

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.

V. YEARLONG COURSES

Yearlong courses are designated "(YR)" at the end of the course title. Grades and credits for yearlong courses are not awarded until the end of the second semester. Students receive "YR" grades at the end of the first semester if they are making satisfactory progress.

III. SPECIAL PROGRAMS

A. INTERNATIONAL EXCHANGE PROGRAMS

The Law School offers second- and third-year students the opportunity to participate in five international exchange programs: the University of Auckland in New Zealand (www.law.auckland.ac.nz), Bucerius Law School in Germany (www.law-school.de), the University of Melbourne in Australia (www.law.unimelb.edu.au), the University of Nottingham in England (www.nottingham.ac.uk/law) and Tel Aviv University Law School in Israel (www.tau.ac.il/law). Students who participate in these exchange programs will be abroad either in the fall semester of their third year (Auckland, Bucerius, Melbourne and Nottingham) or in the spring semester of their second year (Tel Aviv). Students who attend Bucerius earn 13 transfer credits and one residency semester. Students who attend Auckland, Melbourne, Nottingham or Tel Aviv 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 Stephan for further information.

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

B. INTERNATIONAL COMBINED-DEGREE PROGRAM

Third-year students may complete a combined-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

degree, entitling them to sit for the French bar exam; and a J.D. degree from Virginia. Interested students should contact Professor Paul Stephan for further information.

NOTE: D, F, NC and U grades (or their equivalents) awarded at international combined degree institutions earn exclusion points in the same manner as grades earned at Virginia (see section II.K.2).

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

C. 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 Curriculum 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. 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 Curriculum 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 term in which they are engaged in student-initiated study abroad. The Law School will customarily provide some financial assistance to the student to cover 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.

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 en-

trance 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 November 1. Applications for projects to be undertaken in the fall must be submitted by April 1. Planning for a student-initiated study abroad term 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 VI.C).
 - 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.
- 2) EVALUATION AND APPROVAL** As soon after November 1 and April 1 as is practical, the assis-

tant dean for academic services will transmit all student-initiated study abroad applications to the Curriculum Committee for review, with a copy to the Foreign Relations Committee. The Curriculum 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 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 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 III.E).
- b. Steady progress must be made on the research paper during the student-initiated study abroad term. 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 Curriculum 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 Curriculum 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 term 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 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. 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 to him or her 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 and a research plan designed 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 his or her 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 November 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 term 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 VI.C).
- d. A law school transcript and a current resume.

2) EVALUATION AND APPROVAL As soon after November 1 and April 1 as is practical, 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 term 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 term. 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.

E. 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 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 III.C).
- 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 for-

eign 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.

F. COMBINED-DEGREE PROGRAMS

The Law School and other schools and departments of the University have developed several combined-degree programs enabling students to obtain a J.D. degree and master-level degree concurrently. Please refer to the Graduate Record for further information about admission, course, degree and residency requirements. Students enrolled in combined-degree programs must file required documents with the Student Records Office.

G. EXTERNAL COMBINED-DEGREE PROGRAMS

The Law School does not maintain formal combined-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 combined 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 combined-degree programs must file required documents with the Student Records Office.

IV. EXAMINATIONS

Detailed examination information is published each semester. It is the student's responsibility to review and comply 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, published at the beginning of each semester, lists the fixed and flex exam time slots.

- 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) There are no Sunday exams.

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) Students may not review other students' 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 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 unless specifically instructed otherwise.
- 7) Students may not "set up" in classrooms for an afternoon exam before 12:30 p.m.

C. COMPUTER POLICIES

Specific procedures for taking exams on computer will be distributed before the exam period each semester. It is the student's responsibility to review and comply with these procedures.

- 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-