five consecutive days. Students earn one credit in each course. Courses are offered in both the morning (9:30-noon) and the afternoon (1:30-4), but students may enroll in only one January Term course each year.

**Exception:** While considered January Term courses, the rules for the Trial Advocacy College and study-abroad January term courses differ. Exams and papers for January Term courses are due no later than two weeks after the course ends; final grades are due no later than four weeks after assignments are due (six weeks after the course ends). Students are expected to attend 100 percent of class sessions. The instructor may reduce a student's grade for any absence and a student who misses more than one class session risks receiving a WF grade. Special add/drop rules apply to January Term courses as follows:

- a. After the add/drop period ends in December, students may enroll in, but not drop from, January Term courses that have not yet begun and are not fully enrolled.
- b. For January Term courses that are not fully enrolled when the first class session begins, students may add (with instructor approval) and drop until the second class session begins.
- c. Students may not drop from January Term courses that are fully enrolled when the first class session begins.

## J. JAG School Courses

Each year the Judge Advocate General's Legal Center and School invites law students to enroll in a few of their courses. While the JAG School is not a department at the University, their courses are treated as courses in other University departments ([section VI.E.](#)) as follows:

- Students who wish to enroll in a JAG School course must submit a completed JAG School course request form.
- Students may enroll in a maximum of three one-credit JAG short courses in a given semester, or in a single semester-long course.
- JAG School course forms will be processed on a first-come, first-served basis.
- With the approval of the assistant dean for academic services, students may apply up to six JAG School credits toward the J.D. degree. Students who wish to receive more than six JAG School degree credits must submit a petition to the assistant dean for academic services to be approved by the Curriculum Committee. This petition must describe the direct relevance of the additional JAG School courses to the student's intellectual development in the study of law. A maximum of 12 JAG School course credits may be applied toward the J.D. degree.
- With the approval of the assistant dean for graduate studies, LL.M. students may apply a total of three non-law/JAG School credits toward the LL.M. degree.
- JAG School courses often begin and end on different dates than Law School courses.
- It is the student's responsibility to arrange courses so that full attendance is possible. Students may not enroll in a JAG School course that has a time conflict with another course in which the student is enrolled, no matter how minuscule the overlap. At least 10 minutes must be allowed between consecutively scheduled courses at the Law School and the JAG School.
- Some JAG School courses are "short courses." Students may add and drop JAG short courses in accordance with Law School short course policy ([section VI.N.](#)).
- JAG School course grades are not included in the calculation of Law School grade point averages or in the consideration of Law School honors.

## **K. MUTUALLY EXCLUSIVE COURSES**

Mutually exclusive courses are courses that cover material so duplicative of each other that only one of the courses may be completed for credit. Students may not enroll in mutually exclusive courses including multiple sections of the same course (e.g., two sections of Evidence). Mutually exclusive courses are listed in the online course descriptions on the Law School's website.

## **L. PREREQUISITE COURSES**

Many courses have prerequisites (or, in a few cases, concurrent requisites). Prerequisites are listed in the online course descriptions on the Law School's website. Students must meet all prerequisite requirements for courses they wish to enroll in or have an approved prerequisite waiver on file in the Student Records Office in order to be enrolled. Only course instructors may waive course prerequisites. To obtain a waiver, students must arrange for the instructor to e-mail a prerequisite waiver directly to the Student Records Office.

## **M. REPEATING COURSES**

Students may not repeat courses in which passing grades were earned. Students may re-enroll in courses in which they earned failing grades. Each enrollment will appear, with associated grades, on the student's transcript. All grades received are included in GPA calculations. A student who earns a failing grade in a required course may elect to re-enroll in the course with any instructor she or he chooses unless the faculty member assigning the failing grade requires otherwise.

## **N. SHORT COURSES**

Short courses are designated "(SC)" at the end of the course title. Short courses are specialized courses typically offered by visiting experts in a given area of the law. While most are scheduled for a two-week period, some may be longer. Exams and papers for short courses are due no later than two weeks after the course ends; final grades are due no later than four weeks after assignments are due (six weeks after the course ends). Students are expected to attend 100 percent of class sessions. The instructor may reduce a grade for any absence and a student who attends fewer than 80 percent of class sessions risks receiving a WF grade. Special add/drop rules apply to short courses as follows:

- a. After the add/drop period ends, students may enroll in, but not drop from, short courses that have not yet begun and are not fully enrolled.
- b. For short courses that are not fully enrolled when the first class session begins (including those that begin during the add/drop period), students may add (with instructor approval) and drop until the second class session begins.
- c. Students may not drop from short courses that are fully enrolled when the first class session begins (including those that begin during the add/drop period).

## O. TIME CONFLICTS

Students may not enroll in courses with overlapping class meeting times no matter how minuscule the overlap. In addition, no credit will be granted for courses scheduled so close together that full attendance is unlikely. At least 15 minutes must be allowed between consecutively scheduled courses not on the same campus (North Grounds and Main Grounds are considered separate campuses for purposes of this rule). Please note that other schools' enrollment schedules may differ from the Law School's, and the Student Records Office may not learn of a time conflict until after the add/drop period has ended. Nevertheless, students will be dropped from one of the conflicting courses when a conflict is discovered.

## P. YEARLONG COURSES

Yearlong courses are designated "(YR)" at the end of the course title. Students receive a YR (yearlong) grade and no credits at the end of the first semester. Final grades and all credits earned are assigned at the end of the second semester only. **Note:** Withdrawing from a yearlong course, particularly during the second semester, may affect students' residency status for one or even two semesters.