



POLICIES AND PROCEDURES MANUAL

**Revised
May 2013**

TABLE OF CONTENTS

	Page
I. Introduction	1
II. Mission	2
III. Law School Governance	3
A. Administration	3
B. Faculty	3
C. Faculty Committees	6
IV. Admissions Policies	7
A. Transfer and Visiting Students	7
B. Non-Degree Student Status	7
C. Readmission After Withdrawal/Failure to Enroll	8
D. Leave of Absence	9
E. Financial Assistance	9
V. Program Enrollment Policy, Degree Requirements, and Academic Advising	11
A. Full-time and Part-time Student Status/Course Load	11
B. Academic Advising	12
C. Units, Grades, and Time Limits	12
D. Course Requirements	13
E. Elective Courses	16
F. Concentrations	16
G. Degree Program Checklist and Approved Degree Program	16
H. Joint-Degrees Programs	16
I. Independent Study	19
J. Honors Program	21
VI. Course Enrollment Policies	23
A. Law Students in Non-Law Courses	23
B. Non-Law Students in Law Courses	23
C. Auditing Courses	23
D. Legal Externships	23
E. Regent Students Visiting at Another Law School	25
F. Registration Procedures	26
G. Distance Education	27
VII. Evaluation, Grading, and Reporting Policies	28
A. Faculty Evaluation of Student Performance	28
B. Students with Disabilities	28
C. Rescheduling Examinations	29
D. Grading Scale	29
E. Grading Policy: Anonymity/Student Names	30
F. Grade Communication Policy	30
G. Student Petitions to Review Course Grades	30

H.	Repeating Courses	31
I.	Academic Probation and Dismissal	33
J.	Letters of Good Standing	35
K.	Student Evaluation of Faculty Teaching/Courses	36
VIII.	Class Attendance, Work, Interscholastic Competitions, First-Year Intramural Competitions, and Student Leadership	37
A.	Attendance	37
B.	Student Employment Policy	37
C.	Interscholastic Competition Policy	37
D.	First-Year Intramural Competitions	38
E.	Student Leadership	38
IX.	Facilities, Communications, and Dress Code	39
A.	Student Hanging Files (Mailboxes)	39
B.	E-mail and On-Line Services	39
C.	Law School Events	41
D.	Food and Drink in Buildings	41
E.	Student Lockers	42
F.	Computer and Wireless Access	42
G.	Dress Code	42
X.	Graduation Requirements and Commencement	44
A.	Juris Doctor Degree	44
B.	Joint Degrees	44
C.	Commencement	44
D.	Character and Fitness to Practice Law	44
E.	Registration of the Study of Law and Application for Bar Examinations	46
F.	Virginia Third Year Student Practice	46
XI.	Career Services	48
XII.	Appendix	49

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 Biblical foundations of law, legal institutions, and processes of conflict resolution; the recognition of questions of righteousness in the operation of law; and 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 to seek the Biblical foundations of law, to recognize questions of righteousness in the operation of the law; and to pursue true justice.

III. LAW SCHOOL GOVERNANCE

A. Administration

The School of Law 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, an Associate Dean for Academic Affairs, Associate Dean for Administration, and Associate Dean for Student Affairs, and four Directors, a Director of Admissions & Financial Aid, Director of Career & Alumni Services, Director of Communications & Enrollment Marketing, and Director of the Law Library. These individuals are listed below:

Dean and Associate Deans

Jeffrey A. Brauch, Dean
Douglas C. Cook, Associate Dean for Academic Affairs
L.O. Natt Gantt, II, Associate Dean for Student Affairs
James E. Murphy, Associate Dean for Administration

Directors

Margaret Christiansen, Director of the Law Library
Bonnie Creef, Director of Admissions & Financial Aid
Darius Davenport, Director of Career & Alumni Services
Sean Kirnan, Director of Communications & Enrollment Marketing

The law school's administrative structure includes additional professional staff, and the complete administrative structure of the school is encapsulated in the organizational directory included as an Appendix to this manual.

B. Faculty

The School of Law has a diverse and distinguished faculty. Members of the faculty have published extensively; and all of them have significant legal experience in private practice, public interest legal work, or government service. The school is justly proud of the accomplishments of its faculty members. Collectively, the faculty provides an outstanding and rich legal education for Regent students. Members and their credentials are listed below. (The year in which the faculty member began full-time in the School of Law is listed in parentheses.)

Law Faculty

Ashcroft, John D., Distinguished Professor in the Schools of Law and Government
(2005), J.D., University of Chicago

Boland, James M., Associate Professor and Director of Legal Analysis, Research & Writing (1999), J.D., Regent University

Brauch, Jeffrey A., Dean and Professor (1994), J.D., with honors, University of Chicago

Brown, Eleanor W., Associate Professor (2002), J.D., University of Richmond, LL.M., College of William & Mary

Cameron, Bruce N., Reed Larson Professor of Labor Law (2007), J.D., Emory University School of Law

Ching, Kenneth, Assistant Professor (2011), J.D., Duke University

Christiansen, Margaret L., Director of the Law Library (1994), J.D., Regent University; M.S.I.S. Florida State University

Cook, Douglas H., Professor and Associate Dean for Academic Affairs (1987), J.D., The Ohio State University

Curtis, Alice, Associate Professor (1998), J.D., Georgetown University Law Center

Davids, James A., Assistant Professor (2003), J.D., Duke University

DeBoer, Erin K., Legal Analysis, Research & Writing Instructor (2011), J.D., *summa cum laude*, Regent University

DeGroff, Eric A., Professor and Director of the Center for Advocacy (1994), J.D., Regent University

Duane, James J., Professor (1991), J.D., Harvard Law School

Dysart, Tessa L., Assistant Professor (2012), J.D., Harvard Law School

Folsom, Thomas C., Professor (2002), J.D., Georgetown University Law Center

Gantt, II, L.O. Natt, Professor and Associate Dean for Student Affairs (2000), J.D., *cum laude*, Harvard Law School

Hensler, III, Louis W., Professor (1998), J.D., University of Chicago

Hernandez, Michael V., Professor and Director of the Honors Program (1992), J.D., University of Virginia

Jacob, Bradley P., Associate Professor (2001), J.D., University of Chicago

Kickasola, Joseph N., Professor in the Schools of Law and Government (2002), Ph.D.,
Brandeis University

Kirkland, Janis L., Instructor and Assistant Director of Legal Analysis, Research &
Writing (2000), J.D., *magna cum laude*, University of Richmond

Kohm, Lynne Marie, John Brown McCarty Professor of Family Law (1993), J.D.,
Syracuse University

Madison, III, Benjamin V., Professor (2003), J.D., College of William and Mary

McKee, Kathleen A., Associate Professor and Director of the Civil Litigation Clinic
(1996), J.D., Catholic University; LL.M., Georgetown University Law Center

Murray, J. Haskell, Assistant Professor (2011), J.D., *magna cum laude*, Georgia State
University

Oates, Charles H., Professor (1994), J.D., Stetson University

Pryor, C. Scott, Professor (1998), J.D., with honors, University of Wisconsin

Schutt, Michael P., Associate Professor and Director of the Institute for Christian Legal
Studies (1993), J.D., with honors, University of Texas

Seto, Robert M. M., Professor Emeritus (1998), J.D., St. Louis University; LL.M.,
George Washington University

Stern, Craig A., Professor (1990), J.D., University of Virginia

Van Essendelft, Kimberly R., Legal Analysis, Research & Writing Instructor (2006),
J.D., College of William and Mary

Velloney, David D., Associate Professor and Director of the Center for Global Justice
(2008), J.D., Yale Law School; LL.M., *honor graduate*, The Judge Advocate
General's School, U.S. Army

Wagner, David M., Professor (1998), J.D., George Mason University

Whittico, Gloria A., Assistant Professor and Associate Director of the Academic Success
Program (2008), J.D., University of Virginia

Law Library Faculty

Hamm, Marie Summerlin, Assistant Director of Collection Development (1999), J.D.,
Regent University; M.L.S., Syracuse University

Magee, William E., Assistant Research Services Librarian (2000), J.D., Regent University, M.S.L.S., Catholic University of America
Parker-Bellamy, Teresa, Head of Bibliographic Services (1996), M.S.L.S., Catholic University of America

Welsh, Eric, Head of Research Services (1986), J.D., Regent University School of Law

C. Faculty Committees

The following standing committees serve the law school:

1. Academic Policies Committee
2. Admissions Committee
3. Curriculum Committee
4. Faculty Appointments Committee
5. Law Library Committee
6. Placement/Clerkships Committee
7. Promotion and Tenure Committee
8. Technology Committee

IV. ADMISSIONS POLICIES

A. Transfer and Visiting Students

The law school admits a limited number of 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. Students may therefore 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. A person who earns credit in the law school on a non-degree status, however, may not later apply such credit toward a J.D. degree if that student applies for degree-seeking 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 School of Law will not follow the regular University standards and procedures in such cases. Rather, admission of such applicants 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 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.
 - 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 V.C, *infra*, 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

A student's financial aid package comprises a combination of financial aid awards, in the form of scholarships, grants, and federal loans. Financial aid awards available to law students include grants in recognition of outstanding leadership or work in public service, and academic merit, 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 financial aid awards cannot exceed 100% of tuition, while the total financial aid package may cover tuition, fees, and a modest living allowance. Complete descriptions and criteria for all financial aid awards are available on the law school financial aid website.

2. Availability of Loans

In addition to a student's financial aid award, Regent University students may participate in the *Title IV* federally guaranteed student loan program offering the Unsubsidized Stafford loan up to a predetermined amount per academic year and the Grad PLUS loan offering up to the full cost of attendance. The cost of attendance covers tuition, fees, and a modest living allowance while in law school. Students may apply for federal loans as of January 1 each year by submitting the FAFSA at www.fafsa.ed.gov and selecting Regent University. Eligibility for the Federal Direct Unsubsidized Stafford loan is based upon the student's default history on prior student loans; while eligibility for the federal Grad PLUS loan is based upon the whether a student has adverse credit history. Therefore, students are *strongly* advised to examine current credit reports and to correct any issues found therein to ensure eligibility for federal loans prior to attending law school. For additional information regarding federal loans, please contact the University Central Financial Aid Office at 757-352-4125.

3. Administration of Financial Aid

Incoming students are automatically considered for law scholarship and grants based upon their admission file and do not need to complete a separate financial aid application.

Scholarships do not stack, but students are awarded the highest and best award for which they are eligible. Generally, scholarships and grants are *not* available for the summer term unless the student requests a reallocation of the award to be distributed over three terms (fall/spring/summer) instead of the standard fall/spring allocation. However, federal loans are available for summer classes as long as the student is enrolled in at least 3 summer credit hours. For continuing law students, financial aid awards are assessed annually after spring grades are released. Scholarships and grants are presumed to renew at the existing level each year assuming all renewal criteria are met including a 2.8 cumulative GPA for academic merit scholarships and that the student does not qualify for a higher award his or her second year.

Receipt of any School of Law award is contingent on the student's adherence to the University's Honor Code, Standard of Personal Conduct, and assumes continuous enrollment for the entire semester. 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. Financial aid is available only for students taking classes for academic credit. No aid is available for students auditing courses or for visiting students. Students must complete an application by March 1 each year in order to be considered a university endowed scholarship. Scholarships and grants are awarded at the discretion of the law school and may be discontinued or revised at any time.

Students with scholarship and grant concerns should contact Julie Anjo, Assistant Director of Admissions & Financial Aid at (757) 352-4559. Loan questions should be directed to the Central Financial Aid Office at (757) 352-4125. More information regarding financial aid can be found through the law school's website at www.regent.edu/acad/schlaw/admissions/finances.cfm and the Central Financial Aid website at www.regent.edu/finaid.

4. Outside Scholarship Sources

Students are encouraged to explore funding from sources outside of the University. Information is available on the Central Financial Aid website www.regent.edu/finaid as well as www.fastweb.com and www.wiredscholar.com to deadlines and specific requirements.

V. 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 may be admitted in either the Fall or Spring 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 Associate Dean for Student Affairs, 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 Analysis, Research & 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 Analysis, Research & Writing II, plus the second semester of two doctrinal 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 doctrinal 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

The law school Records and Registration Office assigns all students a faculty academic advisor in the fall semester of their first year. Initially, advisors are assigned to students at random. However, as students begin to develop career objectives and personal preferences, students may change advisors to the professor of their choice as long as they obtain permission of their current advisor and new, intended advisor and notify the Records and Registration Office. The Associate Dean for Student Affairs serves as advisor for all transfer and visiting students.

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 complete an academic petition and have the petition approved by Associate Dean for Student Affairs. In accordance with American Bar Association (ABA) Standard 304(e), no student, however, will be allowed to take more than 18 law credit hours in any one term. Standard 304(e) provides no student shall 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

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 J.D. degree requires a minimum of 90 credit hours; joint degrees students must earn a minimum of 83 credit hours. Candidates for the degree must complete the program with a minimum cumulative grade point average of 2.00 on a 4.00 scale.

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).

Candidates for the J.D. degree must, as a general rule, 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 J.D. 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, second-year part-time students will complete their schedule with upper-level courses but must take no more than 12 credits each semester.

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

(1) Common Core (25 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 ___ Professional Skills Practicum*.....	2

(2) First set of limited electives (8 hours required)** *Choose at least three of the following five courses:*

LAW 621 Sales (UCC I).....	2
LAW 622 Secured Transactions (UCC II).....	3
LAW 627 (Negot. Inst./Pymnt. Sys.) (UCC III).....	3
LAW 661 Family Law.....	3
LAW 662 Wills, Trusts & Estates.....	3

(3) Second set of limited electives (3 hours required)** *Choose at least one of the following seven courses*

LAW 746 Virginia Procedure***.....	3
LAW 671 Individual Federal Income Tax.....	3
LAW 722 Remedies.....	3
LAW 783 Conflict of Laws.....	3
LAW 781 Administrative Law.....	3
LAW 758 State Civil Pretrial Practice & Procedure.....	3

LAW ____ (unselected course from B(2) above).....	3
---	---

** Students with a 2.8 GPA at the end of their first year, for full-time students, or at the end of their second year, for part-time students, are exempted from the Professional Skills Practicum requirement.*

*** Honors Students and students in the top 25% of their class at the end of their first year, for full-time students, or at the end of their second year, for part-time students, are exempted from the (B)(2) and (B)(3) requirements, except for Virginia Procedure (see below).*

**** Virginia Procedure is required for any student, except Honors Students, to be certified by the Law School to take the Virginia Bar Examination. Students who are required to take a (B)(3) course and who declare they do not plan to take the Virginia Bar Examination may substitute any of the other B(3) courses 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. See Section J below for the qualifications to become an Honors Student.

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 rigorous written skills requirements other than LAW 650 Appellate Advocacy.

Oral Skills Menu

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 & Counseling.....	3

Rigorous Written Skills Menu

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	3
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 (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; (3) Public Law; (4) Litigation and Dispute Resolution; (5) Family Law; and (6) Theology, Philosophy, and the Law. The list of the specific courses included in each concentration is available on-line on the Student Resources page on the law school website (see http://www.regent.edu/acad/schlaw/student_life/docs/AreasofConcentration.pdf) and 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. The checklist is available on-line on the Students Resources page on the law school website (see http://www.regent.edu/acad/schlaw/student_life/docs/jdcurriculum.pdf) and in the school's Records and Registration Office. The procedure for using the checklist is as follows:

1. Each time a student meets with his advisor for academic advising he or she must bring a checklist that indicates the courses the student has taken to that point. 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.
2. 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 and will be used to identify what graduation requirements the student has yet to complete.

H. Joint-Degrees Programs

1. General Information

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 complete the same course requirements as single-degree students, including completing the required first-year and upper-level courses and completing the oral and rigorous written skills 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-degrees 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, students should contact Julie Anjo, Assistant Director of Admissions & Financial Aid.

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

Below is general information on the joint degrees the School of Law offers. For more information on the degrees and specific requirements, see the University Graduate Catalog.

a. Juris Doctor and Master of Public Administration or M.A. in Government (Robertson School of Government)

The education offered in government school prepares students for service in government, politics, policy making, and nonprofit organizations. Some government students may desire to add legal training to prepare for particular legal positions in government or nonprofit organizations or to obtain legal knowledge as it relates 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 government school 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.

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 Master of Business Administration or M.A. in Management (School of Business and Leadership)

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 knowledge of the fundamental principles of business will be much better equipped to give counsel and advice to individuals, partners, 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 or journalism gives students the opportunity to integrate knowledge of the law with communication skills and the 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 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 Master of Divinity or M.A. in Divinity (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 Business and Leadership)

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 degrees 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.

J. Honors Program

Beginning in Fall 2011, the law school implemented an Honors Program for entering 1L students. Under the program, at least one of the first-year common law doctrinal courses (Contracts, Property, and Torts) is taught in smaller sections of 35-40 students, with one section (of each course) being designated as an Honors section, populated only by students in the Honors Program. One section of Christian Foundations of Law is also similarly designated as an Honors section. In addition to small first-year sections, Honors Students are offered a small-section upper-level experience in Constitutional Law and an honors-student-only course experience during their final year. They also benefit from special speakers and programs throughout their time in law school. Finally, as noted above, Honors Students are exempted from the requirement to take the Professional Skills Practicum and from the course requirements in lists (B)(2) and (B)(3) on the J.D. Degree Program Checklist.

Students become Honors Students through one of two processes. First, applicants who have a 158 high LSAT score and an undergraduate grade point average of 3.0 are considered for selection into the school's Honors Program by the Admissions Committee. Students who are not admitted into the program through the admissions process may still grade into the program if they are in the top 15% of their class at the end of the spring semester of the 1L year (2L year for part-time students). These students then must continue to have at least a 3.0 cumulative grade point average at the same points in time noted above.

To remain in the Honors Program, Honors Students must maintain a cumulative GPA of 3.0 or higher at the end of (1) the spring semester of the 1L year (2L year for part-time students); (2) the spring semester of the 2L year (3L year for part-time students); and (3) the course of study in the J.D. program.

An Honors Student who is academically dismissed from the Honors Program after the spring semester of the 1L year (2L year for part-time students) will be readmitted to the program if the student earns:

1. At least 60 credits by the end of the spring semester of the 2L year (3L year for part-time students);
2. A cumulative GPA of 3.3 or higher in all courses taken after the spring semester of the 1L year (2L year for part-time students) through the end of the spring semester of the 2L year (3L year for part-time students); and

3. An overall cumulative GPA of 3.0 or higher at the end of the spring semester of the 2L year (3L year for part-time students).

Any student who is academically dismissed from the Honors Program after the spring semester of the 1L year (2L year for part-time students) and who does not meet these requirements will be ineligible for later readmission to the Program.

An Honors student who is academically dismissed from the Honors Program after the spring semester of the 2L year (3L year for part-time students) will be readmitted to the Program if the student earns:

1. A cumulative GPA of 3.3 or higher in all courses taken after the spring semester of the 2L year (3L year for part-time students) through the end of the course of study in the J.D. program; and
2. An overall cumulative GPA of 3.0 or higher at the end of the course of study in the J.D. program.

VI. COURSE ENROLLMENT POLICIES

The goal of the law school is to offer an educational program that 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 for non-law students 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. The School of Law structures its 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. 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. Externships are approved on a case-by-case basis. Externships with private practitioners are not approved.
- b. Students who desire to participate in the local Legal Aid externship or in an externship with a nonprofit organization should consult with Associate Professor Kathleen McKee, who supervises legal aid and nonprofit externships. Following consultation with Professor McKee, students must complete an Individual Study Form, to be signed by Professor McKee. The signed Individual Study Form is then submitted to the Associate Dean for Student Affairs. If the externship is approved, the student will register for the externship just as he or she would for a class.
- c. Students who desire to participate in a judicial or governmental externship should consult with Professor Charles Oates, who supervises judicial and governmental externships. Following consultation with Professor Oates, students must complete an Individual Study Form, to be signed by Professor Oates, and also must prepare a written proposal signed by the student containing the elements set forth below. The Individual Study Form signed by Professor Oates and the written proposal signed by the student are then submitted 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.

- d. To be considered for approval, proposed externship study programs shall meet the following conditions:
 - (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 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) Upon completion of the program, the Faculty Supervisor will assign a grade of "Pass" or "No Pass" for the student's effort. 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.

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 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 spring, 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 Genisys 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 after pre-registration is completed 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 Genisys.
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 online. Registration for an independent study or externship requires the submission

of an Individual Study Form with all required signatures and a proposal to the Records Office (RH 223). Students will not be able to register online for a course that requires the professor's approval prior to registering or requires 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 for Student Affairs 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 Add/Drop periods by completing an Add/Drop form.
11. The course enrollment limit may be changed to allow more students into a course only by the Associate Dean for Student Affairs 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 titled, "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.

VII. 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

Students seeking a reasonable accommodation for a disability are encouraged to contact the Associate Dean for Students Affairs, who directs students to the process for obtaining accommodations by contacting the Regent University Disability Services Coordinator. Specifically, students are directed to the Regent University website on Disability Services (http://www.regent.edu/admin/stusrv/student_life/disabilities.cfm), which outlines the process for requesting accommodations with the University Disability Services Coordinator. As is stated on this website:

A request for reasonable accommodation does not necessarily mean that Regent University will provide an accommodation for the student. The request is the first step in an informal, interactive process between the student and the University to determine whether the student's condition meets the definition of *disability* or whether the student is in any way "qualified." To begin this process, a student can fill out this online form.

The university may request documentation of the student's functional limitations to support the request. While the student does not have to be able to specify the precise accommodation needed, he or she does need to describe the problems posed by the claimed barrier. Suggestions from the student will be helpful in determining the type of reasonable accommodation to provide.¹

Once the Disability Services Coordinator determines an accommodations plan for a law student, the plan is sent to the law school's Office of Student Affairs. The Associate Dean for Student Affairs reviews the plan and contacts the Disability Services Coordinator with any

¹ http://www.regent.edu/admin/stusrv/student_life/requesting.cfm.

questions or concerns. The Associate Dean then signs the plan on behalf of the law school and coordinates the plan's implementation on the law school level.

C. Rescheduling Examinations

A student may reschedule a final exam if the student has a conflict, defined as two exams scheduled on the same day, an exam in the evening (beginning at 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 for Student Affairs.

Aside for rescheduling due to a conflict, as described above, 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. 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.

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	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	
F	0.00	
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. Grades should not be requested from a faculty member, a secretary, the law school Registration and Records Manager, or the University Registrar.

Although grades are not mailed to students, students whose addresses change must update their information in Genisys so that the law school has an accurate address for each student.

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.
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 or lower the grade if there was a mechanical or clerical error such as a misread Scantron sheet, arithmetic error, or the wrong grade box clicked on the Genisys computer system. The instructor may not change the grade, up or down, based on re-evaluation of any graded course component.
3. 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.

4. Petitions to change grades given by adjunct faculty members shall be considered, and granted or denied, by the Dean in consultation with the adjunct faculty member. The Dean's decision is final. For all other grades, paragraphs (5) and (6) below apply.
5. Petitions to change grades shall initially be considered by the Dean of the law school and course instructor together with one faculty member of the law school appointed by the Dean with the approval of the course instructor. The purpose of this consideration shall be to attempt to achieve an agreement among the Dean, the reviewing faculty member, and the course instructor as to the proper resolution of the dispute. The instructor's grade bears a very high presumption of validity, so the committee will only change a grade if there is clear and convincing evidence that the original grade falls outside of a reasonable grade range for the student's work in that course. Agreements shall be communicated by the Dean to the student.
6. In the event that the course instructor, Dean and reviewing faculty member cannot agree on the disposition of a petition, the instructor's original grade will stand, and the Dean shall communicate this outcome to the student.
7. At the discretion of the Dean, the Associate Dean for Academic Affairs may act on the Dean's behalf, and in the Dean's place, in all matters pertaining to grade appeals.

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

<i>Course</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Total Quality Points</i>	<i>Average Quality Points</i>
Property I	3	D	3.000	15 ÷ 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:

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

Property I	3	A	6.000

b. Example 2

<i>Course</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Total Quality Points</i>	<i>Average Quality Points</i>
Property I	3	F	0.000	6 ÷ 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 because 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:

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Total Quality Points</u>
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 2.00 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/No Pass course, a grade of either “Pass” or “No Pass.”

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 or first summer term and has a cumulative law GPA below 1.65; or
 - b. Is a 2-year J.D. student and has a cumulative law GPA below 1.65 at the end of the fall semester of his or her first year of law study, even if the student was in good standing at the end of the first summer term; or
 - c. 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
 - d. Fails to maintain a cumulative law GPA of 2.00 at the end of the second, third, or fourth year of law study; or
 - e. Is reinstated pursuant to section (7) below and fails to achieve a cumulative law GPA of 2.00 by the end of his or her first semester after readmission; or
 - f. 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 or first summer term, has a cumulative law GPA of less than 2.00, but is not subject to dismissal under section (1) above; or
 - b. Is a 2-year J.D. student and fails to maintain a cumulative law GPA of 2.00 at the end of the fall semester of his or her first year of law study; or
 - c. 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
 - d. Is reinstated pursuant to section (7) below.
3. Any student who is on Academic Probation:
 - a. Will be assigned the academic advisee of the Director or Associate Director of the Academic Success Program, must meet with the Director or Associate Director as often as that person deems necessary, and must complete any supplemental work the Director or Associate Director deems necessary; and any student who fails to complete these meeting and supplemental work requirements may be subject to student discipline; and
 - b. Must register for and take only required courses (i.e., courses listed on the on the J.D. Degree Program Checklist as First-Year Required Courses or as Upper-Level Required Courses on the (B)(1), (B)(2), and (B)(3) menus (no (B)(4) skills courses)) until all required courses have been completed or repeated as required by the “Repeating Courses” policy in section (H) above.
4. Any student who is not on Academic Probation but whose law school grade point average indicates a risk for academic dismissal, as determined by the Director or Associate Director of the Academic Success Program, must meet with the Director or Associate Director as often as that person deems necessary, and must complete any supplemental work the Director or Associate Director deems necessary. Any student who fails to complete these meeting and supplemental work requirements may be subject to student discipline.
5. 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.

6. Students dismissed solely pursuant to section (1)(f) 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.
7. 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.
8. Students reinstated under Section VII.I.7 will be placed on academic probation, must comply with Section VII.I.3, and must have a cumulative law GPA of 2.00 by the end of their first semester after reinstatement. Reinstatement under Section VII.I.7 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.
9. 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 VII.I.7. 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 the School of Law will be provided upon the following conditions:

1. The student has a cumulative grade point average of 2.00 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 2.00 or better, but has conditions or limitations upon his or her eligibility to return to or enroll in courses at the law school, 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.

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

VIII. 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 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.” To ensure that students comply with this standard, students must complete a Statement of Student Employment each semester, including summer term, on which they state the number of hours, if any, per week they are working during that semester or term. The Statement clearly states ABA and school policy on this issue, and by submitting the forms, students acknowledge that they have read and understood this policy. Students complete the forms on-line through Genisys. If a student’s work hours change during a semester or term after completion of the form, students must notify the office of the Associate Dean for Student Affairs by completing a hard copy Statement of Student Employment and by submitting it to that office.

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 interested student must apply to the Director of the Center for Advocacy. The Director shall appoint a faculty committee, including the faculty advisor for the relevant board, if applicable, and the faculty members who teach in the relevant area. The faculty committee shall have the sole authority to determine if sufficient qualified students exist to compose a team and, if so, to select the team or 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. The students requesting to compete bear the burden of showing, by clear and convincing evidence, their fitness to compete.

Any team selected by the faculty committee to compete must work with the relevant skills board and faculty advisors to obtain the relevant coaching assistance, which may include the preparation requirements of a competition-related course, 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 and faculty advisor shall not be allowed to compete. Compliance with this policy does not guarantee law school funding for any competition.

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 any leadership positions within student organizations and must remain in good academic standing to hold any such leadership positions.

IX. FACILITIES, COMMUNICATIONS, AND DRESS CODE

A. Student Hanging Files (Mailboxes)

Law student mailboxes are “hanging files” located 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 have hanging files in the Dean’s Suite, RH 225.

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 Regent e-mail account 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 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 Listserve

Announcements will be communicated to the student body through a weekly e-mail message sent to the all student listserve on Friday afternoon. The listserve 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 e-mail to Mary Bunch at marybun@regent.edu by noon on Thursday.

Requests for announcements will be included one time in the weekly email message. For an announcement to be repeated, an e-mail request must be sent to Mary Bunch during each week that the announcement is to be repeated.

C. Law School Events

All law events must be sponsored by the law school or a law school student organization. Events sponsored by a law school student organization must be approved by the law school's Records and Registration Office. In general, no law 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. Additional information about scheduling events is located the Special Events page for Administrative Services on the university website (http://www.regent.edu/admin/admsrv/special_events/).

D. 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 prior to the event. A standard event request form, located on the University website, must be filled out completely. See the Special Events page noted above, http://www.regent.edu/admin/admsrv/special_events/.

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.

E. Student Lockers

There are 94 lockers in Robertson Hall which are available to students on a first come-first served basis with no fee. The combination locks have been disabled and students need to supply their own padlock. These lockers are overseen by the Records and Registration Office, but do not require signing up or registering.

Lockers measurements are:

15 inches wide

18 inches deep

36 inches tall

For any questions regarding these lockers, please contact Anna Becker by emailing abecker@regent.edu, or by calling 757-352-4633.

Regent University reserves the right to inspect lockers if warranted. Regent University does not assume responsibility for the content of the lockers. Students should lock the lockers with a padlock to protect their property. Abuse or misuse of the lockers will result in the lock being cut off, possible destruction of offensive personal property, and/or disciplinary action.

F. Computer and Wireless Access

Four computer labs are located on the Regent University campus, one each in the Law Library, Student Center, Classroom Building, and Communication and Performing Arts Center. The Law Library computer lab is available to students during library open hours, and the other labs are available during regular building hours 7:00 a.m. to midnight seven days a week. The PCs in these labs are upgraded every three years, and the software is kept current by the IT department.

Students with laptops or other wireless devices may connect to high-speed wireless Internet access in most areas of each building on campus. For more information on specific wireless access points, view the university's online wireless documentation at <http://www.regent.edu/it/helpdesk/document/wireless.cfm>.

G. 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.

X. 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 credit hours for single-degree students (83 credit hours for joint-degrees students) extending over a period of no less than twenty-four months.

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 early 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. The law school therefore encourages each student to disclose fully any potential character and qualification issues pertaining to admission to the bar at several phases of the student's law school experience. Students are informed of the need for full disclosure at the application stage, upon matriculation, during their time in law school, and again as they near graduation.

In the Application Process. The School of Law's application form begins the process of apprising students of the need to secure information regarding character and other qualifications for admission to the bar.

The "CHARACTER & FITNESS" section of the application for fall 2012 admission begins as follows:

Each state establishes bar registration and admission standards, including standards for character and fitness. Applicants should consult the appropriate bar official to determine admission requirements. After a law student applies to take a bar examination, the respective bar examiners require the School of Law to provide an evaluation of the 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. If you answer any of the following questions affirmatively, you must provide a complete explanation, including essential information (e.g., a thorough description, 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 any of these questions was not accurate, your acceptance may be revoked, or if you are already enrolled, you may be subject to disciplinary action, including dismissal. You must disclose the disposition of any charges against you, even if the charges were dismissed. Your answers to these questions are confidential. You are under a continuing obligation to notify the School of Law of any changes in your answers to these questions.

The application then asks students to answer several questions which are germane to students' character and fitness for admission to the bar:

1. Have you ever been on academic or disciplinary probation or otherwise been disciplined by any post-secondary educational institution (i.e., after high school)?
2. Are there any academic, disciplinary charges or financial liens from any educational institution pending against you?
3. Excluding parking violations, but including traffic violations, have you been arrested, formally accused, cited, fined, posted bail or ordered to do community service for the violation of any law?
4. Are there any criminal charges pending against you?
5. Have you ever been the subject of a court martial hearing, dishonorably discharged from military service or administratively separated from military service with other than an honorable discharge?
6. Have you ever been involuntarily separated from a job as a result of an accusation that involved dishonesty, harassment or assault?
7. Have you ever been a party to a civil lawsuit or government administrative action or proceeding?

If the applicant checks "Yes" in response to any of the questions, he or she must provide a detailed explanation.

Upon Matriculation and During Law School. During the week prior to the commencement of classes, all incoming first-year students are required to attend orientation. During the student affairs portion of orientation, the Associate Dean for Student Affairs discusses with the students the importance of their responding fully to the character and fitness questions on the application. The Associate Dean reminds the students of the specific questions; and included in the students' orientation packet is a Character and Fitness to Practice Law

Continuing Disclosure Statement, which includes the application questions and reminds students, as stated on the application, of their continuing obligation to notify the school of any character issues that were not previously disclosed on the application or that arise during their course of study. Any new information the students submit in response to this form is placed in their student file. This statement also reminds students of their responsibility to take a proactive role in investigating any special qualifications or registration requirements in their individual state bars. Students needing further assistance or counseling regarding specific bar qualifications are encouraged to visit the Student Affairs and Bar Certification Coordinator or to make an appointment to see the Associate Dean for Student Affairs.

In addition to this discussion during orientation, the Associate Dean for Student Affairs conducts during the spring semester Orientation Part II, which is also required for first-year students. During this session, the Associate Dean again reminds students of their responsibility to disclose to the school any relevant character and fitness information.

Nearing Graduation. In the final semester of study, all graduating students are required to submit a Character and Fitness to Practice Law Self-Disclosure form to the Student Affairs and Bar Certification Coordinator to ensure that the Office of Student Affairs has complete up-to-date information on the students' character and fitness. Students are asked to explain in detail any information not included on their law school application or not previously disclosed to the school during their course of study.

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 Student Affairs and Bar Certification Coordinator and the Office of Career and Alumni 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' websites (addresses vary).

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 until the last minute because 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 Virginia 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, Professional Responsibility, Evidence, and Civil Procedure I and II.

A student must present a completed Third Year Rule Form 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.

XI. CAREER SERVICES

The general objective of the career services program provided by the Office of Career and Alumni Services 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 or internship should be actively pursued to provide practical experience in the area(s) of law one selects.

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.

XII. APPENDIX

Regent University School of Law Administration and Staff Directory

October 2012

Jeffrey A. Brauch	Dean	RH 231	4040	jbrauch@regent.edu	RH 225
Mary Bunch	Assistant to the Dean	RH 232	4040	marybun@regent.edu	RH 225

Administration

James E. Murphy	Associate Dean for Administration	RH 247D	4724	jamemur@regent.edu	RH 225
Susan Stewart	Administrative Assistant	RH 247	4554	susaste@regent.edu	RH 225
Fax			4595		

Academic Affairs

Douglas H. Cook	Associate Dean for Academic Affairs & Professor	RH 352F	4331	dougcoo@regent.edu	RH 352
Carol Dick	Faculty Support Services Coordinator	RH 353	4325	caolpal@regent.edu	RH 353
Fax			4571		

Student Affairs

L.O. Natt Gantt, II	Associate Dean for Student Affairs & Professor	RH 230	4640	nattgan@regent.edu	RH 225
Juanita Hanke	Student Affairs & Bar Certification Coordinator	RH 223	4046	juanhhan@regent.edu	RH 225
Phyllis Richardson	Records & Registration Manager	RH 227	4505	phylric@regent.edu	RH 225
Anna Becker	Records & Registration Assistant	RH 227	4633	abecker@regent.edu	RH 225
Fax			4595		

Admissions

Bonnie Creef	Director of Admissions & Financial Aid	RH 239A	4119	bonncre@regent.edu	RH 239
Julie Anjo	Asst. Dir. of Admissions & Financial Aid	RH 239B	4559	janjo@regent.edu	RH 239
Marie Markham	Asst. Dir. of Enrollment Management	RH 239C	4556	marima4@regent.edu	RH 239
Sarah Schulte	Asst. Dir. of Admissions & Recruitment	RH 239D	4625	sarasch@regent.edu	RH 239
Debbie Holland	Senior Admissions Processor	RH 240	4117	dholland@regent.edu	RH 239
Anne Black	Data Processor	RH 240	4648	ablack@regent.edu	RH 239
Joyce Reddinger	Administrative Assistant	RH 239	4584	jreddinger@regent.edu	RH 239
Fax			4139		

Career & Alumni Services

Darius Davenport	Director of Career & Alumni Services	RH 247A	4581	ddavenport@regent.edu	RH 247
Kathy Stull	Assist. Dir. of Career & Alumni Services	RH 247B	4557	kathst3@regent.edu	RH 247
Tina Owens	Office Administrator	RH 247	4915	towens@regent.edu	RH 247

Center for Global Justice, Human Rights, and the Rule of Law

Prof. David D. Velloney	Academic Director	RH 339	4323	dvelloney@regent.edu	RH 330
Ashleigh Chapman	Administrative Director	RH 247C	4315	ashlcha@regent.edu	RH 225
Jedidiah Rieke	Project Manager		4660	JRieke@Regent.edu	RH 225

Marketing & Communications

Sean Kirnan	Director of Communications	RH 342	4613	skirnan@regent.edu	RH 330
Lisa Marie Otto	Webmaster	RH 330A	4682	LawWebmaster@regent.edu	RH 330

Regent University School of Law Faculty and Faculty Support Directory

October 2012

Law 1

Name	Title	Office	Phone	Email	Mail Drop
Carol Dick	Faculty Support Services Coordinator	RH 353	4325	caropal@regent.edu	RH 353
Eleanor W. Brown	Associate Professor	RH 353F	4622	ebrown@regent.edu	RH 353
Bruce N. Cameron	Reed Larson Professor of Labor Law	RH 353A	4522	bcameron@regent.edu	RH 353
Kenneth K. Ching	Assistant Professor	RH 338	4564	kching@regent.edu	RH 330
Eric A. DeGroff	Professor	RH 353E	4326	ericdeg@regent.edu	RH 353
James J. Duane	Professor	RH 353B	4336	jamedua@regent.edu	RH 353
Michael V. Hernandez	Professor	RH 352E	4337	michher@regent.edu	RH 352
Bradley P. Jacob	Associate Professor	RH 353C	4523	bradjac@regent.edu	RH 353
Lynne Marie Kohm	Professor	RH 337	4335	lynnkoh@regent.edu	RH 330
Benjamin V. Madison, III	Professor	RH 353D	4586	benjmad@regent.edu	RH 353
David D. Velloney	Associate Professor	RH 339	4323	dvelloney@regent.edu	RH 330
David M. Wagner	Professor	RH 340	4697	daviwag@regent.edu	RH 330
Fax			4571		

Law 2

Anca Potoan	Academic Programs Administrator	RH 352	4330	apotoan@regent.edu	RH 352
Tessa L. Dysart	Associate Professor	RH 352L	4964	tdysart@regent.edu	RH 330
James M. Boland	Associate Professor & Director of Legal Research and Writing	RH 352K	4632	jboland@regent.edu	RH 352
Alice M. Curtis	Associate Professor	RH 352H	4531	aliccur@regent.edu	RH 352
Erin K. DeBoer	Instructor	RH 352C	4578	erinmc1@regent.edu	RH 352
Thomas C. Folsom	Professor	RH 352J	4668	thomfol@regent.edu	RH 352
Louis W. Hensler, III	Professor	RH 352D	4623	louihen@regent.edu	RH 352
Janis L. Kirkland	Instructor & Assistant Director of Legal Research and Writing	RH 352A	4334	janikir@regent.edu	RH 352
Kathleen A. McKee	Associate Professor & Director of Litigation Clinic	RH 352G	4639	kathmck@regent.edu	RH 352
J. Haskell Murray	Assistant Professor	RH 336	4310	hmurray@regent.edu	RH 352
Charles H. Oates	Professor	RH 352I	4866	charoat@regent.edu	RH 352
C. Scott Pryor	Professor	RH 341	4332	scotpry@regent.edu	RH 330
Kimberly R. Van Essendelft	Instructor	RH 352B	4689	kimbvan@regent.edu	RH 352
Law School Clinic		RH 344A	4720		
Adjunct Faculty Office		RH 332	4583		
Fac. Library Conf. Room		RH 343	4649		
Faculty Library		RH 344			
Fax			4571		

Other Faculty Members & Support Staff

Mary Bunch	Assistant to the Dean	RH 232	4040	marybun@regent.edu	RH 225
Michael P. Schutt	Associate Professor	Texas	4040	michsch@regent.edu	RH 225
Craig A. Stern	Professor	RH 353G	4080	craiste@regent.edu	RH 353
Susan Stewart	Administrative Assistant	RH 247	4554	susaste@regent.edu	RH 225
Gloria Whittico	Associate Director of Academic Success & Assistant Professor	RH 247H	4852	gwhittico@regent.edu	RH 225
Fax			4595		

Joint Appointments

James A. Davids	Assistant Professor - RSG Joint Faculty	RH 318F	4783	jameda2@regent.edu	RH 318
Dr. Joseph N. Kickasola	Professor - RSG Joint Faculty	RH 318H	4312	joekick@regent.edu	RH 318
Fax			4735		

Regent University School of Law Library Directory

October 2012

Name	Title	Office	Phone	Email	Mail Drop
Margaret L. Christiansen	Director Law Library	LIB 317	4463	margchr@regent.edu	LIB 300
Carol Ann Amos	Catalog Assistant	LIB 300	4458	caroamo@regent.edu	LIB 300
Pam Gray	Continuations & Bookkeeping Assistant	LIB 300	4022	pamegra@regent.edu	LIB 300
Marie S. Hamm	Assist Director for Collection Development	LIB 304C	4233	mariham@regent.edu	LIB 300
Jo Joynes	Serials Assistant	LIB 300	4378	marjjoy@regent.edu	LIB 300
William Magee	Assist. Research Services Librarian	LIB 304B	4098	willmag@regent.edu	LIB 300
Teresa A. Parker-Bellamy	Head of Bibliographic Services	LIB 307	4370	terepar@regent.edu	LIB 300
Nikitia Powell	Supervisor of Access Services	LIB 302	4465	nikipow@regent.edu	LIB 300
Shelia Walker	Administrative Assistant	LIB 317	4195	sheiwal@regent.edu	LIB 300
Eric L. Welsh	Head of Research Services	LIB 304A	4454	ericwel@regent.edu	LIB 300
Catherine Wingate	Asst. Access Services Supervisor	LIB 300	4456	cathwi1@regent.edu	LIB 300