

Regent University

School of Law

POLICIES AND PROCEDURES MANUAL

**Revised
August 2010**

TABLE OF CONTENTS

	Page
I. Introduction	1
II. Mission	2
III. Academic Calendar	3
IV. Law School Governance	4
A. Administration	4
B. Faculty	6
C. Law Library Faculty	12
D. Faculty Committees	13
V. Admissions Policies	14
A. Transfer and Visiting Students	14
B. Non-Degree Student Status	14
C. Readmission After Withdrawal/Failure to Enroll	15
D. Leave of Absence	16
D. Financial Assistance	16
VI. Program Enrollment Policy, Degree Requirements, and Academic Advising	18
A. Full-time and Part-time Student Status/Course Load	18
B. Academic Advising	19
C. Units, Grades, and Time Limits	19
D. Course Requirements	20
E. Elective Courses	22
F. Concentrations	23
G. Degree Program Checklist and Approved Degree Program	23
H. Joint-Degrees Programs	23
I. Independent Study	27
VII. Course Enrollment Policies	29
A. Law Students in Non-Law Courses	29
B. Non-Law Students in Law Courses	29
C. Auditing Courses	29
D. Legal Externships	29
E. Regent Students Visiting at Another Law School	32
F. Registration Procedures	32
G. Distance Education	33
VIII. Evaluation, Grading, and Reporting Policies	34
A. Faculty Evaluation of Student Performance	34
B. Students with Disabilities	34
C. Rescheduling Examinations	34
D. Grading Scale	35
E. Grading Policy: Anonymity/Student Names	35

F.	Grade Communication Policy	35
G.	Student Petitions to Review Course Grades	36
H.	Repeating Courses	36
I.	Academic Probation and Dismissal	38
J.	Letters of Good Standing	40
K.	Student Evaluation of Faculty Teaching/Courses	40
IX.	Class Attendance, Work, Interscholastic Competitions, First-Year Intramural Competitions and Student Leadership	41
A.	Attendance	41
B.	Student Employment Policy	41
C.	Interscholastic Competition Policy	41
D.	First-Year Intramural Competitions	41
E.	Student Leadership	42
X.	Facilities, Communications and Dress Code	43
A.	Student Hanging Files (Mailboxes)	43
B.	E-mail and On-Line Services	43
C.	Food and Drink in Buildings	45
D.	Student Lockers	46
E.	Computer Access	46
F.	Dress Code	46
XI.	Graduation Requirements and Commencement	47
A.	Juris Doctor Degree	47
B.	Joint Degrees	47
C.	Commencement	47
D.	Character and Fitness to Practice Law	47
E.	Registration of the Study of Law and Application for Bar Examinations	48
F.	Virginia Third Year Student Practice	48
XII.	Career Services	50
XIII.	Appendices	51

I. INTRODUCTION

The School of Law is an independent academic unit of Regent University and has its own policies and procedures that affect students and faculty. The purpose of this manual is to inform those associated with the law school of the policies, practices, and procedures concerning the governance and operation of the law school. This manual is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the university's discretion.

The primary audience for this manual is law students. Relevant policies and procedures concerning admissions, curriculum, degree requirements, and academic evaluations are compiled in this manual. After reviewing this manual, the School of Law Honor Code, the Regent University Graduate Catalog, and the Regent University Student Handbook, a student should be familiar with the general policies and practices followed in the law school.

As new and additional policies are adopted, they will be posted and will be incorporated in future editions of this manual.

II. MISSION

The mission of the School of Law of Regent University is within the general mission of Regent University to bring glory to God and to His Son, Jesus Christ, through the Holy Spirit.

The more specific mission of the School of Law is to bring to bear upon legal education and the legal profession the will of almighty God, our Creator. In particular, this mission includes

1. The education and training of students to become excellent lawyers within the standards of the legal profession;
2. The grounding of students in the Biblical foundations of law, legal institutions, and processes of conflict resolution; in the recognition of questions of righteousness in the operation of law; and in the pursuit of true justice through professional legal service;
3. The nurture and encouragement of students toward becoming mature Christians exercising the gifts of the Holy Spirit and showing the fruit of the Holy Spirit in their personal and professional lives; and
4. The nurture and encouragement of other law students, practicing lawyers, judges, legislators, government officials, educators, and others to recognize and seek the Biblical foundations of law, to recognize questions of righteousness in the operation of law, and to pursue true justice.

**III. REGENT UNIVERSITY SCHOOL OF LAW
2010-2012 Academic Calendar**

FALL SEMESTER	2010	2011
New Student Orientation	August 16-21	August 15-20
Final Payment	August 23	August 22
1st Day of Law Classes	August 23	August 22
Add/Drop Period	100% - August 23-Sept. 3 50% - Sept. 6-17	100% - August 22-Sept. 2 50% - Sept. 5-16
Labor Day	September 6	September 5
Fall Break	October 18-24	October 17-23
Thanksgiving Break	November 25-28	November 24-27
Last Day of Classes	December 1 11/30 - Thurs. classes. Makeup for 11/25 12/1 - Fri. classes. Makeup for 11/26	November 30 11/29 - Thurs. classes. Makeup for 11/24 11/30 - Fri. classes. Makeup for 11/25
Reading/Exam Period	December 2-18	December 1-17
Graduation Date (Term End Date)	December 19	December 18
<hr/>		
SPRING SEMESTER	2011	2012
Final Payment	January 3	January 4
1st Day of Law Classes	January 3	January 4 (Wednesday)
Add/Drop	100% - January 3-14 50% - January 17-28	100% - January 4-17 50% - January 18-31
Martin Luther King, Jr. Holiday	January 17	January 16
Student/Faculty Retreat (classes canceled)	January 26 (tentative) (classes canceled)	January 25 (tentative)
Spring Break	February 28 - March 6	February 27 - March 4
Easter Break (Good Friday)		April 6
Last Day of Classes	April 12 4/12 - Wed. classes. Makeup for 1/26	April 13 4/11 - Fri. classes. Makeup for 4/6
Reading/Exam Period	April 13-30	April 14-May 1
Easter Break (Good Friday)	April 22	
Graduation Date (Term End Date)	May 1	May 1
Commissioning	May 6	May 4
Commencement	May 7	May 5
<hr/>		
SUMMER SESSION	2011	2012
Final Payment	May 9	May 7
1st Day of Law Classes	May 9	May 7
Add/Drop	100% - May 9-20 50% - May 23-June 3	100% - May 7-18 50% - May 21-June 1
Memorial Day	May 30	May 28
Last Day of Classes	June 22	June 20
Reading/Exam Period	June 23 - July 1	June 21-30
Independence Day Holiday	July 4	July 4
Graduation Date (Term End Date)	August 21	August 19

IV. LAW SCHOOL GOVERNANCE

A. Administration

The Law School is governed by the Dean and the law school faculty. Major policy decisions are made by the faculty after the appropriate faculty committee studies a matter and makes a recommendation. Any student concerns about law school policies and procedures may be presented to the Dean, one of the Associate Deans, or a faculty member.

The law school administration currently includes the Dean; three Associate Deans; and a professional staff consisting of a Director of Admissions, Director of Marketing and Communications, Director of Career and Alumni Services, Assistant Director of Career and Alumni Services, Career and Alumni Services Coordinator, Enrollment Manager and Assistant to the Admissions Director, Admissions and Financial Aid Counselor, Registration and Records Manager, and Registration and Records Assistant, plus administrative and faculty secretaries.

1. Dean and Associate Dean for Administration

Jeffrey A. Brauch, Dean, is a 1988 honors graduate from the University of Chicago Law School and a graduate from the University of Wisconsin-Madison with a B.A. in economics. After graduation, he clerked with Justice William G. Callow of the Wisconsin Supreme Court. For five years, Dean Brauch was a commercial litigator with the law firm of Quarles & Brady in Wisconsin, a firm of 329 lawyers with offices in Milwaukee and Madison, Wisconsin; Phoenix, Arizona; Boca Raton, Naples and West Palm Beach, Florida; and Chicago, Illinois. Dean Brauch is admitted to practice in Wisconsin and before the United States Supreme Court, the United States Court of Appeals for the Seventh Circuit and the United States District Courts for the Eastern and Western Districts of Wisconsin. Dean Brauch serves as director and instructor in the law school's summer program on International Law and Human Rights located in Strasbourg, France. Along with a number of law review articles, Dean Brauch published the book, *Is Higher Law Common Law?, Readings on the Influence of Christian Thought in Anglo-American Law*. He teaches Christian Foundations of Law, International Human Rights, Criminal Law, and Crime and Punishment.

Mary Bunch is Assistant to the Dean.

James E. Murphy, Associate Dean for Administration, graduated from the University of Oklahoma College of Law in 1977. During law school Mr. Murphy was an editor of the American Indian Law Review. Associate Dean Murphy also serves as Vice President for Administration/Senior Counsel with the American Center for Law and Justice. Additionally, he has worked for many years as an attorney with Catholics United for Life. Previously, Mr. Murphy was in the private practice of law in Iowa and Kentucky for 12 years and, for 6 of those years, served as an elected county attorney in Kossuth County, Iowa. From 1977-1980 Mr. Murphy served as a captain with the U.S. Army Staff Judge Advocate General's Corps. He is admitted to the bars of Virginia, Kentucky, and Iowa.

Sue Stewart is the Administrative Assistant for Associate Dean Murphy.

2. Professional Staff

Bonnie Creef, Director of Admissions and Financial Aid. Mrs. Creef originally joined the Regent community in 1983 as the Executive Assistant to the President. She has the overall responsibility for admissions and institutional aid for both full- and part-time students in the J.D. program. Additionally, Mrs. Creef directs the internal and external recruitment efforts for the School of Law. Her husband is a graduate of the School of Divinity and serves as an Adjunct Professor for Regent Undergrad and a full-time teacher for Oak Tree Christian Academy.

Marie Markham, Assistant Director of Enrollment Management. Ms. Markham is responsible for the administration of the law school's enrollment processes, as well as other administrative duties. A former employee of the Christian Broadcasting Network, she has been employed at the School of Law since December of 2001. A native of Tidewater, Ms. Markham holds associate degrees in Accounting and Business Management and also studied at Harvest Bible Institute.

Tom Foley, Assistant Director of Admissions & Financial Aid. Mr. Foley is responsible for the administration of the law school's scholarship and grant programs, as well as various aspects of admissions and recruitment. Mr. Foley is an alumnus of Evangel University and Regent University, and has a varied background in higher education. His wife is a manager in the Regent University Business Office.

Debbie Holland, Senior Admissions Processor Specialist. Mrs. Holland processes law school inquires and applications, assembling law school files so that admissions decisions may be rendered. She has worked with the Christian Broadcasting Network and joined the Office of Law Admissions in May of 2004. Mrs. Holland has an Associates Degree in Biblical Education from Beulah Heights Bible College in Atlanta, GA. She is the wife of a Church of God Minister, Russell Holland.

Darius Davenport, Director of Career & Alumni Services. Mr. Davenport is a native of Virginia Beach, Virginia, and an alumnus of Norfolk State University and the University of Wisconsin Law School. He is a member of the Wisconsin Bar and has spent the past four years as an active-duty member of the US Army Judge Advocate Generals Corps. He most recently served as an Administrative & Military Law Attorney for the Office of the Staff Judge Advocate, Headquarters, US Army Training and Doctrine Command. While serving on active duty, Darius was appointed to perform special duties as a Field Screening Officer for the Army JAG Corps. In that role, he traveled to law schools across the country, including Regent Law School, to recruit the next generation of Army lawyers. Darius also served as the Assistant Post Judge Advocate for Fort Monroe, with additional duties as Special Assistant U.S. Attorney for the Eastern District of Virginia, Chief, Legal Assistance, Trial Counsel and Claims Attorney. He has also served as a Legal Assistance Attorney for the Office of the Staff Judge Advocate 18th Airborne Corps at Fort Bragg, North Carolina. Additionally, Darius has participated as a volunteer for the Union Mission Christmas Basket program and as a judge for the William and Mary Legal Skills Appellate Argument Program. He is an active member of Shiloh Baptist Church in Norfolk, Virginia.

Kathy Stull, Assistant Director of Professional Development. Ms. Stull formerly served in the admissions and recruiting office for the Regent University School of Education. She obtained her B.A. in Public Relations from the Pennsylvania State University, and is currently pursuing her M.A. in Education. Before coming to Regent, she served as a community director for the March of Dimes. Her degree and background in non-profit administration bring valuable marketing experience, and she possesses a commitment to improving the communication between the Office of Career & Alumni Services, and students and alumni. Ms. Stull also coordinates many of the alumni events, providing opportunities for alumni to keep in touch with each other and their alma mater. Ms. Stull advises first and second year students as well as any student interested in pursuing a public interest career.

Lisa Marie Massato, Director of Communications. Ms. Massato heads up the Communications Department for the Law School. She oversees the department functions, which include advertising, marketing, web site development, and event planning. She holds a BA in Public Relations/Journalism from Bob Jones University and is currently pursuing an MFA in Script and Screenwriting at Regent University School of Communication.

Phyllis Richardson, Registration and Records Manager, brings over 25 years of experience in office administration and customer service to the law school.

B. Faculty

The faculty at Regent University School of Law have both the academic credentials and practical experience to teach students to be excellent lawyers.

Robert Weston Ash, Assistant Professor of Law, a member of the Virginia bar, is Associate Counsel with The American Center for Law and Justice (ACLJ), a nation-wide public interest law firm. He received a B.S. from the United States Military Academy at West Point, an M.I.P.P. from The Johns Hopkins University School of Advanced International Studies, and a J.D. from the Regent University School of Law. Professor Ash also studied at the University of Zurich as an Olmsted Scholar and served one year as a Foreign Affairs and Congressional Fellow in the office of Senator John McCain of Arizona. While a law student, Professor Ash was Editor-in-Chief of the Regent University Law Review and an active member in the James Kent chapter of the American Inns of Court. Professor Ash currently teaches courses in International Law, National Security Law, and Business Associations. Professor Ash has also taught First Amendment Law, Legal Research and Writing, and the ACLJ externship.

James M. Boland, Assistant Professor and Director of the Legal Research and Writing Program, earned a B.A. in Political Science from Wheaton College in 1969, a Masters of Theological Studies from Gordon-Conwell Theological Seminary in 1975, and a J.D. from Regent University School of Law in 1994. He practiced law for 5 years, is a member of the Virginia Bar, and was an adjunct professor of Legal Research and Writing at Regent from 1996-1999.

Jeffrey A. Brauch, Dean and Professor, received his J.D. from the University of Chicago Law School in 1988 and his B.A. from the University of Wisconsin-Madison in 1985. Before coming to Regent University School of Law in 1994 as an Assistant Professor, Dean Brauch was

a commercial litigator with the law firm of Quarles & Brady in Wisconsin from 1989-1994 and served as a clerk for Justice William G. Callow of the Wisconsin Supreme Court from 1988-1989. In addition to serving as dean and teaching, Dean Brauch is also the director and an instructor for the law school's summer abroad program on International Law and Human Rights located in Strasbourg, France. He teaches Christian Foundations of Law, International Human Rights, Criminal Law, and Crime and Punishment.

Eleanor W. Brown, Associate Professor, received her B.A. from the University of Virginia in 1981, her J.D. from the T.C. Williams School of Law University of Richmond in 1985, and her LL.M. from the Marshall-Wythe School of Law College of William and Mary in 1989. She taught as a visiting professor at Regent University School of Law from 2002-2003 before joining the faculty in 2003. Her practice experience before coming to Regent includes affiliations with various laws firms including Patten, Wornom, Hatten & Diamonstein; Johnston, Taylor, Allison & Hord; Jones Blechman, Woltz & Kelly; Wilcox & Savage; Eason, Lawson & Westphal; and Baity & Joseph. She currently teaches Individual Federal Income Tax, Estate and Gift Tax, Corporate Tax, and Estate Planning.

Bruce N. Cameron, Reed Larson Professor of Labor Law, received his B.A. with honors from Andrews University in 1973, and his J.D. Emory University School of Law in 1976. Before coming to Regent in the fall of 2007, Mr. Cameron served for over 30 years as Staff Attorney & Director of the Freedom of Conscience Project at the National Right to Work Legal Defense Foundation. He began his legal career in the Honors Program at the United States Department of Justice in 1975.

Douglas H. Cook, Associate Dean for Academic Affairs and Professor, a member of the Arizona, District of Columbia, and Virginia state bars, practiced law in Arizona before joining the law faculty in 1987. He received a B.A. from Miami University and a J.D. degree from The Ohio State University. He is the author of a casebook on non-profit, tax-exempt organizations, and of numerous law review articles. Professor Cook teaches courses in Torts, Insurance, Health Care Law, Professional Responsibility, Non-profit Organizations and Remedies. He also serves as Associate Dean for Academic Affairs.

Alice M. Curtis, Associate Professor, joined the Regent Law School faculty in 1998. She received a B.A. from Howard University in 1974, a J.D. from Georgetown University in 1980, and an M.A. from Antioch School of Law in 1983. Prior to joining the faculty at Regent, Associate Professor Curtis served as Assistant Dean for Administration at the Antioch School of Law, Director of Public Ministries for the Christian Legal Society, Associate Professor at Evangel College, in Springfield, Missouri; and as a sole practitioner in the Law Office of A. Curtis, where she gained considerable experience in alternative dispute resolution. Associate Professor Curtis teaches Mediations and provides leadership for the Law School's family mediation clinic.

Eric A. DeGross, Professor, earned his B.A. (with distinction) from the University of Kansas, his Master of Public Administration from the University of Southern California, and his J.D. from Regent University. After graduating first in his law school class, Associate Professor DeGross practiced environmental law for five years with Hunton & Williams, Richmond, Virginia. He teaches Environmental Law, School Law, and Property. He is a member of the

Virginia and District of Columbia bars and became a faculty member at Regent Law School in 1994.

James J. Duane, Professor, received his B.A. from Harvard College and his J.D. from the Harvard Law School. A member of the New York bar, he served as a litigation attorney with the law firm of Connors and Vilardo from 1987 to 1991. Prior to that, he was a law clerk for the United States Court of Appeals for the Second Circuit. Professor Duane teaches courses in the areas of Civil Procedure, Evidence and Trial Practice and has been a faculty member at the Regent University Law School since 1991.

Eugene C. Elser, Professor, received a B.A. from Robert Wesleyan College, and an M.A. and Ph.D. from The Ohio State University. He received his J.D. in 1979 from the University of Tennessee. A member of the Missouri bar, he has extensive legal and teaching experience and has served as General Counsel for Regent University. Professor Elser teaches Contracts, UCC, and Negotiations.

Thomas C. Folsom, Associate Professor, earned his B.S. from the U.S. Air Force Academy and his J.D. from Georgetown University Law Center. Before joining the faculty in 2002 as an Associate Professor, he served as a Visiting Professor at the University of Denver College of Law, an Adjunct Professor at the University of Colorado School of Law and an Associate Professor at the University of North Dakota School of Law. He clerked for the U.S. District Court in Denver, Colorado and the U.S. Court of Claims in Washington, D.C. His practice experience includes serving as an Associate with Holme Roberts & Owen in Denver, CO, a Partner with Davis, Graham & Stubbs in Intellectual Property from 1990-1999 and a Partner/Of Counsel at Faegre & Benson in Boulder and Denver, CO from 1999-2002. He teaches UCC, Business Associations, and other corporate/commercial courses

L.O. Natt Gantt, II, Associate Dean for Student Affairs and Associate Professor, received his M.Div, *summa cum laude*, from the Gordon-Conwell Theological Seminary in 2000, his J.D., *cum laude*, from Harvard Law School in 1994, and his A.B., *summa cum laude*, from Duke University in 1991. Professor Gantt came to Regent University in 2000 as an Instructor in the Academic Assistance Program. Before coming to Regent, Professor Gantt was a proxy analyst for Fidelity Investments in Boston, Massachusetts from 1999-2000 and an associate in Energy and Government Affairs Practice Groups, Wiley, Rein & Fielding, in Washington, D.C. from 1995-1997. Professor Gantt has also been a clerk with the United States Court of Appeals for the Fourth Circuit for the Honorable Donald S. Russell from 1994-1995, as well as with the law firm of Ardoff & Morse, P.C., of Danvers, Massachusetts in 1998.

Louis W. Hensler, III, Associate Professor, is a 1985 graduate of Bob Jones University, where he received a B.A. in pre-law *summa cum laude*, and a 1988 graduate of the University of Chicago School of Law. He joined the faculty in 1998 after serving as a law clerk for the Honorable J.L. Edmondson of the United States Court of Appeals for the Eleventh Circuit Court and a litigation associate with the law firm of Jones, Day, Reavis & Pogue. Professor Hensler teaches Torts and Evidence.

Michael V. Hernandez, Professor, is a 1987 graduate of the University of Virginia School of Law where he also received his undergraduate degree. From 1987 to 1989 he was an associate in the litigation section of the law firm of McGuire, Woods, Battle and Boothe. Before coming to Regent University Mr. Hernandez specialized in environmental litigation with the law firm of McSweeney, Burch and Crump, P.C. Professor Hernandez teaches in the areas of Property, and Remedies. He joined the faculty at Regent Law School in 1992.

Bradley P. Jacob, Associate Professor, received his J.D. in 1983 from the University of Chicago Law School and his B.A., *summa cum laude*, in 1980 from the University of Delaware. Before joining the faculty of Regent University School of Law in 2001 as an Associate Professor, he served as the Executive Director of Prison Fellowship's Justice Policy Institute in 2000-2001. From 1998-2000 he served as the Provost and Dean of Patrick Henry College, and from 1993 to 1998 he was an Assistant Professor at Geneva College and Associate Dean of the planned Geneva College School of Law. Associate Professor Jacob served on the national staff of the Christian Legal Society from 1988 to 1993: as a staff attorney in the Center for Law & Religious Freedom in 1988-89, as Director of Membership Ministries and General Counsel from 1989 to 1991, and as Executive Director and CEO from 1991-1993. Associate Professor Jacob was an associate from 1983-1988 at Piper and Marbury in Baltimore, Maryland. He served during law school as a summer associate for the firms of Lord, Bissell & Brook in Chicago, Illinois, and Fawell, James & Brooks in Naperville, Illinois. He teaches Christian Foundations of Law, and Constitutional Law.

Janis L. Kirkland, Legal Research and Writing Instructor, received her J.D., *magna cum laude*, in 1987 from the T.C. Williams School of Law, University of Richmond, and received her B.S. from the College of William and Mary in 1976. She came to Regent University School of Law in 1997 as an adjunct professor teaching Legal Research and Writing. Ms. Kirkland was an associate at the law firm of Hunton & Williams in Norfolk, Virginia from 1987-1996 and served as a Chemist for the Hampton Roads Sanitation District from 1979-1984.

Lynne Marie Kohm, John Brown McCarty Professor of Family Law, joined the Regent law faculty as an Assistant Professor in 1995. She is a graduate of Syracuse University Law School and holds a bachelors degree from the State University of New York at Albany. She also holds a Master of Theology degree from the Institute of Biblical Studies. She is licensed to practice law in New York, Florida, Massachusetts, the District of Columbia, and Virginia. She is a member of the Virginia Board of Real Estate Appraisers, serves as Academic Liaison on the Virginia State Bar Family Law Section of the Board of Governors, and is certified as a guardian ad litem in the Virginia Juvenile and Domestic Relations court. Professor Kohm teaches Family Law, Gender and the Law, and Wills, Trusts and Estates.

Benjamin V. Madison III, Associate Professor, received a B.A. from Randolph-Macon College in 1981. He received his M.A. in 1982 and his J.D. in 1985 from the College of William and Mary. He served as an adjunct faculty at Regent University School of Law from 2001-2003 until joining the faculty in 2003. His practice experience includes a long-term relationship with the law firm of Hunton & Williams beginning in 1986 until present. He also served as a law clerk for the Honorable Walter E. Hoffman from 1985-1986. He teaches Appellate Advocacy and Civil Procedure.

Kathleen A. McKee, Associate Professor, formerly a part-time Professor at Regent, joined the faculty full-time in 1999. Professor McKee directs the litigation clinic, supervises externs working at the Tidewater Legal Aid Clinic and teaches Administrative Law. Associate Professor McKee holds a Juris Doctorate from Catholic University and a Master of Laws in Labor Law from Georgetown University. She has been a member of the Virginia State Bar since 1977, the District of Columbia Bar since 1979, and the North Carolina Bar since 1991. She is admitted to practice in the federal district courts and courts of appeals in the District of Columbia and Fourth Circuits. Professor McKee majored in English and French and completed a minor in secondary education for her undergraduate studies. She has served on the boards of domestic violence shelters, dispute resolution centers, and community health clinics. She has represented clients in state and federal courts and administrative forums for 18 years. Throughout her legal career, she has provided pro bono legal assistance to Native American tribes and organizations on selected issues. A Supreme Court of Virginia certified general and family mediator, Professor McKee has conducted mediation training on screening for domestic violence and serves as a volunteer mediator for the Dispute Settlement Center in Norfolk.

C. Scott Pryor, Professor, who joined the Law School faculty in 1998, received his B.A. in Philosophy from Dordt College in 1976, the J.D. (with honors) from the University of Wisconsin Law School in 1980 and an M.A. from Reformed Theological Seminary in 1997. Professor Pryor has extensive experience in the practice of bankruptcy law, having served as an associate with the law firm of Doyle & Mohoney, a shareholder with the firm of Howard & Solochek, and of counsel to the firm of Zimmerman, Shuffield. Professor Pryor teaches Contracts, Bankruptcy, and UCC.

Chris Rehn, Assistant Professor, received his B.A. from Franklin and Marshall College in 1982, his M.B.A. from Eastern College in 1987, and his J.D. from Cornell Law School in 1996. He was the 1997 Jacob Gould Schurmann Fellow to Heidelberg University in Germany. Thereafter, he taught Business Law and related courses to undergraduates at Dordt College in Sioux Center, Iowa until joining the Regent Law faculty in 2008. He also worked with not-for-profit organizations prior to matriculating at Cornell.

Michael P. Schutt, Associate Professor, received a B.A. degree from Stephen F. Austin State University in 1984 and a J.D. degree from the University of Texas School of Law in 1987. A member of the Texas bar, he served as an associate attorney in Fort Worth with the 220-lawyer firm of Thompson & Knight and at Law, Snakard and Gambill until joining the faculty at Regent University School of Law in 1993. Associate Professor Schutt has taught in the area of Business Associations, Torts and Professional Responsibility. He is the Director of the Institute for Christian Legal Studies, based in Texas.

Hon. Robert M. M. Seto, Professor Emeritus, joined the faculty in 1998 after a distinguished career on the federal bench with the United States Court of Claims and the U.S.D.A. Board of Contract Appeals. Professor Seto holds both a B.S. degree and a J.D. from St. Louis University and an LL.M. from George Washington University School of Law. Prior to his selection for the federal bench, Professor Seto served as Senior Patent Attorney for the U.S. International Trade Commission and as Republican Counsel for the U.S. Senate Patents, Trademarks & Copyright Subcommittee. He has also served as a patent attorney for Monsanto Chemical Company and as a forensic chemist for the St. Louis Police Department Crime Laboratory.

Craig A. Stern, Professor, a 1978 graduate of the University of Virginia School of Law, was a National Merit Scholar at Yale University where he earned his B.A. degree (cum laude) in Classical Civilization. From 1978 to 1981 he practiced as an associate with the Washington D.C. firm of Fried, Frank, Harris, Shriver and Kampelman. From 1981 to 1983, he served as counsel to the Subcommittee on Separation of Powers, United States Senate Committee on the Judiciary. From 1983 to 1985, he was associate editor of *Benchmark*, a publication of the Center for Judicial Studies. From 1985 to 1988, he was in the private practice of law. While teaching part-time in the law school in the 1989-90 academic year, he served as a Special Assistant to the United States Attorney for the Eastern District of Virginia. A member of the Virginia and District of Columbia bars, Professor Stern teaches Jurisprudence, Criminal Law, Federal Courts, and Conflict of Laws.

Kimberly R. Van Essendelft, Legal Research and Writing Instructor, received her J.D. in 1996 from the Marshall-Wythe School of Law at the College of William and Mary, where she was a member of the Order of the Coif. Ms. Van Essendelft received a B.A. with distinction in 1993 from the University of Virginia. Prior to joining the faculty at Regent University School of Law, she was an Associate City Attorney for the City of Virginia Beach, Virginia (1999-2006) and an associate with Willcox & Savage, P.C. in Norfolk, Virginia (1997-1999). Ms. Van Essendelft also served as a law clerk to United States District Judge Raymond A. Jackson, United States Magistrate Judge Tommy E. Miller, and United States Magistrate Judge William T. Prince (United States District Court, Eastern District of Virginia). Ms. Van Essendelft was an adjunct professor at Regent from 1998-2006.

David Velloney, Associate Professor, joined the faculty in 2008 and teaches in the areas of Criminal Law, Criminal Procedure, and Legislation. He also coaches trial teams participating in national competitions. Prior to joining the Regent faculty, Professor Velloney spent twenty years on active duty in the Army, serving initially as a Field Artillery Officer in the 10th Mountain Division at Fort Drum, New York and ultimately retiring in the rank of Lieutenant Colonel in the Judge Advocate General's Corps. Professor Velloney earned his LL.M. (*honor graduate*) from the Army Judge Advocate General's School, his J.D. from the Yale Law School, and his B.S. (*distinguished cadet*) from the United States Military Academy at West Point. He is also a graduate of the Army Command and General Staff College.

David M. Wagner, Associate Professor, earned a B.A. in History from Yale in 1980, an M.A. in Medieval Studies from Yale in 1984 and a J.D. from George Mason School of Law in 1992. He has served as Deputy Counsel to the United States House of Representatives International Relations Committee and Director of Legal Policy for the Family Research Council. He has also served as a speech writer for the United States Department of Justice, an editorial writer for the *Washington Times* and, from 1996 to 1998, was Senior Writer for *Insight Magazine*. Professor Wagner teaches Constitutional Law and Constitutional History, and is widely published on issues concerning the Constitution and the family. He joined the faculty in 1998.

Gloria A. Whittico, Assistant Professor and Associate Director of Academic Success, was formerly an assistant professor and pre-law advisor at Hampton University. Professor Whittico has been with Regent University since June 2007. She completed her undergraduate studies at The College of William and Mary, and earned her law degree from the University of Virginia. Professor Whittico is admitted to the practice of law in Connecticut and New York.

C. Law Library Faculty

Charles H. Oates, Director of the Law Library and Professor of Law. Professor Oates earned a Masters of Science in Library Science in 1997 from Catholic University, a J.D. degree from Stetson University College of Law in 1967, and a B.A. degree from the University of Florida in 1963. He practiced law for 13 years and is a member of the Florida Bar. He has authored various articles in the areas of estate planning, professional responsibility, and rare books, and has taught courses in Wills & Trusts, Estate Planning, Charitable Trusts, Insurance Law, Professional Responsibility, Real Estate Transactions, Sports Law, Law Practice Technology, and Law Librarianship.

Margaret Christiansen, Associate Director of the Law Library. Mrs. Christiansen received a Masters of Library and Information Science in 2006, a J.D. from Regent University in 1994 and a B.S. from William Woods College in 1980. Mrs. Christiansen is a member of the Virginia Bar, and has served the Regent University Law School community since 1994.

Marie Summerlin Hamm, Assistant Director for Collection Development. Mrs. Hamm received a Masters of Library Science from Syracuse University in 2001, a J.D. degree from Regent University in 1999, and a dual B.S. degree from Mount Olive College in 1993. Mrs. Hamm, a member of the North Carolina Bar, has authored several articles and is a past president of the Virginia Association of Law Libraries.

Teresa A. Parker-Bellamy, Head of Bibliographic Services. Mrs. Parker-Bellamy earned a Masters of Science in Library Science from Catholic University of America in 1995, and a B.S. from Norfolk State University in 1982. Previously she served as Ordering Supervisor at Old Dominion University Library. Mrs. Parker-Bellamy has co-authored an article for the *Technical Services Law Librarian* and has taught several classes for the Law Librarianship Seminar.

Eric L. Welsh, Head of Research Services. Mr. Welsh earned a J.D. degree from Regent University in 2001, a Masters of Library Science from Drexel University in 1976, and a B.A. from Westminster College (PA) in 1974. For ten years before coming to Regent University he was the reference librarian and head of public service at the Dade County Law Library in Florida. Mr. Welsh has served the research needs of the Regent University Law School community since 1986, and has contributed several chapters to *The Gale Encyclopedia of Everyday Law*.

William E. Magee, Research Services Librarian. Mr. Magee earned a Masters of Science in Library Science from Catholic University in 2000, a J.D. from Regent University in 1999, and a B.A. from Old Dominion University in 1990. Previously, Mr. Magee served as librarian for a prestigious D.C. law firm.

Shelia Walker is the Administrative Assistant to the Law Library Director.

D. Faculty Committees

The following standing committees serve the law school:

1. Academic Policies and Procedures Committee
2. Admissions Committee
3. Curriculum Committee
4. Spiritual Life Committee
5. Law Library and Technology Committee
6. Faculty Appointments Committee
7. Promotion and Tenure Committee

V. ADMISSIONS POLICIES

A. Transfer and Visiting Students

The law school admits a limited number of second-year transfer students. No third-year transfer students will be accepted; however, a third-year student may apply to attend the law school on Visiting Student status. Any applicant for transfer to Regent must submit, along with the application for admission, a letter signed by the dean of the current law school certifying that the applicant is a student in good standing and eligible to return to that school. The applicant for transfer to, or visiting student status at, Regent University School of Law must state whether he or she is applying for admission to the full-time or part-time program.

A maximum of 32 semester credits or 45 quarter credits may be accepted for transfer credit. Only courses with grades of C (or equivalent) or better and which are equivalent to courses at Regent or which have acceptable course content will be accepted. The law school will not accept the transfer of the student's grade point average from the previous law school for any reason. All transfer students are required to take LAW 511 Christian Foundations of Law.

As with all Regent law students, transfer students must complete a total of six credits of constitutional law to fulfill the law school curriculum. Credits of constitutional law taken at a previous law school may count towards the six credits. The balance of credits needed must be taken from LAW 683 Constitutional Law I and LAW 684 Constitutional Law II offered at Regent. The appropriate course will be determined in the discretion of the Associate Dean for Student Affairs in consultation with the current constitutional law professors based on the coverage of issues taught by the previous law school. Therefore, students may end up completing more than six credits of constitutional law. Additional hours may still be accepted for transfer as elective hours.

B. Non-Degree Student Status

1. Regular Applicant

Persons who are not students at the University may apply for admission to the law school on a non-degree status. Such a person must make application by the normal University application procedures described in the Graduate Catalog. However, a person who earns credit in the law school on a non-degree status may not later apply such credit toward a J.D. degree if that student applies for a regular degree status.

2. Virginia Study Under an Attorney Program Applicant

A special policy is applied to non-degree applicants who are participating in the Virginia Study Under an Attorney program or similar programs. The Law School will not follow the regular University standards and procedures in such cases. Rather, admission to non-degree student status shall be governed by the following criteria:

- a. Same formal admission eligibility requirements as are required for a degree-seeking student;

- b. A limit of 9 semester hours of courses per semester with no more than 2 classes per semester;
- c. Full class participation, including the taking of examinations (or other evaluation instrument) for a grade;
- d. Maintain a 2.00 GPA at the end of each semester;
- e. A program of study emphasizing methods of legal reasoning and Biblical foundations of law;
- f. Admission of individual students will be made by the full faculty upon recommendation of the Admissions Committee.

C. Readmission After Withdrawal/Failure to Enroll

1. Notice of Policy for Readmission Given at time of Withdrawal

Each student who is going to withdraw shall be counseled by his faculty advisor and the Associate Dean for Student Affairs of the law school. The student will be advised of the readmission policies. No advance approval for readmission will be given, except in exceptional cases and then only by the Dean of the law school.

2. Procedure and Requirements: Petitions for Readmission after Withdrawal

- a. Students desiring readmission after they have withdrawn or failed to enroll must petition the Dean for readmission, even if they earned a passing cumulative grade point average at the time of withdrawal or failure to enroll. Law students must also contact the University Registrar's Office for readmission requirements after withdrawal or failure to enroll for one semester.
- b. The Dean of the law school shall determine the disposition of all petitions for readmission.
- c. Petitions for readmission shall be judged by the following standards:
 - i. A student who withdraws or is withdrawn prior to the completion of one semester may be granted readmission in the discretion of the Dean.
 - ii. A student who withdraws or is withdrawn after completing one semester must make the following showing depending on that student's law grade point average at the time of withdrawal:
 - A student who has a cumulative grade point average of 2.00 or greater must show that the circumstances which led to his or her withdrawal no longer exist.
 - ii. A student who has a cumulative grade point average below 2.00 must show that there is a strong likelihood he or she possesses the motivation and capacity to complete successfully the course of study.
- c. Students petitioning for readmission must state whether they are petitioning for full-time or part-time student status.

- d. Petitions for reinstatement following a student's dismissal shall not be governed by these procedures. Petitions following dismissal shall be governed by the academic suspension and dismissal procedures.

D. Leave of Absence

The Associate Dean for Student Affairs has discretion to allow students to take a leave of absence from their law studies for up to one year for good cause shown. The Associate Dean for Student Affairs will not grant requests for a longer leave of absence unless the student demonstrates exigent circumstances. Students who take a leave of absence must still comply with Section VI.C, *supra*, which provides that full-time students must meet all degree requirements within five calendar years from the date of entry into the law school and that part-time students must meet such requirements within six calendar years from the date of entry into the law school.

E. Financial Assistance

1. Types of Awards

Financial aid available to law students includes merit scholarships, grants in recognition of outstanding leadership or students' work in public service law, limited tuition assistance grants, and some endowed and restricted scholarships. Academic merit scholarships are awarded to students whose LSAT scores and previous undergraduate academic record demonstrate strong potential for law school achievement. The maximum amount for combined financial aid awards cannot exceed 100% of tuition costs. Complete descriptions and criteria for all financial aid awards are available on the law school financial aid web page.

2. Availability of Loans

Regent University students may participate in the *Title IV* federally guaranteed student loan program. Additional loans are available through *Law Access*, a non-federally funded, low cost loan plan designed specifically to enable law students to finance law school. The *Professional Education Plan (PEP)* is another source of non-federally funded, low-cost loans. Please contact the University Central Financial Aid Office at 757-226-4125 for applications, guidelines, and limitations for seeking such loans.

3. Administration of Financial Aid

Financial Aid awards are assessed annually after spring grades are released. Generally, scholarships renew at the existing overall level each year. There is no scholarship or grant assistance for the summer session unless you request a reallocation of your awards to be distributed over three terms (fall/spring/summer) instead of the normal fall/spring allocation. Financial aid is only available for students taking classes for academic credit. No aid is available for students auditing courses or for visiting students. Students must apply annually for specialty awards. Law Grants and Merit Scholarships should renew automatically as long as the criteria, including academic and minimum credit hour requirements, have been maintained. Receipt of any School of Law award is contingent on the student's adherence to the University's Honor Code and Standards of Personal Conduct. All awards are subject to availability of funds. All

law school awards may only be applied up to a total of 90 hours or three (3) years for full-time, four (4) years for part-time. ***Scholarships and grants may be discontinued or revised at any time.*** Students are responsible for submitting applications no later than the posted financial aid deadlines: April 1 for University Endowed Scholarships; April 1 for School of Law Scholarships. Late applications will be considered on a funds available basis. All awards are granted at the discretion of the financial aid committee.

Students with scholarship and grant concerns should contact Tom Foley at (757) 226-4559. Loan, VTAG, or endowed scholarship questions should be directed to the Central Financial Aid Office at (757) 226-4125. More information regarding financial aid can be found through the law school's website at <http://www.regent.edu/acad/schlaw/> and the Central Financial Aid website at <http://www.regent.edu/admin/finaid/>.

4. Virginia Tuition Assistance Grant Program (VTAG)

Regent University participates in the Virginia Tuition Assistance Grant Program. Virginia residents who are enrolled for a minimum of 9 hours in the Fall and 9 hours in the Spring may be eligible for an award. A recipient must be a Virginia-domiciled resident. Domicile is established by at least twelve months of consecutive Virginia residency *prior to entering school*, supported by actions that demonstrate an intent to remain in Virginia indefinitely. The amount for each VTAG award may vary per academic year (*e.g.*, \$1,900 is the expected amount for the 05-06 academic year). There is no VTAG for summer school. Students may not receive this grant beyond three years of study for a Juris Doctor. For more information, contact the Central Financial Aid Office at (757) 226-4125.

5. Outside Scholarship Sources

Students are encouraged to explore funding from sources outside of the University. Information is available on the Central Financial Aid website as well as www.fastweb.com, www.wiredscholar.com, and www.brokestudent.com. Be sure to adhere to deadlines and specific requirements.

VI. PROGRAM ENROLLMENT POLICY, DEGREE REQUIREMENTS, AND ACADEMIC ADVISING

A. Full-time and Part-time Student Status/Course Load

The law school offers both a full-time and part-time legal study program. New students are admitted only in the Fall semester of an academic year. Transfer students are normally only admitted in the Fall semester of an academic year.

1. At the time of application, prospective students must indicate whether application is being made for the part-time program or the full-time program. After acceptance, but before enrollment, students may change their status (from part-time to full-time or vice-versa) only with the permission of the Admissions Committee. Acceptance to the full-time program does not in any sense guarantee acceptance to the part-time program, nor does acceptance into the part-time program guarantee acceptance to the full-time program.
2. After enrollment, and until the successful completion of two semesters of law study, all students must remain in the program (full-time or part-time) to which they were admitted. At any time after successful completion of the first two semesters, a student may petition for permission to transfer from the part-time program to the full-time program, or from the full-time program to the part-time program. Such a petition must be approved by the Dean, and will be granted only upon a showing of good cause, together with a demonstration of a strong likelihood that the circumstances justifying the change in program will continue until the student's graduation. A student once granted permission to change from the part-time program to full-time or from full-time to part-time, will not be permitted to return to his or her original program, absent extraordinary and compelling circumstances.
3. First-year (full-time) students must enroll in all courses that are required for the first year. In exceptional circumstances, a first-year student may be permitted to drop one or more courses after enrollment and take fewer than the required first-year courses in an academic semester; however, except as noted in No. 1, a full-time student will not be permitted to change to the part-time program.
4. Students who seek to enroll in or drop to fewer than the required or minimum credit hours shall submit a petition to the Associate Dean for Student Affairs.
5. Part-time program.
 - a. All first-year (part-time) students must take Christian Foundations of Law in the first semester, and Legal Research and Writing in the fall and spring semesters. In addition, in the first year, students must take two of the following course sequences: Contracts I, II (3 hours fall, 3 hours spring); Property I, II (3,3); Torts I, II (2,3); Civil Procedure I, II (2,3). Depending on the courses chosen, this will result in a first-semester course load of

ten, eleven, or twelve hours. In the second semester, all students will have a minimum of nine hours (Legal Research and Writing II, plus the second semester of two substantive course sequences). As an option, second-semester first-year part-time students may enroll in Constitutional Law I or Criminal Law, resulting in a course load of twelve (12) hours.

- b. In the second year, students must enroll in and complete the two basic substantive courses not taken in the first year (Torts, Contracts, Property, Civil Procedure). As additional courses, students must take Constitutional Law I and/or Criminal Law, if not already completed. Second-year part-time students may also take Professional Responsibility, Constitutional Law II, Family Law, or other designated courses.

B. Academic Advising

All full-time students will be assigned an academic advisor by the end of their first year. Part-time students will be assigned an advisor when they first have an opportunity to select elective courses. Advisors are assigned on the basis of a student's career objectives and personal preference, if possible.

It is the student's responsibility to meet the requirements of the degree as established by the faculty, administration, and Board of Trustees, and it is important that the student consult with his or her advisor concerning course selection, sequential courses, and prerequisite courses. Students are required to obtain academic advising at least once a year. Students must complete a Certificate of Advising, signed by their academic advisor, before registering each year for the following fall semester. If a student fails to submit to the Records and Registration Manager a completed Certificate with his or her advisor's signature, a hold will be placed on the student's account and he or she will be unable to access Genysis to view grades for the preceding academic term or to register for future academic terms.

Advisors shall be available to assist students during the registration process and throughout the year, but students shall be responsible for taking the initiative to obtain advisement. A student who desires to take more than 16 credit hours during any semester must obtain the signature of the Associate Dean for Student Affairs on his or her Registration Form. However, in accordance with ABA Standard 304(e) a student will not be permitted to enroll "at any time in coursework that, if successfully completed, would exceed 20 percent of the total coursework required . . . for graduation."

C. Units, Grades, and Time Limits

The J.D. degree requires a minimum of 90 semester hours; joint-degrees students must earn a minimum of 83 semester hours. Candidates for the degree must complete the program with a minimum cumulative grade point average of 2.00 on a 4.00 scale. All degree requirements for full-time students must be met within five calendar years from the date of entry into the law school. Part-time students have a maximum of six years to complete their degree requirements. Exceptions to the time limit are granted only in extraordinary circumstances (*e.g.*, unexpected active duty service in the United States military).

Candidates for the J.D. degree must meet the residency, unit, grade, and course requirements in effect at the time of their admission. Students who withdraw and later re-enter the law school will be bound by the requirements in effect at the time of their readmission. A waiver of certain new or changed requirements may be granted for good cause shown.

D. Course Requirements

The nature, content, and number of units awarded for courses are subject to change without notice. The curriculum is set forth below. Elective courses are offered according to faculty availability and student enrollment.

Full-Time Program

First Year Required Courses

Fall Semester.....	16
LAW 511 Christian Foundations of Law.....	3
LAW 521 Contracts I.....	3
LAW 541 Torts I.....	2
LAW 551 Civil Procedure I.....	2
LAW 552 Legal Analysis, Research & Writing I.....	3
LAW 561 Property I.....	3
Spring Semester	15
LAW 522 Contracts II.....	3
LAW 542 Torts II.....	3
LAW 553 Legal Analysis, Research & Writing II.....	3
LAW 554 Civil Procedure II.....	3
LAW 562 Property II.....	3

Part-Time Program

First Year

Fall Semester.....	10-12
LAW 511 Christian Foundations of Law.....	3
LAW 552 Legal Analysis, Research & Writing I.....	3
Students will pick 2 of the following courses in the first semester:	
LAW 521 Contracts I.....	3
LAW 541 Torts I.....	2
LAW 551 Civil Procedure I.....	2
LAW 561 Property I.....	3
Spring Semester	9-12
LAW 553 Legal Analysis, Research & Writing II.....	3
Students will complete the second semester of the sequenced courses begun in the first semester:	
LAW 522 Contracts II.....	3
LAW 542 Torts II.....	3
LAW 554 Civil Procedure II.....	3

LAW 562 Property II	3
Spring 1L Part-Time Students may also elect to add LAW 531 Criminal law (3) or LAW 683 Constitutional Law I (3)	

NOTE: In the second year, part-time students will take the remaining first year courses. In addition, part-time students may take selected upper-level required courses with permission of the Associate Dean for Student Affairs.

Upper Level Required Courses for Full-Time and Part-Time Programs

(1) Common Core (27 hours required)

LAW 602 Business Associations	4
LAW 631 Constitutional Criminal Procedure.....	3
LAW 683 Constitutional Law I.....	3
LAW 684 Constitutional Law II	3
LAW 531 Criminal Law	3
LAW 652 Evidence.....	4
LAW 691 Professional Responsibility.....	3
LAW 621 UCC I.....	2
LAW ___ Professional Skills Practicum*	2

(2) First set of limited electives (9 hours required). Students must take at least three of the following four courses. Honors Students (see below) are exempted from this requirement.

LAW 622 UCC II (Secured Transactions).....	3
LAW 627 UCC III (Negotiable Instruments/Payment Systems).....	3
LAW 661 Family Law	3
LAW 684 Wills, Trusts & Estates.....	3

(3) Second set of limited electives (3 hours required). Students must take at least one of the following six courses. Honors Students (see below) are exempted from this requirement.

LAW 746 Virginia Procedure**	3
LAW 671 Individual Federal Income Tax	3
LAW 722 Remedies	3
LAW 781 Administrative Law.....	3
LAW 783 Conflict of Laws.....	3
LAW ___ (the unselected course from list (2) above).....	3

**Honors Students (see below) are exempted from this course requirement. Also, this course requirement does not apply to full-time students who matriculated in fall 2007 or earlier or part-time students who matriculated in fall 2006 or earlier.*

***Virginia Procedure is required for any student, except Honors Students, to be certified by the Law School to take the Virginia Bar Examination. Non-Honors students who declare they do not plan to take the Virginia Bar Examination may substitute any of the other courses in list (3) for Virginia Procedure.*

As noted above, Honors Students are exempted from the requirement to take the Professional Skills Practicum and from the requirements in lists (2) and (3) above. The following students are considered Honors Students for purposes of these exemptions:

1. Any student who
 - a. Scored 160 or higher on the LSAT; and
 - b. Is a full-time student in the top 25% of the class at the end of the first year (end of spring semester of second year for part-time students); or
2. Any full-time student who is in the top 15% of the class at the end of the first year (end of spring semester of second year for part-time students).

Oral and Rigorous Written Skills Requirements

Students must take at least one oral skills course and one rigorous written skills course from the lists below. No one course can be used to satisfy both the oral and written skills requirements other than LAW 650 Appellate Advocacy.

Oral Skills

LAW 667 Family Mediation.....	4
LAW 656 General Mediation	3
LAW 658 Litigation Clinic.....	3
LAW 655 Negotiations	3
LAW 654 Trial Practice.....	4
LAW 660 Client Interviewing and Counseling	3

Rigorous Written Skills Requirement

LAW 590 Independent Study	1-2
LAW 748 Academic Legal Scholarship	2
LAW 755 Advanced Legal Research & Writing.....	3
LAW 757 Drafting Contracts.....	3
LAW 763 Estate Planning	2
LAW___ Seminar/Other Course Designated to Satisfy	1-3
GOV 699* Thesis	3-6

*Students in the joint degree program with the School of Government may use their thesis to satisfy the rigorous written skills requirement if a law faculty member is on the student’s thesis committee.

Oral Skills and Rigorous Written Skills Requirement (satisfies both requirements)

LAW 650 Appellate Advocacy.....	3
---------------------------------	---

E. Elective Courses

Students will complete their credit hour requirement by choosing from among any of the courses offered by the School of Law for which they have met the necessary prerequisites.

F. Concentrations

In order to guide students in selecting their upper-level courses, the School of Law maintains a list of concentrations that identify particular courses that would benefit students intending to work in particular areas after graduation. These concentrations are not specialization degrees, and students need not declare a concentration in order to graduate. Many courses are listed in more than one concentration. The School's concentrations include course listings in the following areas: (1) Virginia Bar Exam Preparation; (2) Corporate, Commercial, and Transactional Law; (3) Public Law, Litigation, and Dispute Resolution; (4) Family Law; and (5) Theology, Philosophy, and the Law. The list of the specific courses included in each concentration is available in the School's Records and Registration Office.

G. Degree Program Checklist and Approved Degree Program

A degree program checklist has been developed to help each student plan and know his or her progress in his or her degree program each semester. Copies of the degree program checklists are available from the Records Office. The procedure for using the checklist is as follows:

1. Prior to registration for the fall semester of the academic year, a second-year student should complete a degree program checklist through his or her first year and review it with his or her advisor.
2. Each time a student meets with his advisor for academic advising he or she must bring the checklist to assist in the academic advising process. It is the responsibility of the student to keep an accurate checklist, to know the degree requirements, and to enroll in the appropriate courses to meet all graduation requirements.
3. Prior to the final academic semester, each student must prepare a completed checklist and submit it to the office of the Associate Dean for Student Affairs. The checklist will be verified with the student's transcript.

H. Joint-Degrees Programs

1. General Information

American Bar Association (ABA) Standard 304(b) provides that a "law school shall require, as a condition for graduation, successful completion of a course of study in residence of not fewer than 58,000 minutes of instruction time" The School of Law requires that all degree requirements for full-time students must be met within five calendar years from the date of entry into the law school. Part-time students have a maximum of six years to complete their degree requirements. Exceptions to the time limit are granted only in extraordinary circumstances (*e.g.*, unexpected active duty service in the United States military).

Standard 304(b) further requires that at least 45,000 of the minimum of 58,000 class minutes of legal study must be in attendance in regularly scheduled class sessions in the law

school conferring the degree or, in the case of a student receiving credit for the studies at another law school, at the law school at which the credit was earned. All or any part of the remaining 13,000 minutes may be “coursework completed in another department, school or college of the university with which the law school is affiliated or at another institution of higher learning” provided those courses are taught in classes that meet for at least 700 minutes per credit and have been specifically approved by the law school as appropriate for the educational program of the law school (See ABA Standards 304, 305 and the Interpretations thereof).

The law faculty has approved joint-degrees programs which require law students to complete 83 semester hours of law classes to earn a J.D. degree. To obtain all 83 semester hours of credit and still preserve some ability to pick law electives, students may enroll in a course which is cross-listed in the School of Law and the other degree granting school, and count the course toward the required 83 hours of law courses and, if the other school allows, toward the fulfillment of the other degree as well. All joint-degrees students must take all of the required first-year courses, all of the upper-level required courses, and fulfill the requirements of one track; in addition, all joint-degrees students must complete the rigorous writing requirement. Only the elective hours are reduced.

Each joint-degrees program has an approved program which may have additional law school requirements. Joint-degrees students must carefully monitor their courses in both schools to ensure that all degree requirements are satisfied.

Joint-degrees students may not take courses from other schools while completing their first year of legal studies. After completing all first-year required courses, joint-degrees students may petition the Associate Dean for Student Affairs for permission to take courses in other schools while taking law courses. Cross-listed courses, however, may only be taken once. Permission to take an overload (more than 16 hours in both schools combined) requires an appropriate GPA in both schools and limited work hours.

Joint-degree students may only receive financial aid from one school at a time. Normally, the aid comes from the school in which the students are taking the majority of their hours. For specific information, contact Bonnie Creef or Tom Foley.

Joint-degrees students must be admitted to both schools. Joint-degrees students are awarded both degrees upon completion of the requirements for both degrees. A law student enrolled in a joint-degrees program will not be certified for a bar examination until all course work is completed in the other school and the dean of that school has certified the student has completed all graduation requirements. If a law student withdraws from the other school, that student must satisfy all normal degree requirements for law students.

Joint-degrees students will be assigned an advisor in both schools.

2. Specific Joint-Degrees Offered

a. Juris Doctor and M.A. in Government (Robertson School of Government)

The education offered in government school prepares one for service in government, politics, and policy-making. Some government students may desire to add legal training for

particular legal positions in government service or for specialization in law related to all governmental and political activity. The joint degrees program in law and government meets the needs of all these students. The law school teaches the technical skills to practice law; the school of government offers training in policy analysis and political methods, integrating Biblical and natural principles for government, economics, history, and natural science as well as law.

The law school rigorous writing requirement may be fulfilled by Completing a Professional Project, a thesis or a PLATO Project in partial fulfillment of the requirements for the joint degrees program in Law and Government, if the project or thesis is approved for purposes of the rigorous writing requirement and a full-time law faculty member is on the student's committee.

The Robertson School of Government requires 40 hours (37 hours if Christian Foundations of Law is taken as a law course). Joint-degree students must take Christian Foundations of Law during the normal sequence of their first-year law courses, if they have not already taken it in the School of Government.

Students normally begin their studies in the Robertson School of Government in their first year beginning with the fall semester and complete all of the Robertson School of Government required courses by the end of the summer semester (three consecutive semesters). During their second year, they enroll full-time in the School of Law for the required first year law classes. In the second summer, students should complete any remaining Robertson School of Government electives. Joint degree students may complete a Professional Project, Thesis or PLATO project as the Robertson School of Government culminating experience. The selection of culminating project should be facilitated with discussions with the Robertson School of Government advisor.

Students are expected to integrate the subject matters of law and public policy in their Professional Project, Thesis, or PLATO project if they plan to use the project or thesis to fulfill the Law School's rigorous writing requirement.

b. Juris Doctor and M.B.A. or M.A. in Management (School of Business)

The law faculty and the business faculty recognize a great interdependence within the business and legal professions. The business professional who has an understanding of basic principles of law as well as the specialized areas of law that relate to business will be in a much better position to make business decisions in the fast moving and complicated business environment. The lawyer who represents businesses and has a knowledge of the fundamental principles of business will be much better equipped to give counsel and advice to individuals, partners, and to corporate officers and directors. In addition, the lawyer will especially benefit from knowledge of business principles in the operation of the business of a law practice.

c. Juris Doctor and M.A. in Communication and M.A. in Journalism (School of Communication and the Arts)

The interpretation and use of legal information in our modern society is greatly influenced by various media journalistic skills. The worldviews of the people in a society are

shaped by the content and manner of this information flow. The relativistic views of many current day journalists have helped to undermine the foundations of our legal system by presenting the law as only an evolving set of values. Today we need journalists and those involved in media presentation who understand the historical roots of our legal system as well as current legal theories and practices. A joint-degrees program in law and communication gives students the opportunity to integrate knowledge of the law with communication skills through journalism and other media.

d. Juris Doctor and M.A. in Counseling (School of Counseling and Psychology)

The law and counseling faculties recognize a great interdependence between the counseling and legal professions. The lawyer who understands basic principles of counseling as well as the specialized areas of law that relate to counseling will be in a much better position to work with and on behalf of clients. Likewise, the counselor or psychologist who understands the basic legal rules that relate to counseling and family relationships has a great advantage.

This joint-degrees program is designed to give counseling skills training to students in law who want or need such practical skills training. This interdisciplinary approach enriches careers by broadening the student's scope of understanding as well as training and expertise to meet specific needs in legal services where legal remedies may be only a part of the solution.

e. Juris Doctor and M.A. or M.Div (School of Divinity)

The law and divinity faculties recognize an interdependence between the professions of law and divinity. The lawyer who understands and operates within a Christian worldview and based on Christian ethical/character foundations of personal spiritual formation will be in a much better position to work with and better represent clients. Likewise, the various ministerial professionals who also understand basic legal rules that relate to ministry, both corporate and family, have a great advantage.

These joint degree programs are designed to provide divinity courses and ministerial skills training to students in law who want or need such training. This interdisciplinary approach enriches careers by broadening the student's scope of understanding as well as training and expertise to meet specific needs in legal services where legal remedies may be only a part of the solution.

f. Juris Doctor and M.A. in Organizational Leadership (School of Leadership Studies)

Companies, organizations and nations need proven, qualified leaders. True leaders distinguish themselves through their vision, their ability to conceive and implement strategies and their ability to transform organizations and the lives of the people within them. The M.A. in Organizational Leadership teaches key organizational leadership elements such as ethics, motivation, creativity, vision, strategic planning, teamwork, group development, technology, customer service and organizational development. The joint degree program in law and leadership provides unique training for future lawyers who are called to lead.

I. Independent Study

A law student may request approval from his advisor and the Associate Dean for Student Affairs to conduct an independent study under a full-time faculty member for elective course credit. An independent study proposal must include the name of the faculty sponsor, the nature and goals of the independent study, and the number of credit hours requested. Upon approval, a student may register in the Records Office for credit for an independent study (course code LAW 590) by using the "Individual Study Form."

There are two basic types of projects that qualify for credit as an Independent Study. The first involves research and writing in a subject matter that is traditionally legal in scope or closely related to a traditional legal subject. This contemplates the type of research and writing that would be involved in a scholarly article for a law review or law journal or for a public policy or other professional journal. The article would be the result of substantial research and analysis and multiple drafts will be required.

The second type involves subject and project areas that are not traditional legal scholarship such as research and writing necessary for preparation of substantial pleadings in a hypothetical or expected real case, including memoranda supporting the pleadings; or the pursuit of empirical study and research together with related doctrinal scholarly research, all to produce a substantial written report, article, or other document.

Either traditional or non-traditional legal research and writing may be used to satisfy the Independent Study. If a student elects a traditional Independent Study under the direction and supervision of a member of the law faculty, it shall be independent of any course in which the student would be currently enrolled, but may involve the subject matter of current courses. The number of credit hours to be earned by the student should be determined by the faculty member, subject to the approval of the Associate Dean. In setting the number of credit hours, substantial weight will be given to the anticipated length of the final scholarly paper to be produced. An Independent study for 1 semester hour of credit would require a paper with a minimum of 18 pages; for 2 semester hours of credit, the paper would have to be a minimum of 30 pages. All papers must be double spaced, 8 ½" x 11" in size, and the minimum length includes either footnotes or endnotes.

A paper shorter than 18 pages will generally be insufficient to indicate a rigorous and good experience in research and writing.

For a non-traditional Independent Study, a student shall present to the Associate Dean a petition describing the proposed Independent Study which requests a specific number of credit hours. The petition must be supported by a written commitment from a law school faculty member to supervise the Independent Study. Upon approval, the student may enroll in an Independent Study by using the "Individual Study Form."

A student shall be permitted to earn a maximum of two (2) credit hours by Independent Study during the three or four years of legal study.

For all student work in an Independent Study for academic credit, the student shall be assigned a final letter grade according to the grading policies of the law school, or an allowable

temporary grade under University policy by the faculty member under appropriate circumstances.

A student may not normally use a previously written paper for credit in an independent study. The supervising faculty member may consider allowing a prior work to serve as the basis of an independent study only if substantial research and writing would still be required within the independent study project.

If a student wishes to do an independent study under the supervision of an adjunct faculty member, he must state the reasons in a petition. Such an independent study will be permitted only after approval of the Dean and the Curriculum Committee.

If a student intends to fulfill the Rigorous Writing Requirement via an independent study, he or she must register for the independent study in the semester prior to the last semester before graduation.

VII. COURSE ENROLLMENT POLICIES

The goal of the law school is to offer an educational program which prepares students for the practice of law. The required curriculum for the first year focuses upon the common law jurisprudence featuring such traditional courses as torts, property, contracts and civil procedure.

A. Law Students in Non-Law Courses

Law students may enroll for law credit in courses taught by faculty from other schools only if those courses have been cross-listed in the law school. If a law student desires to take a course offered by another school for law credit, but it is not cross-listed in the law school, the student must petition for approval to take the course for law credit. All of these petitions are reviewed by the Curriculum Committee.

B. Non-Law Students in Law Courses

Permission to enroll in a course offered in the law school will be granted only upon approval of the student's academic advisor, Dean of the school in which the student is enrolled, the instructor of the course, and the Dean of the law school. This procedure is designed to ensure that the enrollment of the student is consistent with the student's educational program and does not disrupt the law school's educational objectives.

C. Auditing Courses

A law student who wishes to enroll in a class on a noncredit basis must submit a Request to Audit Form. This form is to be given to the Records and Registration Manager when registering. Students taking courses for credit are given enrollment priority over auditors. Persons auditing a course will pay one-half the regular tuition. Persons not enrolled as students in the University may audit law school courses only upon permission from the Dean of the law school.

D. Legal Externships

1. Educational Objectives of the Externship Program

Students may earn up to 5 credit hours for legal externships during their years of legal study, but may enroll for no more than 3 hours in any one term. The primary educational objectives of the externship program are as follows:

- a. *To expose students to, and acquaint them with, the reality of law practice.* Students who learn the law only in a classroom setting have limited exposure to the actual practice of law. Another vital element of learning the law is exposure to what real lawyers do on a day-to-day basis in the office, in the courtroom and elsewhere. Learning criminal law and criminal procedure within the protected classroom environment, for example, does not yield the same benefit as a student's conducting client interviews or observing how a prosecutor manages her caseload, how defense counsel

prepares for court, and how an attorney tries his cases. We structure our externships to provide student externs with this useful practice perspective.

- b. *To provide opportunities for students to engage in proper legal research and writing in the context of real-life legal problems.* All law students can benefit from additional practice in proper legal research and writing. Our externships provide that opportunity in a setting where the student can receive close supervision and constructive feedback in a timely fashion. Actual legal research and writing is based on real people's problems, with real deadlines, and in contexts where the results make a significant difference in the lives of clients, attorneys and externs. Thus students have ample opportunity not only to hone their legal research and writing skills but also to improve their time management skills.
- c. *To allow students to pursue in-depth substantive learning in specific areas of the law.* By necessity, professors must treat some subjects in the law school curriculum briefly. An externship gives students an opportunity to engage in deeper study of a particular legal field or topic. For example, a student interested in criminal law can gain a significant amount of substantive knowledge on that subject by working with a prosecutor or public defender.

2. Externship Policies and Procedures

- a. Students in an externship normally earn one academic credit hour for each 60 hours of field work up to a maximum of 3 credit hours for any single term.¹ Externships are approved on a case-by-case basis.
- b. Prior to submitting an externship proposal, a student must consult with Associate Professor Alice Curtis, who supervises non-legal aid externships. Following consultation with Professor Curtis, students must fill out an Individual Study Form, to be signed by Professor Curtis and by the student's advisor, and also must prepare a written proposal containing the elements set forth below.² A student who desires to receive academic credit for an externship must then submit the signed proposal to the Associate Dean for Student Affairs. If the externship proposal is approved, the student will register for the externship just as he or she would for a class. Externships with private practitioners are not approved.
- c. To be considered for approval, proposed externship study programs shall meet the following conditions:

¹ All externships (except summer externships) also require a one-hour per week classroom component.

² Students who participate in local Legal Aid externships do not need to prepare the Individual Study Form and Proposal.

- (1) Each petition for a proposed program shall supply the following information:
 - (a) The specific educational objectives of the program, consistent with the objectives set forth above. The educational objectives shall be stated in sufficient detail to provide direction in the activities of the program.
 - (b) A statement describing the time and effort expected from the student in pursuing the educational objectives during the program.
 - (c) A statement of the educational benefit expected to be acquired by the student.
 - (d) A statement of specific tasks expected to be involved in pursuit of the program.
 - (e) A description of work products expected to be produced by the student.
 - (f) The designation of a practicing attorney or current judicial officer who will supervise the activities of the student during the program, who shall be hereinafter referred to as the “field supervisor.”
 - (g) A statement indicating the method(s) by which the faculty supervisor and the field supervisor will engage the student on a regular basis in a detailed evaluation of the student’s learning experience.
 - (h) A statement that no monetary compensation will be paid to the student for any work in the program for which he or she receives academic credit.
- (2) The faculty supervisor conducts a periodic review of the externship, including
 - (a) Time devoted by the student.
 - (b) Tasks assigned to the student.
 - (c) Selected work products of the student.
 - (d) The field supervisor’s regular detailed evaluation of the student’s field experience.
- (3) The proposal shall provide that, upon completion of the program, the faculty supervisor will prepare and deliver to the Associate Dean a final report containing a summary of his periodic and final reviews of the student’s work and the assignment of a Satisfactory (S) or Unsatisfactory (U) grade for the student’s earned credit. A student shall be permitted to earn a maximum of five (5) hours of credit in extern study programs during the years of legal study, but not in excess of 3 hours of credit during any one semester.

NOTE: At the time that the Externship Proposal is submitted the student should also submit a completed Individual Study Form to the Registration and Records Manager to register for the Externship.

E. Regent Students Visiting at Another Law School

The final 45 hours of course credit toward the degree requirements at Regent University School of Law must be taken in residence at the law school. Exceptions to this policy may be granted upon petition. Approval to earn law school credit at other law schools may be given only for summer school or extraordinary circumstances. All petitions to earn law credit at another law school must be approved in advance by the Academic Policies and Procedures Committee, as well as the Curriculum Committee. Students should file a petition to visit another law school at least two months before the deadline to apply at the other school in order to guarantee a timely response.

F. Registration Procedures

The courses for all first-year students and part-time second-year students are prescribed. All first-year students and part-time second-year students will have their registration completed by the Records and Registration Manager. Beginning with the academic term in which a student first becomes eligible to register for elective courses, the student must obtain academic advisement at least once a year. Accordingly, a student must submit to the Records and Registration Manager each year, before registering for the following fall semester, a Certificate of Advising signed by his or her advisor. If a student fails to submit a signed Certificate, a hold will be placed on the student's account and he or she will be unable to access Genysis to view grades for the preceding academic term or to register for future academic terms.

Upper-class registration is based upon randomly assigned registration priority groups. The procedure will be modified as needed to resolve unexpected difficulties, but the general approach is as follows:

1. Third year students in the full-time program will be given priority over second year students, and fourth-year students in the part-time program will be given priority over second and third-year students, unless otherwise indicated for a specific course.
2. Each upper-class student is randomly assigned to a registration priority group. Each group is assigned a specific period of time during which to register.
3. Pre-registration will take place over at least a two week period allowing each student to register only on designated days according to their priority group and class.
4. If a student fails to pre-register during the designated day for his or her group, the student will lose his or her priority and will not be allowed to pre-register until all other students have been given the opportunity to pre-register. Thus, students who wait until final registration before classes begin will be given no priority, but will be registered on a first come, first served basis.
5. Registration for courses will proceed until the course limit is reached. Once a course is full, students may place themselves on a wait list through Genysis.

6. Should illness, death in the family, or other extenuating circumstances prevent a student from pre-registering for classes during the designated days a student may file an Academic Petition to maintain his or her priority position.
 7. Students will not be able to register for an independent study or externship on-line. Registration for an independent study or externship requires the submission of an Individual Study Form with all required signatures and a typed proposal to the Records Office (RH 223). Students will not be able to register on line for a course that requires the professor's approval prior to registering or an application process. Please see the professor or RH 223 for details.
 8. Pre-registration alone does not guarantee a position in any course, and a favorable priority number alone does not guarantee placement in a requested section of a course. Students will be enrolled in a course according to priority number until the course limit is reached. At that point, students desiring to take the course will be placed on a wait list. Priority for a specific section of a course in which there are two or more sections will be based to the extent possible on priority numbers, but adjustments in section assignments may be made at the discretion of the Associate Dean in order to maintain the availability of desired courses for as many students as possible.
 9. A few days before classes begin, and during the Add/Drop period, any vacancies in a course having a wait list will be filled by those students who pre-registered on their designated days but were placed on the wait list. Any student moved off the wait list and placed in the course will be contacted concerning his or her change of status.
 10. Students may change their schedule during the Final Registration and Drop/Add periods by completing a Drop/Add form.
 11. The course enrollment limit may be changed to allow more students into a course only by the Associate Dean in consultation with the instructor.
- G. Distance Education. Students may earn credit for courses offered through distance education, subject to the following conditions:
1. For distance education courses offered through law schools other than Regent, students must petition in advance for approval, pursuant to the policy herein entitled, "Regent Students Visiting at Another Law School."
 2. Students may earn a maximum of four credit hours for distance education courses in any one term, and a maximum of twelve credit hours over their law school course of study.
 3. A student may not enroll in any distance education course until the student has successfully completed twenty-eight credit hours of other law school courses.

For purposes of this policy, a "distance education" course is one characterized by the separation, in time or place, between instructor and student.

VIII. EVALUATION, GRADING, AND REPORTING POLICIES

A. Faculty Evaluation of Student Performance

Grades are largely based upon a final examination, except where otherwise stated in the course syllabus. Seminar, clinical, or problem-oriented courses are graded on a basis appropriate to the subject matter and methodology of instruction. The quality of a student's response to final examination questions is evaluated not only upon his or her mastery of the subject matter but also upon his or her ability to apply it to relevant issues in the examination questions. The student will be asked to analyze and justify conclusions on the basis of legal principles and policies applicable to the issues raised by the facts. Consideration in grading may also be given to class attendance, quality of classroom participation, and written work. Attendance at all classes is mandatory.

Any student who withdraws from a course during the final exam period or reading days, or who fails to appear for a final exam absent a valid emergency, will be assigned a grade of Withdrew Failing ("WF") for the course.

B. Students With Disabilities

Any student with a disability requiring special accommodation of any kind must submit a petition to the Associate Dean for Student Affairs. Only students with disabilities which are documented by a medical doctor, licensed psychologist, or other appropriate health care professional are considered for accommodations. The documentation of the disability should include the health professional's recommendation for accommodation. Any accommodations granted are intended to provide the student with a disability an assessment of his or her learning which is equivalent to the assessment of the learning of students without disabilities. Since the manifestations of any disability may vary among those with the disability, accommodations are necessarily individual.

C. Rescheduling Examinations

Students may take examinations at times other than the written schedule only for extenuating circumstances. If the course is taught by a full-time faculty member, the student must present good cause and receive approval from the instructor and the Associate Dean for Student Affairs. Deviations in the times of examinations in courses taught by adjunct faculty will not be permitted except in extraordinary circumstances and when approved by the Associate Dean. A student may also reschedule a final exam if the student has a conflict, defined as two exams scheduled on the same day, an exam in the evening (6:00 p.m. or later) followed by an exam the next morning, or in-class exams scheduled for four or more consecutive calendar days. The date and time at which a rescheduled exam will be taken – and the determination of which exam will be rescheduled if rescheduling is due to a conflict -- will be at the discretion of the Associate Dean. Examinations given at a time other than the regularly scheduled period will be administered to minimize the risk of unauthorized student access to the contents of the examination. An exam may not be rescheduled for a date earlier than the regularly scheduled exam date except by agreement between the Associate Dean and the faculty member

giving the exam. The form required for rescheduling an examination is included as an Appendix to this Handbook.

D. Grading Scale

Completed course work will be assigned a letter grade which carries quality points according to the following scale:

A+	4.00	
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Poor
D-	0.67	
F	0.00	Failing
WF	0.00	Withdrew Failing
FX	0.00	Failure to make up an incomplete
NP	No Pass (used for Pass/Fail courses only)	
P	Pass (used for Pass/Fail courses only)	
I	Incomplete	
W	Withdrew	
IP	In Progress	
AU	Audit (no credit) (used for audit courses only)	

The Grade Point Average (GPA) is obtained by dividing the total number of quality points earned by the total number of hours attempted. Repeated courses are treated differently, see Repeating Courses below.

E. Grading Policy: Anonymity/Student Names

The law school, as a general rule, uses anonymous grading. Prior to exams for each semester, a student must obtain an exam number from the law school Registration and Records Manager, which he or she will use on all exams for that semester. A new number is assigned each semester for every student.

F. Grade Communication Policy

As a general practice, law school grades are available through Genisys approximately three weeks after the last day of exams. Grades are not mailed to the student. Unofficial transcripts are available through Genisys. Official transcripts may be requested through the University Office of the Registrar. If, for some reason, a grade is not yet available at that time, the course will not appear on the student's grade report.

Students whose addresses change must update their information in Genisys.

Grades should not be requested from a faculty member, a secretary, the law school Registration and Records Manager or the University Registrar.

G. Student Petitions to Review Course Grades

1. Students shall have a period of 60 days from the date grades are issued by the University Registrar to initiate contact with the instructor concerning a grade appeal. Extensions of time may be granted by the faculty, or by the Dean in times of academic recess, for good cause shown upon a separate petition for an extension of time. A petition for extension of time must be made within 40 days of issuance of grades, and a student shall have 20 days from an extension denial to file a grade change petition. (Students are responsible to keep their address information current in Genisys.)
2. Before filing a petition for grade change, a student shall review the basis for his grade with the course instructor and seek to resolve all issues. The instructor may raise the grade, lower the grade, or leave the grade unchanged. If the student believes that an issue has not been satisfactorily resolved with the instructor, the student may file a petition for grade change with the Dean of the law school. The petition must be filed within 30 days from the instructor's decision, and must include a detailed explanation justifying the student's position on why the grade should be changed. If a petition or request for extension of time is not timely filed, the grade will be considered final.

H Repeating Courses

A student who receives a grade of F in a required course must repeat the course in order to graduate. A student who receives a D- grade in a required nonsequential course must repeat the course prior to graduation. A student who receives a D- grade in a required sequential course or courses (e.g., Contracts I and II) must repeat the course(s) except upon the granting of a petition showing good cause that the course or courses need not be repeated. A student may elect to repeat a required course in which a grade of C- or below is received. Except upon the granting of permission by the Academic Policies Committee upon good cause shown, courses are to be repeated the next time they are offered.

It will be within the discretion of the Dean and the instructor to determine how a student should repeat a course in which a grade of "D-" or "F" has been received when the course is offered in a new sequence in the year in which the course is retaken.

A student who is required to repeat one or more courses pursuant to the above policy will be academically dismissed if the student does not receive a grade of "D" or higher in each retaken course. See Section I ("Academic Probation and Dismissal") below.

When a student repeats a course, the grade received on the repeat course will be averaged with the original grade received according to the following procedure:

1. The total quality points for both earned letter grades will be divided by the corresponding total credit hours taken. The average will be assigned as the quality points for each credit hour for the repeated course. The average quality points per credit hour shall not exceed 2.00 (C grade).
2. The averaged quality points will be assigned only to the final repeat credit hours. The credit hours and quality points earned for each prior taking of a course shall be deleted from the transcript. However, all grade entries on the transcript remain a permanent part of the student's academic record.
3. Only the credit hours successfully completed for the repeat course may be used in calculating cumulative credit hours earned toward satisfying degree requirements.

a. Example 1

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Total Quality Points</u>	<u>Average Quality Points</u>
Property I	3	D	3.000	$15 \div 6 = 2.500$
Property I	<u>3</u>	A	<u>12.000</u>	
	6		15.000	

The maximum quality points allowed are those assigned to a "C" (2.000). These points are assigned to each of the 3 credit hours awarded for the second time the course was taken. The 3 credit hours awarded for the first time the course was taken and their corresponding quality points will be deleted after the student has repeated the course. Only the 3 credit hours awarded for the second time the course was taken shall be used in calculating the total credit hours completed. The final transcript appears as follows:

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Total Quality Points</u>
Property I	3	D	

Property I	3	A	6.000

b. Example 2

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Total Quality Points</u>	<u>Average Quality Points</u>
Property I	3	F	0.000	$6 \div 6 = 1.000$
Property I	<u>3</u>	C	<u>6.000</u>	
	6		6.000	

The maximum quality points allowed are those determined by the Average Quality Points since the average is less than those assigned to a "C" (2.000). The averaged points are assigned to each of the 3 credit hours awarded for the second time the course was taken. The 3 credit hours awarded for the first time the course was taken and their corresponding quality points will be deleted after the student has repeated the course. Only the 3 credit hours awarded for the second time the course was taken shall be used in calculating the total credit hours completed. The final transcript appears as follows:

<i>Course</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Total Quality Points</i>
Property I	3	F	

Property I	3	C	3.000

I. Academic Probation and Dismissal

A law student is required to have a cumulative law grade point average (“GPA”) of at least 2.0 to graduate. The following policies govern academic dismissal and probation. For the purposes of these policies, “credit hours” include all law courses that appear on the student’s transcript with a grade ranging from A+ to F or, in the case of a Pass/Fail course, a grade of either “Pass” or “Fail.”

1. A law student will be academically dismissed if he or she:
 - a. Has completed 13-18 law credit hours at the end of a semester and has a cumulative law GPA below 1.65; or
 - b. Fails to maintain a cumulative law GPA of 2.00 or better at the end of the spring semester of his or her first year of law study, even if the student was in good standing at the end of the fall semester; or
 - c. Fails to maintain a cumulative law GPA of 2.00 at the end of the second, third, or fourth year of law study; or
 - d. Is reinstated pursuant to section (5) below and fails to achieve a cumulative law GPA of 2.00 by the end of his or her first semester after readmission; or
 - e. Is required to retake a course pursuant to section H above (“Repeating Courses”) and fails to receive a grade of “D” or higher in the retaken course.

Any student who is academically dismissed is entitled to a full tuition refund for any courses for which the student has paid for the upcoming semester.

The academic dismissal policy is based upon whether a student has a cumulative law GPA of 2.00 at the end of the spring semester, not at the end of the summer session following that semester. Enrollment in the summer session is conditioned upon a student’s being in academic good standing at the end of the regular academic year just preceding the summer session.

2. A law student will be placed on academic probation if he or she:

- a. Has completed fewer than 19 law credit hours at the end of a semester, has a cumulative law GPA of less than 2.0, but is not subject to dismissal under section (1) above;
 - b. As a second, third, or fourth-year student, fails to maintain a cumulative law GPA of 2.00 at the end of the fall semester; or
 - c. Is reinstated pursuant to section (5) below.
3. Any student who is on Academic Probation:
- a. Will be assigned the academic advisee of the Director of the Academic Success Program (“Director”), must meet with the Director as often as the Director deems necessary, and must complete any supplemental work the Director deems necessary; and
 - b. Must register for and take only required courses or required track courses (i.e., no elective course, no course listed as an elective on a track, and no skills course) until all required courses and required track courses have been completed or repeated as required by the “Repeating Courses” policy in section (H) above. Required courses include only all 1L courses, courses expressly listed as required under the student’s track, and the following upper level courses: Business Associations, Constitutional Criminal Procedure, Constitutional Law I, Constitutional Law II, Criminal Law, Evidence, Family Law, Professional Responsibility, and UCC I. Courses shown as satisfying credit hour requirements for a track, but not listed expressly as required courses for the track, are not considered required courses for purposes of this section.
4. To enroll in summer courses, a student must be in academic good standing at the end of the regular academic year immediately preceding the summer session. A student on academic probation after the fall semester may register for the summer session only upon a petition granted by the Associate Dean for Student Affairs. To preserve their priority under the registration process, students on probation after the fall semester may pre-register for the following fall semester, and students on probation after the spring semester may pre-register for the following spring semester.
5. Students dismissed solely pursuant to section (1)(e) above may immediately petition for reinstatement. All other students who are academically dismissed can petition no earlier than nine months after dismissal to be reinstated.
6. Students who petition for reinstatement into a term that is no more than one full academic year after their dismissal will have their petitions considered by a faculty committee. The committee will consider such petitions on an individual

basis. Such petitions are generally not granted and must demonstrate, with clear and convincing evidence, that:

- a. Exceptional circumstances caused the dismissal;
 - b. The exceptional circumstances have been resolved; and
 - c. The petitioner has both the motivation and capacity to succeed in law school in the future.
7. Students reinstated under Section VIII.I.6 will be placed on academic probation, must comply with Section VIII.I.3, and must have a cumulative law GPA of 2.00 by the end of their first semester after reinstatement. Reinstatement under Section VIII.I.6 may also be conditioned upon other requirements, such as repeating specified courses (even if the student would not otherwise be required to repeat the courses) and/or requiring the student to register for and complete a specified set of courses by a specified time. In some cases, a reinstated student may be required to retake the entire first year curriculum.
8. Students who petition to be reinstated into a term that is more than one full academic year after their dismissal must submit completed new application materials and any other materials requested by the law school's Director of Admissions and Financial Aid. In these application materials, such students must address the three factors noted above in Section VIII.I.6. These re-applications will be submitted to the law school's Admissions Committee. In acting upon such re-applications, the Admissions Committee shall consult with faculty members who taught the students while they were enrolled at the law school.

J. Letters of Good Standing

A request for a Letter of Good Standing, for any reason, from Regent University School of Law will be provided upon the following conditions:

1. The student has a cumulative grade point average of 2.0 or better at the time of the request.
2. The student is unconditionally eligible to return to and enroll in courses at the Law School. If a student has a cumulative grade point average of 2.000 or better, but has conditions or limitations upon his or her eligibility to return to or enroll in courses at Regent University School of Law, the letter will contain statements and information reflecting those conditions or limitations (e.g. Honor code violations, administrative probation, other disciplinary matters). The student will be informed of such disclosures.

A request by a student for a letter of good standing constitutes the authorization of the student for the disclosure of information consistent with the provisions of paragraph 2 above.

K. Student Evaluation of Faculty Teaching/Courses

At the end of every academic semester, each student will be given the opportunity to give his or her evaluation of a course. Students are asked to evaluate the appropriateness of the reading materials assigned, the adequacy of the class coverage in light of the syllabus, the teacher's knowledge of the subject matter, the teacher's ability to communicate that knowledge effectively, and the spiritual content of the course. Students are strongly encouraged to place their names on the evaluation forms.

Student evaluations are reviewed by the instructors only after course grades have been assigned. Student evaluations are also reviewed by the Dean.

**IX. CLASS ATTENDANCE, WORK, INTERSCHOLASTIC COMPETITIONS,
FIRST-YEAR INTRAMURAL COMPETITIONS AND
STUDENT LEADERSHIP**

A. Attendance

Students are expected to attend all classes. Each faculty member may impose sanctions, up to and including exclusion from the class and giving of the grade WF (withdrew/failing) for unexcused absences.

B. Student Employment Policy

In conformance with ABA Standard 304(f), the Regent University School of Law requires that “[a] student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours.”

C. Interscholastic Competitions Policy

Representing the School of Law in an interscholastic skills competition is an honor and privilege reserved for students who have demonstrated a mastery of the relevant skills. To ensure that only qualified students represent the School of Law, skills teams will ordinarily be sent out only by an approved skills board (i.e., the Dispute Resolution and Client Counseling Board, Moot Court Board or Trial Practice Board) under the supervision of that board’s faculty advisor. If any students want to represent the School of Law in an interscholastic skills competition without being sent out by an approved skills board under the supervision of the board’s faculty advisor, the following process must be followed. The Dean of the School of Law will appoint a faculty committee that shall have the sole authority to determine if sufficient qualified students exist to compose a team and, if so, to either select the team or to determine the process by which the team will be selected. The faculty committee may give due consideration to input from any student organization interested in sending out a team, from any faculty members who are not on the committee, or from any instructors who are not full time faculty members. Any team selected by the faculty committee to compete must work with the relevant skills board to obtain coaching assistance and to coordinate practice sessions. Any team selected in a manner that does not comply with this policy or that fails to obtain coaching and practice assistance from the relevant skills board shall not be allowed to compete. This policy does not affect budgetary decisions, which shall be made in the sole discretion of the Dean of the School of Law.

D. First-Year Intramural Competitions

First-year students must have a minimum GPA of 3.0 after the first semester in order to participate in Trial Advocacy intramural competitions. First-year students must have a minimum GPA of 2.5 after the first semester in order to participate in Negotiation competitions. The first-year moot court competition is exempted from this requirement.

E. Student Leadership

A law student is required to be in good academic standing before pursuing or holding any leadership positions within student organizations.

X. FACILITIES, COMMUNICATIONS AND DRESS CODE

A. Student Hanging Files (Mailboxes)

Law student mailboxes are “hanging files” located in a temporary location on the second floor of Robertson Hall, near Room 216. These hanging files are to be treated as mailboxes for all purposes. Official communications with students are considered delivered when placed in the appropriate hanging files. Normally actual official communications will be placed in the hanging files; occasionally, a notice of an official communication will be placed in the hanging files. When a notice is provided, the actual communication (e.g., examination number) will be available from the Records and Registration Manager.

Hanging files are grouped by class (1L, 2L, 3L, 4L) within program (full-time, part-time); all recognized student groups also have hanging folders.

Students are expected to check their hanging file each day they have classes.

B. E-mail and On-Line Services

Students are expected to check their e-mail each day. Students may check e-mail from any on-campus computer or from their home via a commercial internet provider.

1. Definitions

Electronic mail (“e-mail”) is defined as an office communications tool whereby electronic messages are prepared, sent and retrieved on personal computers.

On-line services (i.e., the Internet, the web) are defined as a communications tool whereby business information, reference material and messages are sent and retrieved electronically on personal computers.

2. Policy and Procedures

Because of the unique nature of E-mail and the Internet, and because of Regent University’s desire to protect its interests with regard to its electronic records, the following rules have been established to apply to all agents of the university, including but not limited to employees, non-paid volunteers, adjunct faculty and independent contractors.

- a. The Regent University e-mail and Internet system is intended to be used for business purposes, including dial-in access from off-campus.
- b. The Regent University e-mail and Internet system is the property of the university, and the employees of the university have no personal privacy rights with respect to messages created, received or sent from the university’s e-mail system. The university reserves the right to monitor all e-mail, and all e-mail is subject to monitoring without notice. Further, the

university must have access to the entire system for emergencies and maintenance.

- c. All e-mail and Internet records are considered university records and should be transmitted only to individuals who have a business need to receive them. Additionally, as university records, e-mail and Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process. Consequently, employees should always ensure that the business information contained in e-mail and Internet messages is accurate, appropriate and lawful. Regent University reserves the right to disclose employee e-mail messages and Internet records to law enforcement or government officials or to other third parties, without notification to or permission from the employees sending or receiving the messages.
- d. No e-mail messages or Internet records should be created or sent which may constitute intimidating, hostile or offensive material on the basis of sex, gender, race, color, religion, national origin or disability. The university's policy against sexual or other harassment applies fully to the e-mail and Internet system.
- e. The university's policy prohibiting use of university facilities, equipment and letterhead for partisan political purposes applies fully to the e-mail and Internet system.
- f. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of law or university policies, will result in disciplinary action, up to and including termination of employment. All persons to whom these rules are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these rules are adhered to within their respective areas of responsibility.

3. Law School Student List Serve

Announcements will be communicated to the student body through a weekly email message sent to the all student listserv on Friday afternoon. The listserv is reserved for the exclusive use of the law school administration.

All requests for announcements to be included in the weekly message should be sent as an email to Mary Bunch at marybun@regent.edu by noon on Friday. The subject line of the email should read "Newsletter Announcement" and the announcement should be worded in the way it is to appear in the message.

Requests for announcements will be included one time in the weekly email message. For an announcement to be repeated, an email request must be sent to Mary Bunch (marybun@regent.edu) during each week that the announcement is to be repeated.

All law events must be scheduled through the law school's Records and Registration Office. No events will be scheduled or advertised that conflict with an outside speaker already scheduled to come to campus or with events being sponsored by the law school administration.

C. Food and Drink in Buildings

In our effort to provide a clean, safe and attractive facility for everyone in which to work, study and enjoy, it is necessary that the following policy be implemented in regards to food and drink within the Regent University facilities. This policy supercedes all other policies in reference to food and drink allowances within the University facilities.

1. Classrooms and Other Public Areas

Absolutely no food of any kind shall be allowed inside any of the classrooms of the Regent University campus. The only exception to this policy would be a special event, which **must** be registered with Facility Services at least seven days prior to the event. A standard event request form, located on the University website, must be filled out completely (<http://regent.edu/admin/admsrv/>).

Regent University has made available to all students and faculty appropriate break areas, where food and drink items may be enjoyed in leisure. This keeps the consumption of food and drinks within the buildings confined to a relatively few areas as opposed to the entire building, thereby minimizing spills and messes within the classrooms and ensuring a safe and clean environment in which to work and study. We would ask that everyone would make use of these appropriate areas when consuming food and beverages.

Drinks are permitted only when they are contained in hard plastic, covered containers, such as the covered thermo-mugs, sport bottles and the covered drink containers sold through the University Bookstore. The following drink containers are PROHIBITED: paper or styrofoam cups, glass containers, juice bottles, metal containers (no soda cans), and other assorted open containers.

Any food or drink found in violation of the above policies will be subject to confiscation and disposal. All staff and faculty will enforce this policy by asking individuals to remove any inappropriate food and/or drinks from the classroom.

Anyone who does not comply with the University policy will be asked to leave the classroom until the problem is rectified.

2. Response

It is important that all of us respond quickly and responsibly when a spill or mess occurs. When a spill or mess does occur it is important that you call Facility Services immediately at ext. 4445/4444 so the problem can be rectified as quickly as possible.

D. Student Lockers

A minimum number of student lockers are available on the first floor of Robertson Hall. Students may sign up for a locker at the Office of Administrative Services located in the Administration Building.

E. Computer Access

A computer lab is available for student use on the second floor of the library, in the Law Library, and on the fourth floor of Robertson Hall. All registered Regent University students may obtain access to word processing, e-mail and Internet.

F. Dress Code

The Law School desires to prepare students for the professional environment of the practice of law. Accordingly, in matters of dress, students should recognize that they are preparing for career placement and thus should present themselves in a manner consistent with professional standards. While modest casual dress is normally acceptable on campus, recreational and beach attire such as cropped, tank, or midriff shirts, hats, or short shorts are not in keeping with professional standards and are therefore discouraged.

XI. GRADUATION REQUIREMENTS AND COMMENCEMENT

A. Juris Doctor Degree

To receive a Juris doctor degree (J.D.) from Regent University, a student must complete a course of study, in residence, of no less than 90 credits (1072.5 class hours) extending over a period of no less than three academic years for full-time students or four academic years for part-time students.

A full-time student must have completed the residency, credit hours, and grade requirements within five years from the date he or she entered the law school.

A part-time student must have completed the residency, credit hours, and grade requirements within six years from the date he or she entered the law school.

B. Joint Degrees

A joint degrees candidate must complete all the law school requirements and those of the other school before the J.D. or other degree will be granted. Students who are in the J.D./M.A. in Government degrees program must comply with the Internship and Directed Research requirements stated in the Public Policy Program Guidebook before they may participate in Commencement exercises.

C. Commencement

Regent University has only one commencement per year, normally in May. Commencement involves several activities, in addition to the graduation ceremony. It is normally held on the Saturday following the last day of exams. Commencement-related activities include a graduate awards banquet and University and individual school commissioning services.

D. Character and Fitness to Practice Law

After a law student applies to take a bar examination, the respective bar examiners have the law school provide an evaluation of that student's character and fitness to practice law. An essential part of assessing a student's character and fitness to practice law must be completed when an applicant is considered for admission and subsequently during his or her entire legal education. The questions have been narrowly tailored to reflect only those issues that need early or regular consideration. If you answer any of the questions affirmatively, you must provide an explanation that only needs to include essential information (e.g., the date, the charge, and the disposition).

Central to determining one's character and fitness to practice law is the act of voluntary disclosure. If the school learns that your answer to one or more of these questions was not accurate, your acceptance may be revoked or, if you are already enrolled, you may be subject to disciplinary action up to dismissal. You need to disclose details of the result of any criminal charges. Even if the charges were dismissed, adjudication was withheld, a conviction was reversed, a conviction was set aside, a conviction was vacated, or the record was sealed, you

must provide disclosure. The charges of driving under the influence of alcohol, driving under the influence of drugs, and reckless driving must be disclosed as criminal charges.

Your answers to the questions are confidential and are limited to a determination of your character and fitness to practice law. You are under a continuing obligation to notify the Office of Admissions of any changes in your answers to these questions. If admitted, as a student, you are under a continuing obligation to notify the Associate Dean for Student Affairs of any changes in your answers to these questions.

A copy of the form with all of the questions is included as an Appendix to this Handbook.

E. Registration of the Study of Law and Application for Bar Examinations

A number of states require law students to register their intent to sit for a bar examination. Students have the obligation to learn the registration and application procedures for the bar examination in the state or states of their interest.

The *Comprehensive Guide to Bar Admission Requirements* is available from the Associate Dean for Student Affairs and Career Services. In addition, students should review information available from the American Bar Association, including the on-line *Comprehensive Guide to Bar Admission Requirements* (<http://www.abanet.org/legaled/>), the National Council of Bar Examiners (<http://www.ncbex.org/>), and the individual state bar examiners' web sites (addresses vary). A list of the states requiring notification to the Board of Bar Examiners when one enters law school is included as an Appendix to this Handbook.

Students should begin their applications for bar examinations at their earliest convenience. In many states, application fees are much less for early applications. In addition, gathering the requisite information and completing an application for a bar examination can take weeks. It is critical that students not wait till the last minute since no state will accept late applications.

F. Virginia Third Year Student Practice

Under limited circumstances, third year law students, in the presence of a supervising lawyer, may appear in any court or administrative tribunal. The Third Year Student Practice Rule is presented in the Rules of the Supreme Court of Virginia, Part 6, Section IV, Paragraph 15.

Generally, full-time students may apply in the spring of their 2L year and part-time student may apply in the spring of their 3L year. Students should have a reasonable expectation of completing all degree requirements within no more than two regular semesters after applying for Third Year Student Practice. To qualify, students must have completed Criminal Law, Law and Professional Responsibility, Evidence, and Civil Procedure.

A student must present a completed Third Year Rule Form (a copy is attached as an Appendix to this Handbook) to the Associate Dean for Student Affairs to request permission to practice under the Third Year Student Practice Rule. The Associate Dean will certify to the Virginia State Bar that the student has taken the requisite courses, is in good standing at the

School of Law, and is of good character and competent ability. The Associate Dean cannot release any Third Year Student Practice Certificates until grades from the spring semester have been recorded. Students may request certification under the Third Year Student Practice Rule at any time up to the beginning of examinations in their final semester. No requests are accepted from graduates.

Students interested in Third Year Student Practice need to read the relevant rule of the Supreme Court of Virginia to ensure that this information is current at the time they file their Third Year Rule Forms. In addition, students must comply with all of the restrictions imposed by the rule.

XII. CAREER SERVICES

The general objective of the career services program is to help students discover and secure career positions that are consistent with their motivational gifts and God's calling. This goal is accomplished through self-assessment counseling, a general career search, exploration of the legal field, and a specific job pursuit. Workshops, including resume writing and interviewing skills, are conducted to help students in the job search and placement process.

An effective placement effort must begin long before a student is in his or her final year of legal study. One should always be seeking the Lord for direction and wisdom. Although a student may make use of the career services resources at any time, job search efforts should ideally begin during the first year of legal study. A first-year student should focus on self-assessment and possibly a clerkship position with a law firm or judge during the summer following his or her first year.

During the fall of the second year for full-time students and the fall of the third year for part-time students, a student should determine the general area(s) in which he or she would like to practice. This decision should be made with the benefit of one-on-one counseling with the career services staff, faculty counsel, clerkship experience, and informational interviews. A summer clerkship should be actively pursued to provide practical experience in the area(s) of law one selects. This is typically completed during the summer following the second year for full-time students and will vary based on individual schedules for part-time students.

If a student desires to serve as a judicial clerk after graduation, applications for these positions typically need to be completed early. Please consult the Office of Career and Alumni Services for guidance on the timing of judicial clerkship applications.

In the final year of law school a student should conduct a specific job search. This search begins in the fall since many firms hire their associates in October or November prior to graduation. However, it is possible to secure a legal position at the conclusion of a summer clerkship with a law firm prior to the beginning of your final year of school.

During each of these steps, a student needs to develop certain practical skills like resume writing and interviewing. Various workshops and programs are available throughout the year on these topics in addition to individual consultations with the career services staff and faculty advisors. All of these steps will help prepare you to be a workman approved by God and men (Romans 14:18; II Timothy 2:15) and are critical in obtaining the employment you desire following graduation.

XIII. APPENDICES

- A. Rigorous Writing Approval Form
- B. Examination Conflicts Form
- C. Character and Fitness to Practice Law Continuing Disclosure Statement
- D. Third Year Rule Form