



# **POLICIES AND PROCEDURES MANUAL**

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## 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.

Students in the J.D. program are the primary audience for this manual, although some policies may apply to students in the M.A. or LL.M. program. 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. Any questions about the applicability of any particular policy or procedure to students in the M.A. or LL.M. program should be directed to the Associate Dean.

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. Any student concerns about law school policies and procedures may be presented to the Dean, one of the Assistant or Associate Deans, or a faculty member. The administrative structure of the school can be found on the law school's website at [https://www.regent.edu/acad/schlaw/faculty\\_staff/staff.cfm](https://www.regent.edu/acad/schlaw/faculty_staff/staff.cfm).

Note: wherever this Policies and Procedures Manual refers to "Associate Dean" with no further designation, this term means the administrator who has been assigned by the Dean as having primary responsibility for student affairs and services, however titled.

#### **B. Faculty**

The School of Law has a diverse and distinguished faculty. Members of the faculty have published extensively, and all of them have legal experience in private practice, public interest legal work, and/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. Faculty members and their credentials are listed on the law school's website at <http://www.regent.edu/law/faculty/>.

#### **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 student's 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 GPA from the previous law school for any reason. All transfer students are required to take LAW 511 Foundations of Law and LAW 512 Foundations of Practice.

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 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 Law Reader Program Applicant**

A special policy is applied to non-degree applicants who are participating in the Virginia Law Reader 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 2.000 cumulative law 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 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 law GPA 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 and who has a cumulative law GPA of 2.000 or greater must show that the circumstances which led to his or her withdrawal no longer exist.
  - iii. A student who withdraws or is withdrawn after completing one semester and who has a cumulative law GPA below 2.000 must show that there is a strong likelihood he or she possesses the motivation and capacity to complete successfully the course of study.
- d. Students petitioning for readmission must state whether they are petitioning for full-time or part-time student status.
- e. 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 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 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

Regent University has many forms of financial aid available, including scholarships, grants, tuition discounts for military and participation in the federal student loan program. 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](http://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 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. 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 remaining as a student in

good academic and disciplinary standing, and that the student does not qualify for a higher award.

Receipt of any School of Law award is contingent on the student's adherence to the School of Law's Honor Code, the University's 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 the Assistant Dean of Admissions at (757) 352-4315. Loan questions should be directed to the Central Financial Aid Office at (757) 352-4125 or [finaid@regent.edu](mailto:finaid@regent.edu). More information regarding financial aid can be found through the law school's website at [www.regent.edu/law/admissions-aid/#tab-financial-aid](http://www.regent.edu/law/admissions-aid/#tab-financial-aid) and the Central Financial Aid website at [www.regent.edu/admissions-aid/financial-aid](http://www.regent.edu/admissions-aid/financial-aid).

#### 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/admissions-aid/financial-aid](http://www.regent.edu/admissions-aid/financial-aid)) as well as [www.fastweb.com](http://www.fastweb.com) and [www.wiredscholar.com](http://www.wiredscholar.com).

### **F. Non-Discrimination Policy**

Regent University School of Law, motivated by the Christian character of the university of which it is an integral part, recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, gender, and ethnic diversity. The school prohibits discrimination on the basis of race, color, national origin, gender, age, disability, or status as a veteran or disabled veteran. The School maintains its Christian character, but does not discriminate on the basis of religion, except to the extent that applicable law respects its right to act in furtherance of its religious objective. The School fully accepts the teaching of the traditional biblical view with regard to sexual conduct outside the bonds of matrimony, and consistent with those teachings, the School does not discriminate purely on the basis of an individual's professed sexual orientation, but only with regard to accompanying sexual conduct or other actions that undermine the University's Christian character.

## **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.

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, 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 above, 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.
5. Part-time program.
  - a. All first-year (part-time) students matriculating before Fall 2016 must take Christian Foundations of Law (3) in the first semester, and Legal Analysis, Research & Writing (3,3) in the first and second semesters. In addition, in the first year, students will take two of the following course sequences: Contracts I, II (3,3); 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.

All first-year (part-time) students matriculating in Fall 2016 or later must take Foundations of Law (2) in the first semester, Foundations of Practice (1) in the second semester, and Legal Analysis, Research & Writing (3,3) in the first and second semesters. In addition, in the first year, students will take two of the following course sequences: Contracts I, II (3,2); 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 nine, ten, or eleven hours. In the second semester, all students will have a minimum of nine hours (Legal Analysis, Research & Writing II, Foundations of Practice, plus the second semester of two doctrinal course sequences). In addition, second-semester first-year part-time students may enroll in Constitutional Law I or Criminal Law.

- b. In the second year, students will enroll in and complete the two basic doctrinal courses not taken in the first year (Torts, Contracts, Property, Civil Procedure).

#### 6. Academic Success Program

Regent conducts an Academic Success Program (ASP) designed to help students achieve academic success in law school. The program has three components:

- a. A summer program that provides an intensive two-week class designed to develop critical reading, analytical, study, and test-taking skills. The Admissions Committee selects admitted students to participate in the summer program if they possess a strong likelihood of success in law school, but due to their LSAT scores, undergraduate GPAs, or other factors, would benefit from an extended Orientation. Students who are not selected by the Admissions Committee to participate also have the option to participate voluntarily. Beginning in 2017, students participating in the summer program will receive 1 credit in their fall semester. (This additional credit will mean that the total number of semester credit hours carried by these students in their first year will vary from total semester credit hour numbers stated elsewhere in this manual.)
- b. Study skills workshops held during the school year designed to supplement the summer program and academic Orientation material and addressing topics such as techniques for briefing cases, outlining courses, solving legal problems, and preparing for and taking law school examinations.
- c. One-on-one advising by ASP faculty to mentor students in a series of meetings designed to facilitate academic success.

#### **B. Academic Advising**

The law school Records Office assigns all students matriculating in Fall 2016 or later a faculty mentor in the students' first year to assist them in developing career objectives and

choosing academic courses. As students begin to develop career objectives and personal preferences, they may change mentors to the faculty member of their choice as long as they obtain permission of their current mentor and new, intended mentor and notify the Records Office.

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 mentor, with the Records Office, and/or with the Associate Dean for Academic Affairs concerning course selection, sequential courses, and prerequisite courses. Students are normally required to obtain academic advising every semester. Students must complete a Certificate of Advising, signed by their mentor, before registering each semester for the following semester. If a student fails to submit to the Records Office a completed Certificate with his or her mentor's signature, 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.

Mentors are available to assist students during the registration process and throughout the year, but students shall be responsible for taking the initiative to obtain advising. 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. 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, Determination of Credit Hours for Coursework, & Time Limits**

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 J.D. degree must complete the program with a minimum cumulative law GPA of 2.000 on a 4.000 scale.

In 2014, the American Bar Association (ABA) adopted the federal definition of a credit hour, as required by the U.S. Department of Education. As a University accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Regent University also has adopted this standard university-wide. Based on the federal and SACSCOC standard, a credit hour represents a total of 45 hours of course work for each credit hour (3 hours/credit x 15 weeks). In a traditional classroom course, this assumption is based upon a projection of 1 hour of in-class instruction or other faculty contact and 2 hours of other course-related student work each week. Course-related work outside the classroom can include time in the classroom or other direct student-faculty contact, class preparation time, time invested into completion of assignments, and study time, but does not include time invested into taking a final exam.

The ABA views a 50-minute class as satisfying the weekly hour contemplated, effectively reducing the expected time investment per semester to 42.5 hours. However, the ABA notes that "seat time" is not the sole focus on ABA Standard 310 and the standard does not

dictate specific amounts of in-class instruction or outside student work. Rather, it requires that each course require a minimum of an “equivalent” of 42.5 hours of student investment per credit hour. Presently, each law school is required to adopt a policy articulating how it will assure that each course supplies at least the required minimum level of “equivalent” work.

In compliance with ABA Standard 310, SACSCOC, and Regent University’s credit hour policy, the School of Law will assure that each J.D. course requires the equivalent of 45 hours of student work for each credit hour. For each class, the professor will consider in this determination projected in-class time, and anticipated time investment for class preparation, assigned papers and projects, and exam studying. Field placements, clinical courses, and other courses involving considerable non-class time will also require the equivalent of 45 hours of student work for each credit hour.

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 (For Students Matriculating Before Fall 2016)***

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
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***First Year Required Courses (For Students Matriculating Fall 2016 or Later)***

Fall Semester .....	15
LAW 511 Foundations of Law.....	2
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 512 Foundations of Practice .....	1
LAW 522 Contracts II.....	2
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 (For Students Matriculating Before Fall 2016)***

Fall Semester .....10-12  
LAW 511 Christian Foundations of Law ..... 3  
LAW 552 Legal Analysis, Research & Writing I ..... 3  
Students will take 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

In addition, second-semester first-year part-time students also may enroll in Constitutional Law I or Criminal Law.

***First Year (For Students Matriculating Fall 2016 or Later)***

Fall Semester ..... 9-11  
LAW 511 Foundations of Law ..... 2  
LAW 552 Legal Analysis, Research & Writing I ..... 3  
Students will take 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 .....9-10  
LAW 512 Foundations of Practice ..... 1  
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 ..... 2  
LAW 542 Torts II ..... 3  
LAW 554 Civil Procedure II ..... 3  
LAW 562 Property II ..... 3

In addition, second-semester first-year part-time students also may enroll in Constitutional Law I or Criminal Law.



**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 (For Students Matriculating Before Fall 2016)**

**(1) Common Core (24 hours required)\***

LAW 531 Criminal Law .....	3
LAW 602 Business Associations/Business Structures & Agency .....	4/3
LAW 631 Constitutional Criminal Procedure .....	3
LAW 652 Evidence .....	4
LAW 683 Constitutional Law I.....	3
LAW 684 Constitutional Law II.....	3
LAW 691 Professional Responsibility .....	3
LAW 780PS 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 671 Individual Federal Income Tax.....	3
LAW 722 Remedies .....	3
LAW 746 Virginia Procedure*** .....	3
LAW 758 State Civil Pretrial Practice & Procedure.....	3
LAW 781 Administrative Law .....	3
LAW 783 Conflict of Laws .....	3
LAW ____ (unselected course from B(2) above).....	3

*\*Honors Students and students with a 2.800 cumulative law 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, but may elect to take the course.*

*\*\*Honors Students are exempted from the requirements of (2) and (3).*

*\*\*\*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 (3) course and who declare they do not plan to take the Virginia Bar Examination may substitute any of the other (3) courses for Virginia Procedure. Students who take both Virginia Procedure and State Civil Pretrial Practice & Procedure (with a Virginia law emphasis) can count only one of those two courses toward fulfilling the requirements of (3).*

See Section J below for the qualifications to become an Honors Student.

**Upper Level Required Courses for Full-Time and Part-Time Programs (For Students Matriculating Fall 2016 to Fall 2017)**

**(1) Common Core (26 hours required)**

LAW 531 Criminal Law .....	3
LAW 602 Business Structures & Agency .....	3
LAW 621 Sales .....	2
LAW 631 Constitutional Criminal Procedure .....	3
LAW 652 Evidence .....	4
LAW 683 Constitutional Law I.....	3
LAW 684 Constitutional Law II.....	3
LAW 691 Professional Responsibility .....	3
LAW 780PS Professional Skills Practicum*.....	2

**(2) Limited electives (9 hours required)\*\* Choose at least three of the following courses:**

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
LAW 746 Virginia Procedure*** .....	3
LAW 758 State Civil Pretrial Practice & Procedure.....	3
LAW 783 Conflict of Laws .....	3

*\*Honors Students and students with a 2.800 cumulative law 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, but may elect to take the course.*

*\*\*Honors Students are exempted from the requirements in (2).*

*\*\*\*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 (2) course and who declare they do not plan to take the Virginia Bar Examination may substitute any of the other (2) courses for Virginia Procedure. Students who take both Virginia Procedure and State Civil Pretrial Practice & Procedure (with a Virginia law emphasis) can count only one of those two courses toward fulfilling the requirements of (2).*

See Section J below for the qualifications to become an Honors Student.

**Upper Level Required Courses for Full-Time and Part-Time Programs (For Students Matriculating Fall 2018 or later)**

**(1) Common Core (25-27 hours required)**

LAW 531 Criminal Law .....	3
LAW 602 Business Structures & Agency .....	3
LAW 621 Sales .....	2
LAW 631 Constitutional Criminal Procedure I.....	2
LAW 652 Evidence .....	4
LAW 683 Constitutional Law I.....	3
LAW 684 Constitutional Law II.....	3
LAW 691 Professional Responsibility .....	3
LAW 780PS Professional Skills Practicum I/II*.....	2/4

**(2) Limited electives (7 hours required)\*\* Choose at least three of the following courses:**

LAW 622 Secured Transactions (UCC II) .....	3
LAW 661 Family Law .....	3
LAW 662 Wills, Trusts & Estates.....	3
LAW 746 Virginia Procedure*** .....	3
LAW 758 State Civil Pretrial Practice & Procedure.....	2
LAW 783 Conflict of Laws .....	2

*\* All students are required to take the two-credit Professional Skills Practicum I course. Students with a cumulative law GPA below 2.800 at the end of their first year (for full-time students), or at the end of their second year (for part-time students), and students who do not pass the PSP I course are also required to take the two-credit PSP II course. All students may choose to take PSP II as an elective.*

*\*\* Honors Students are exempted from the requirements in (2).*

*\*\*\* 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 (2) course and who declare they do not plan to take the Virginia Bar Examination may substitute any of the other (2) courses for Virginia Procedure. Students who take both Virginia Procedure and State Civil Pretrial Practice & Procedure (with a Virginia law emphasis) can count only one of those two courses toward fulfilling the requirements of (2).*

See Section J below for the qualifications to become an Honors Student.

**Oral and Rigorous Written Skills Requirements (For Students Matriculating Before Fall 2016)**

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.

***Oral Skills Menu***

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

***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 (Joint Degree LAW/GOV only)	3-6

*\*If the student took this course when it was offered as 4 credit hours, the student earned 4 credits. As of Fall 2016, the course is 3 credit hours. This change accounts for the 4/3 in the credits column.*

*\*\*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 either requirement, but not both)***

LAW 650 Appellate Advocacy	3
LAW 778 Advanced Appellate Advocacy I	1-3
LAW 779 Advanced Appellate Advocacy II	1-3

## **Experiential/Oral Skills Requirement (For Students Matriculating Fall 2016 to Fall 2017)**

Students must take at least one course from the list of Experiential and Oral Skills menu and a second course from either the Experiential and Oral Skills menu or the Additional Experiential menu, for a total of no fewer than six hours.

### ***Experiential and Oral Skills***

LAW 650 Appellate Advocacy*	3
LAW 654 Trial Practice	3
LAW 655 Negotiations	3
LAW 656 General Mediation	3
LAW 658 Civil Practice Clinic	3
LAW 660 Client Interviewing & Counseling	3
LAW 667 Family Mediation	3
LAW 744 Advanced Trial Practice I	1-2
LAW 745 Advanced Trial Practice II	1-2
LAW 778 Advanced Appellate Advocacy I*	1-3
LAW 779 Advanced Appellate Advocacy II*	1-3

### ***Additional Experiential***

LAW 575 Advanced Child Advocacy Practicum	1-3
LAW 595 Apprenticeship	4-10
LAW 708 Right to Work Practicum	1-3
LAW 756 Judicial/Governmental Externship	1-5
LAW 757 Drafting Contracts	3
LAW 763 Estate Planning	3
LAW 780 Civil Litigation Practicum	2-3
LAW 780CA Child Advocacy Clinic	1-3
LAW 780IM Immigration Law Practicum	1-3
LAW 795 Legal Aid/Nonprofit Externship	1-5

## **Rigorous Written Skills Requirement (For Students Matriculating Fall 2016 to Fall 2017)**

At least one hour is required of all students and course must be completed prior to final semester.

LAW 590 Independent Study	1-2
LAW 650 Appellate Advocacy*	3
LAW 748 Academic Legal Scholarship	2
LAW 755 Advanced Legal Research & Writing	3
LAW 778 Advanced Appellate Advocacy I*	1-3
LAW 779 Advanced Appellate Advocacy II*	1-3
LAW__ Seminar/Other Course Designated to Satisfy	1-3
GOV 699** Thesis (Joint Degree LAW/GOV only)	3-6

*\*Appellate Advocacy and Advanced Appellate Advocacy can be used to satisfy either the Experiential/Oral Skills requirement or the Written Rigorous Skills requirement, but a single course cannot be used to satisfy both.*

*\*\*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.*

### **Experiential/Oral Skills Requirement (For Students Matriculating Fall 2018 or later)**

Students must take at least one course from the list of Experiential and Oral Skills menu and a second course from either the Experiential and Oral Skills menu or the Additional Experiential menu, for a total of no fewer than six hours.

#### ***Experiential and Oral Skills***

LAW 650 Appellate Advocacy*	3
LAW 654 Trial Practice	3
LAW 655 Negotiations	3
LAW 656 General Mediation	3
LAW 658 Civil Practice Clinic	3
LAW 660 Client Interviewing & Counseling	3
LAW 667 Family Mediation	3
LAW 744 Advanced Trial Practice I	1-2
LAW 745 Advanced Trial Practice II	1-2
LAW 778 Advanced Appellate Advocacy I*	1-3
LAW 779 Advanced Appellate Advocacy II*	1-3

#### ***Additional Experiential***

LAW 595 Apprenticeship	4-10
LAW 708 Right to Work Practicum	1-3
LAW 757 Drafting Contracts	3
LAW 763 Estate Planning	3
LAW 780 Civil Litigation Practicum	2-3
LAW 780CA Child Advocacy Clinic	1-3
LAW 780IM Immigration Law Practicum	1-3
LAW 795 Externship	1-5

### **Rigorous Written Skills Requirement (For Students Matriculating Fall 2018 or later)**

At least one hour is required of all students and course must be completed prior to final semester.

LAW 590 Independent Study	1-2
LAW 650 Appellate Advocacy*	3
LAW 748 Academic Legal Scholarship	2
LAW 755 Advanced Legal Research & Writing	3
LAW 778 Advanced Appellate Advocacy I*	1-3
LAW 779 Advanced Appellate Advocacy II*	1-3
LAW__ Seminar/Other Course Designated to Satisfy	1-3
GOV 699** Thesis (Joint Degree LAW/GOV only)	3-6

*\*Appellate Advocacy and Advanced Appellate Advocacy can be used to satisfy either the Experiential/Oral Skills requirement or the Written Rigorous Skills requirement, but a single course cannot be used to satisfy both.*

*\*\*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.*

## **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. Students should be aware that in order to be eligible to sit for the bar exam in certain jurisdictions, particular coursework is required. Students are responsible for researching the curricular requirements for the bar exam(s) they plan to take and for ensuring they take any required courses. Further, in accordance with ABA Standard 311(a), students must complete a minimum of 64 credit hours in courses that require attendance in regularly scheduled classrooms sessions or directly faculty instruction, so students should choose electives accordingly.

## **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 online on the law school website (see [http://www.regent.edu/acad/schlaws/student\\_life/docs/AreasofConcentration.pdf](http://www.regent.edu/acad/schlaws/student_life/docs/AreasofConcentration.pdf)).

## **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 online on the law school website (<https://lrprod2.regent.edu/school-of-law>) and in the law school Records Office. The procedure for using the checklist is as follows:

1. Each time a student meets with his mentor 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 his or her 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 Records Office. 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. Students may petition to become a joint-degrees student only during their first year of study at Regent. 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 will find it most helpful to complete their J.D. coursework after completing most of the coursework for their other degree so that they finish their J.D. studies as close as possible to the bar exam. 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 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 the Office of 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**

### **1. Traditional/Non-traditional Independent Study**

A law student may request approval from the Associate Dean to conduct an Independent Study under the supervision of a full-time faculty member for elective course credit. An Independent Study proposal must include the name of the faculty supervisor, the nature and goals of the Independent Study, the number of credit hours requested, and the supervising faculty member's signature indicating approval of the proposal. Upon approval, a student may register for credit for an Independent Study (course code LAW 590) by using the Individual Study Form found at <https://www.regent.edu/acad/schlaw/academics/documents/externships/Individual%20Study%20Form.pdf>.

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 credit hours by Independent Study. Students may earn an additional two credit hours by completing the Academic Legal Scholarship course and an additional two credit hours by completing the Law Journal course, for up to a maximum of six credit hours. In accordance with ABA Standard 311(a), however, students must complete a minimum of 64 credit hours in courses that require attendance in regularly scheduled classrooms sessions or directly faculty instruction.

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.

## 2. Law Journal Participation

A student on a Board of an approved law journal may register for the Law Journal course and receive 1-2 academic hours of Independent Study credit for journal-related responsibilities in that semester. For one credit hour, a student must spend a minimum of two hours per week in the Journal suite, absent extraordinary circumstances, and must complete and document in Excel at least 100 hours of editorial and supervisory duties related to the journal. For two credit hours, a student must spend a minimum of two hours per week in the Journal suite, absent extraordinary circumstances, and must complete and document in Excel at least 140 hours of editorial and supervisory duties related to the journal. Editorial duties vary according to respective board positions as defined by the respective journals, but upon completion of their journal work, students should be able to demonstrate the following:

- a. Superior skill in editing scholarly legal writings, including essays, articles, notes, comments, and lectures by members of the legal community;
- b. The ability to lead others in a legal setting and cooperate with fellow members in a firm-like environment; and
- c. The performance of work that lawyers perform in the context of real life situations and deadlines by recording their work and time and activities on time sheets.

Board members will focus on a segment of text to edit for substance, grammar, style, and clarity. Board members will offer valuable input into the structure and readability of an article. Board members will be responsible for ensuring published material conforms to the *Bluebook*. Certain board members will format articles for publication and will have the opportunity to work directly with authors while transforming an article during the editing process.

The faculty advisor to the journal must approve the request by a Board member to register for the Law Journal course and must set the number of credit hours. Upon approval, a student may register for credit by using the Individual Study Form found at <https://www.regent.edu/acad/schlaw/academics/documents/externships/Individual%20Study%20Form.pdf>. At the conclusion of the semester, after reviewing the documentation supporting the requisite hours, the faculty advisor to the journal will assign a “Pass,” “Low Pass,” or “No Pass” for the student’s effort.

In addition to the two credit hours students may earn in the Law Journal course, students may earn an additional two credit hours by completing an Independent Study and an additional two credit hours by completing the Academic Legal Scholarship course, for up to a maximum of six credit hours. In accordance with ABA Standard 311(a), however, students must complete a minimum of 64 credit hours in courses that require attendance in regularly scheduled classrooms sessions or direct faculty instruction.

## **J. Honors Program**

Under the Honors Program, at least one of the first-year common law doctrinal courses (Contracts, Property, and Torts) is taught in smaller sections, with one section (of each course) being designated as an Honors section, populated only by students in the Honors Program. One section of 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. Honors Students shall not be permitted to drop or withdraw from an Honors section of any course absent extenuating circumstances. They also benefit from special speakers and programs throughout their time in law school. Finally, as noted above, Honors Students are exempted from certain curriculum requirements.

Students become Honors Students in the following ways:

1. Admitted incoming students with the following minimum LSAT/UGPA are offered admission to the Honors Program:
  - LSAT 160 and UGPA 3.2
  - LSAT 158-159 and UGPA 3.4
  - LSAT 156-157 and UGPA 3.6
2. Admitted incoming students (especially those with a high LSAT of at least 158, an average LSAT of at least 156, and an undergraduate GPA of at least a 3.0) with strong credentials acceptable to the Director of the Honors Program and the Assistant Dean of Admissions, or to either one of these two and the Dean of the Law School, may also be admitted to the Honors Program.

3. Rising second-year students can enter the Honors Program by finishing in the top 25% of their class at the end of the spring semester of their first year of law school. All students must maintain a cumulative law school GPA of 3.000 to continue in the Honors Program.
4. Part-time students may grade into the Honors Program at the end of the spring semester of their second year of law school if their cumulative GPA at that time would place them in the top 25% of the full-time class that finished their first year of law school that same spring semester, calculated as of the end of that semester.

To remain in the Honors Program, Honors Students must maintain a cumulative law GPA of 3.000 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); and
2. An overall cumulative law GPA of 3.000 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 an overall cumulative law GPA of 3.000 or higher at the end of the course of study in the J.D. program.

## **K. Student Study at Foreign Institutions**

Regent University School of Law currently offers students (after completion of all 1L courses) the opportunity to study at Handong International Law School in Pohang, South Korea.

1. Educational objectives of foreign study:
  - To enrich the student's perspective on the law by seeing law in the context of a foreign governmental-judicial system;
  - To see and appreciate the socio-legal environment of the destination country;
  - To study specific topic areas of law with an international/comparative focus.
2. The Associate Dean for Academic Affairs shall serve as the academic advisor for each student studying at a foreign institution and must approve in advance the student's proposed academic course of study, including individual course materials and methods of assessment. The Associate Dean for Academic Affairs and the student shall develop a written plan defining the specific educational objectives to be achieved during the

study abroad, and specifying how the student's attainment of those objectives will be evaluated.

3. At the conclusion of the term of study at a foreign institution, the student will be asked to evaluate in writing the faculty, courses, and the overall experience at the foreign institution.
4. A maximum of 30 credit hours of foreign-institution study may be counted toward the student's J.D. degree.
5. Prior to approval of any proposed foreign study, the Associate Dean for Academic Affairs will supply to the student the following information:
  - The nature of the relationship with the foreign institution;
  - The number of students from the law school who studied at the foreign institution in the previous year;
  - Requirements for student performance and grading methods;
  - Name, address, telephone and email address of the contact person at the foreign institution;
  - The extent to which the country, city, and facilities are accessible to individuals with disabilities;
  - Circumstances under which the study at the foreign institution is subject to cancellation, what arrangements will be made in the event of cancellation and information regarding prior cancellations, if any;
  - Information on the availability, approximate cost, and location of housing;
  - Refund policies, in accordance with ABA Standard 509.

#### **L. Pro Bono Community Service Expectation**

Before graduation, every J.D. student should satisfy the pro bono community service expectation as outlined below.

Hours. Students should complete at least 50 approved service hours. They should complete 30 hours in pro bono legal service, as defined below; they may complete the remaining 20 hours in pro bono legal service or in community service not included within the definition of pro bono legal service.

Approved Service. Pro bono legal service is defined as a direct legal service that a student provides without compensation or academic credit and that is supervised by a licensed attorney. It must be performed on behalf of: (1) a licensed attorney, law firm, or corporate counsel undertaken on behalf of a person of limited means who does not pay for the student's work or the work of a lawyer, firm, or corporate counsel; (2) the government; (3) a non-profit organization as defined under IRS sections 501(c)(3) or 501(c)(4) (or a foreign equivalent); or (4) individuals, groups or organizations seeking to secure or promote access to justice, including, but not limited to, the protection of civil rights, civil liberties, or public rights. The work must



involve the application or interpretation of law, the formulation of legal policy, drafting of legislation or regulations, and/or have an advocacy or representational component. It should not be primarily clerical in nature. Unpaid judicial clerkships qualify; participation in partisan political activities does not qualify.

Community service not included in the definition above includes any service with charitable, religious, civic, community, government, or educational organizations in matters designed primarily to address the needs of persons of limited means.

Reporting. The Office of Career and Alumni Services, under the direction of the Dean for Student Affairs, oversees the administration of the pro bono community service expectation and the approval of student service as qualifying under the policy.

Students may begin completing any community service hours by participating in the Orientation community service project or by providing any other community service on or after the first day of classes of their first term. Students may begin completing any pro bono legal service hours after they have completed two semesters of law school.

Students should complete the expected 50 hours of service and submit to the school any required time sheets and evaluation forms, at the latest, by the last day of classes of the student's final semester of law school. Summer (August) graduates will be treated as May graduates for purposes of this policy.

### **M. Capstone in Financial Planning**

Regent Law offers an opportunity for J.D. students to include a Certified Financial Planning (CFP®) element in their degree by taking the *Capstone in Financial Planning* course. This 3-credit course will assist law students in qualifying to sit for the CFP® Exam once they become licensed to practice law. This course involves case analysis and integration of financial planning, insurance planning, investment planning, taxation, retirement and employee benefits, and estate tax planning in comprehensive personal financial planning. Students will learn how to manage case scenarios to identify issues, analyze client financial situations, and make and implement recommendations.

Enrollment in the course is subject to instructor approval by course application. Recommended (but not required) prerequisites include Wills, Trusts & Estates, Federal Income Tax, Insurance Law, Professional Responsibility, Elder Law, and Estate and Gift Tax Planning. A previous background in financial planning is very helpful, but not required. J.D. students may also take up to an additional 4 credits in courses from the M.A. Wealth Management and Financial Planning program (e.g. Financial Planning, Financial Analysis, or Portfolio Analysis) to count as an elective toward their J.D. degree completion if they wish to pursue the *Capstone in Financial Planning* course. To be adequately prepared to sit for the CFP® exam, students are also encouraged to take a CFP® prep course prior to sitting for the CFP® exam.

## VI. COURSE ENROLLMENT POLICIES

The goal of the law school is to offer an educational program that prepares students for the practice of law.

### A. Law Students in Non-Law Courses

Law students may normally enroll for law credit in courses taught by faculty from other Regent 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 using the form found at <https://www.regent.edu/admin/registrar/documents/Approval-to-Enroll-in-a-Class-in-Another-School.pdf>. 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 Petition to audit the class using the Graduate Academic Petition Form found at [https://www.regent.edu/it/ESign/academic\\_petition\\_entry.cfm](https://www.regent.edu/it/ESign/academic_petition_entry.cfm). 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 and Apprenticeships

#### 1. Educational Objectives of the Externship and Apprenticeship Programs

Students may earn up to 5 credit hours for legal externships during their years of legal study, and may enroll for up to 5 hours in any one term. Once they have completed 60 hours of academic credit, Honors students or students possessing at least a 2.800 cumulative law GPA (or other students by petition) are eligible to earn between 4 and 10 credit hours in an apprenticeship. They may enroll for up to 10 credit hours in any one term. No student may enroll in more than 10 externship/apprenticeship hours in any one semester. The primary educational objectives of the externship/apprenticeship programs 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 and apprenticeships to provide students 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 and apprenticeships 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/apprenticeship 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/Apprenticeship Policies and Procedures

- a. Students in an externship/apprenticeship normally earn one academic credit hour for each 50 hours of field work (exception: ACLJ summer externship program, in which students earn one academic credit hour for each 60 hours of field work). Externships/apprenticeships are approved on a case-by-case basis.
- b. Students who desire to participate in an externship/apprenticeship should first consult with the Faculty Supervisor. The student must then complete an Individual Study Form to be signed by the Faculty Supervisor, as well as a written proposal signed by the student containing the elements set forth below. The Individual Study Form signed by the Faculty Supervisor and the written proposal signed by the student are then submitted to the Associate Dean. If the externship is approved, the student will register for the externship just as he or she would for a class.
- c. To be considered for approval, proposed externship/apprenticeship study programs shall meet the following conditions:
  - i. Each petition for a proposed program shall supply the following information:
    - (1) 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.
    - (2) A statement describing the time and effort expected from the student in pursuing the educational objectives during the program.

- (3) A statement of the educational benefit expected to be acquired by the student.
  - (4) A statement of specific tasks expected to be involved in pursuit of the program.
  - (5) A description of work products expected to be produced by the student.
  - (6) 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.”
  - (7) A statement about whether any monetary compensation will be paid to the student for any work in the program for which he or she receives academic credit.
- ii. The Faculty Supervisor conducts a periodic review of the externship, including
    - (1) Time devoted by the student.
    - (2) Tasks assigned to the student.
    - (3) Selected work products of the student.
    - (4) The field supervisor’s regular detailed evaluation of the student’s field experience.
  - iii. Upon completion of the program, the Faculty Supervisor will assign a grade of “Pass,” “Low Pass,” or “No Pass” for the student’s effort.

#### **E. Regent Students Visiting at Another Law School**

After matriculation at Regent University School of Law, a student may only transfer credits earned at another law school with advance permission of the Academic Policies Committee and the Curriculum Committee. Students should file a petition to transfer credits from another law school at least two months before the deadline to apply at the other school in order to guarantee a timely response.

Petitions to transfer credits earned during a summer term at an ABA-approved law school will be reviewed by the Academic Policies Committee on the basis of the appropriateness of the petition, taking into account the student’s academic standing, and by the Curriculum Committee with regard to the specific courses proposed. Petitions to transfer credits from a foreign law school in an existing Regent-approved student-exchange program will be reviewed by the Curriculum Committee with regard to the specific courses proposed.

Petitions to transfer credits earned at another ABA-approved law school during one or more regular academic terms (other than summer) will only be granted in extraordinary circumstances. A determination of “extraordinary circumstances” will be made by the Academic Policies Committee on the basis of all relevant factors, including, but not limited to, whether the circumstances were unforeseeable at the time the student first enrolled at Regent, the nature of the circumstances, the number of credit hours already completed at Regent, the number of credit hours and specific courses proposed for the other law school, and the student’s academic standing. In general, reasons related to finances, bar preparation, employment, or networking do not constitute “extraordinary circumstances.” In any case, the granting of any petition is also subject to approval by the Curriculum Committee of the specific courses proposed to be taken at the other law school.

Only courses with grades of “C” (or equivalent) or better are eligible for transfer credit.

## **F. Registration Procedures**

All first-year students and part-time second-year students will have their registration completed by the Records Office. Beginning with the academic term in which a student first becomes eligible to register for elective courses, the student must obtain academic advisement from his or her mentor every semester. Accordingly, a student must submit to the Records Office each semester, before registering for the following semester, a Certificate of Advising signed by his or her mentor. 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, externship, or apprenticeship online. Registration for an Independent Study, externship, or apprenticeship requires the submission of an Individual Study Form with all required signatures and a proposal to the Records Office. The form can be found at

<https://www.regent.edu/acad/schlaw/academics/documents/externships/Individual%20Study%20Form.pdf>. Students will not be able to register online for courses that require the professor's approval prior to registering or require an application process (such as Advanced Appellate Advocacy, Advanced Trial Practice, all clinics and practicums, Law Journal, and Academic Legal Scholarship), or courses that are hard-scheduled (all IL courses, Evidence, Constitutional Law I, Criminal Law, and PSP I). Please see the professor and the Records Office for further details about registering for these courses.

8. Pre-registration alone does not guarantee a position in any course, and a favorable priority number alone does not guarantee placement in a requested section of a course. Students will be enrolled in a course according to priority number until the course limit is reached. At that point, students desiring to take the course will be placed on a wait list. Priority for a specific section of a course in which there are two or more sections will be based to the extent possible on priority numbers, but adjustments in section assignments may be made at the discretion of the Associate Dean in order to maintain the availability of desired courses for as many students as possible.
9. A few days before classes begin, and during the Add/Drop period, any vacancies in a course having a wait list will be filled by those students who pre-registered on their designated days but were placed on the wait list. Any student moved off the wait list and placed in the course will be contacted concerning his or her change of status.
10. Students may change their schedule during the Final Registration and 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 in consultation with the instructor.

#### **G. Distance Education.**

J.D. 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 thirty credit hours for distance education over their law school course of study.

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 (i) at any time when the student's work in the course to date is of a failing nature or (ii) after the first Reading Day set forth in the academic calendar will be assigned a grade of Withdrew Failing ("WF") for the course. Likewise, any student who fails to appear for a final exam absent a valid emergency will be assigned a grade of Withdrew Failing ("WF") for the course.

Student exam materials will be retained for a minimum of three years.

### B. Students With Disabilities

Students seeking accommodation for a disability should contact the Regent University Disability Services Office. Specifically, students are directed to the Regent University website on Disability Services (<https://www.regent.edu/admin/stusrv/disabilities/>) which outlines the process for requesting accommodations with the University Disability Services Coordinator. As is stated in part 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". . . 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.<sup>1</sup>

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

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<sup>1</sup> <https://www.regent.edu/community-spiritual-life/disability-services/#tab-accommodation-requests>

communicates the plan to affected faculty members. Questions regarding implementation of the plan should be directed to the Disability Services Coordinator.

### **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.

Aside from 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. 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+	4.33	
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
LP		Low Pass (used for Pass/Low Pass/No Pass courses only)
NP		No Pass (used for Pass/Low Pass/No Pass courses only)
P		Pass (used for Pass/Low Pass/No Pass courses only)
I		Incomplete



W	Withdrew
IP	In Progress
AU	Audit (no credit) (used for audit courses only)

The law GPA is obtained by dividing the total number of quality points earned in J.D. coursework by the total number of J.D. hours attempted. Repeated courses are treated differently, see Repeating Courses below.

#### **E. Grading Policy: Anonymity/Student Names**

The law school, as a general practice, uses anonymous grading. Prior to exams for each semester, the law school Records Office will issue each student an exam number 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, staff member, the law school Records Office, 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. Unless they have just completed the final semester before their degree is conferred, students shall have a period of 14 days from the date grades are issued by the University Registrar to initiate contact with the instructor (by email or in person) concerning a grade appeal. If they have just completed the final semester before their degree is conferred, students shall have a period of 7 days to initiate contact with the instructor concerning a grade appeal.
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 review with the instructor may be in person, over the phone, or via written communication. The review must take place within 7 days of initiating contact with the instructor concerning the grade appeal. Within 2 days of the review, the instructor must contact the student with his or her decision. 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, if a review does not take place within 7 days of contacting the instructor, and/or if the instructor does not communicate a decision to the student within 2 days of the review, the student may file (using the available online graduate form) a petition for grade change with the Dean of the law school. The petition must be filed within 7 days from the instructor's decision (or 14 days from initiating contact with the instructor if a review does not take place or a decision by the instructor has not been communicated by that date), and must include a detailed explanation justifying the student's position on why the grade should be changed. If the instructor is not notified of a potential grade appeal by the student in a timely manner or a petition to the Dean is not timely filed or does not comply with these requirements, the grade will be considered final. Students filing a petition to change a grade received in their final semester before their degree is conferred risk delaying the conferral of their degree and being disqualified from sitting for a bar examination.
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. The instructor's grade bears a very high presumption of validity, so the grade will only be changed 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. 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. The instructor's grade bears a very high presumption of validity, so the grade will only be changed 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.
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.
7. At the discretion of the Dean, the Associate Dean 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 withdraws from a required course or receives a grade of "F" in a required course must repeat the course in order to graduate. A student who withdraws from or 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 (or from which the student previously withdrew) 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 due to having received a “WF,” “D-,” or “F” 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 or if the student receives a “WF” in the retaken course(s). 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 2.000 (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.

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	$15 \div 6 = 2.500$
Property I	<u>3</u>	A	<u>12.000</u>	
	6		15.000	

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

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

The maximum quality points allowed are those determined by the Average Quality Points 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:

<i>Course</i>	<i>Credit Hours</i>	<i>Grade</i>	<i>Total Quality Points</i>
Property I	3	F	
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Property I	3	C	3.000

## I. Academic Probation and Dismissal

A law student is required to have a cumulative law GPA of at least 2.000 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/Low Pass/No Pass course, a grade of either “Pass,” “Low Pass,” or “No Pass.”

1. A full-time law student will be academically dismissed if he or she:
  - a. Has completed 13-18 law credit hours at the end of a semester and has a cumulative law GPA below 1.650; or
  - b. Fails to maintain a cumulative law GPA of 2.000 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 preceding fall semester; or
  - c. Fails to maintain a cumulative law GPA of 2.000 at the end of any spring semester after his or her first year of law study, even if the student was in good academic standing at the end of the preceding fall semester; or

- d. Is reinstated pursuant to section (7) below and fails to achieve a cumulative law GPA of 2.000 by the end of his or her first semester after readmission; or
  - e. Is required to retake a course pursuant to section H above (“Repeating Courses”) and either fails to receive a grade of “D” or higher in the retaken course or receives a “WF” in the retaken course(s).
2. A part-time law student will be academically dismissed if he or she:
- a. Has a cumulative law GPA below 1.650 at the end of the spring semester of his or her first year of law study, or at the end of the fall semester of his or her second year of law study; or
  - b. Fails to maintain a cumulative GPA of 2.000 or better at the end of the spring semester of his or her second year in the courses required in the first year of study for full-time J.D. students; or
  - c. Fails to maintain a cumulative law GPA of 2.000 or better at the end of any spring semester after his or her second year of law study, even if the student was in good standing at the end of the preceding fall semester; or
  - d. Is reinstated pursuant to section (8) below and fails to achieve a cumulative law GPA of 2.000 by the end of his or her first semester after readmission; or
  - e. Is required to retake a course pursuant to section H above (“Repeating Courses”) and either fails to receive a grade of “D” or higher in the retaken course or receives a “WF” in the retaken course(s).

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.

3. 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 and has a cumulative law GPA of less than 2.000, but is not subject to dismissal under section (1) above; or
  - b. Is a part-time student and fails to maintain a cumulative law GPA of 2.000 at the end of the spring 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 2.000 at the end of the fall semester; or

- d. Receives a “F,” “D-,” or “WF” in any first-year required class, but is not otherwise subject to dismissal; or
  - e. Is reinstated pursuant to section (7) below.
4. Any student who is on Academic Probation:
- a. Will be referred to the Academic Success Program, must meet with the Director or Associate Director of the Academic Success Program as often as the Director or Associate Director deems necessary, and must complete any supplemental work the Director or Associate Director deems necessary (and any student who fails to complete these meetings and supplemental work requirements may be subject to student discipline); and
  - b. May be required to enroll in the Strategies for Academic Success course for one credit hour; and
  - c. Must register for and take only required courses (i.e., courses listed on the J.D. Degree Program Checklist as First-Year Required Courses or as Upper-Level Required Courses other than Skills courses) until all required courses have been completed or repeated as required by the “Repeating Courses” policy in section (H) above.
5. Any student who is not on Academic Probation but whose cumulative law GPA 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 meetings and supplemental work requirements may be subject to student discipline.
6. To enroll or participate 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. 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.
7. Students dismissed solely pursuant to section (H) 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.
8. 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 be comprised of at least two full-time faculty who have taught the student seeking reinstatement. 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 and pass a bar examination.
9. 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 2.000 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.
10. 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 law GPA of 2.000 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 law GPA of 2.000 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 course, students are expected to evaluate the course and the course instructor. Evaluations are done online.

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

## **L. Course Grade Norms**

1. The mean range for J.D. students in all courses listed in Part A and Part B (1) & (2) of the most recent Juris Doctor Degree Program Checklist is 2.9 to 3.1. Each LARW section must meet this mean based on substantive grades, not including penalties or the grades of students repeating the course.
2. The mean range for J.D. students in all other courses, but not including field placements, independent study, academic legal scholarship, clinic, and practicums, is +/-0.330 of the incoming collective mean GPA of the J.D. students in the course.
3. For courses with Honors sections, the mean must be met for all sections of the course offered in the same semester combined, not by each separate section of the course.
4. An A+ grade may not be assigned to more than one student in any section of any course.
5. The Dean has authority to waive grade norm requirements for a particular course upon timely request (at least two business days before final grades are due) of the professor teaching the course if the Dean determines that extraordinary circumstances justify the waiver. Extraordinary circumstances may include, without limitation, an extremely small class size or an unusual mix of students.



## **VIII. CLASS ATTENDANCE, EMPLOYMENT, 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.

Because a professor controls the content and decorum of the classroom, students seeking to bring a child or other guest to class must obtain advance permission of the professor teaching the course. The professor retains discretion whether to allow the guest to sit in on the class.

### **B. Student Employment Policy**

Law students who are enrolled in more than twelve class hours may not be employed more than 20 hours per week. To ensure that students comply with this standard, students must complete and submit the 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. By submitting the forms, students acknowledge that they have read and understood the law school’s employment policy. Students complete the forms online 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 by completing a hard copy Statement of Student Employment (available in the Records Office) and by submitting it to the Records Office.

### **C. Interscholastic Competitions**

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 ordinarily will 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 students must apply to the Director of Experiential Learning, who 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.

To represent or compete interscholastically on behalf of the School of Law, a student must have completed all required first-year courses and not be on academic probation.

#### **D. Extracurricular Intramural Competitions**

As used in this Section D, “extracurricular” competitions shall mean competitions that are voluntary, optional, and outside the required curriculum.

No student shall compete in an extracurricular intramural competition in the fall semester of the student’s first year of law study who has received a letter grade of “D-“ or “F” (or equivalent score) on any graded assignment during the fall semester.

No student shall compete in an extracurricular intramural competition who (1) is on academic probation; or (2) has a cumulative law GPA below 2.300.

#### **E. Student Leadership**

A law student is required to be in good academic and disciplinary standing before pursuing any leadership positions within student organizations and must remain in good academic and disciplinary 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 and will advise students where they may receive the official communication.

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. Email and Online Services**

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

#### **1. Definitions**

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

Online 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 email 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 email and Internet system is intended to be used for business purposes, including access from off-campus.
- b. The Regent University email 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 email system. The university reserves the right to monitor all email, and all email is subject to monitoring without notice. Further, the university must have access to the entire system for emergencies and maintenance.

- c. All email 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, email 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 email and Internet messages is accurate, appropriate and lawful. Regent University reserves the right to disclose employee email 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 email 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 email and Internet system.
- e. The university's policy prohibiting use of university facilities, equipment and letterhead for partisan political purposes applies fully to the email and Internet system.
- f. Abuse of the email 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 email message normally 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 email to the Assistant to the Dean by noon on Thursday.

Approved announcements will be included one time in the weekly email message and then archived for later reference. To request that an announcement be repeated, an email request must be sent to the Assistant to the Dean during each week that the announcement is desired 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 university's Department of Administrative Services. 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 on the Special Events page for Administrative Services on the university website at [http://www.regent.edu/admin/admsrv/special\\_events/](http://www.regent.edu/admin/admsrv/special_events/).

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 regard 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.

#### **D. Food and Drink in Classrooms**

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.

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.

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 Office, but do not require signing up or registering.

Locker measurements are:

15 inches wide

18 inches deep

36 inches tall

For any questions regarding these lockers, please contact the Records Office.

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 prohibited.

Whenever a distinguished guest visits the School of Law, students will be required to wear professional attire. The Associate Dean will provide notice to the student body of when this standard applies.

## **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 fewer 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 may include a graduation banquet and University and individual school commissioning services.

Students must obtain approval to participate in Commencement. All students must have demonstrated their completion of all requirements toward graduation prior to participating in Commencement. Students who have not completed all requirements to participate in Commencement may participate only if they have no more than two courses remaining for graduation and these courses must be completed in the summer. (The summer coursework may include a field placement or practicum experience.) Participating in Commencement prior to completing all graduation requirements is a privilege and does not guarantee the student's right to graduate unless all requirements have been met. Any law student requesting permission to participate in Commencement who has not completed all graduation requirements but who is eligible to walk under the above criteria must

1. Receive certification from the Dean (through the Law School Records Office) that the student is eligible to participate in Commencement (to send to the Registrar's Office by March 1); and

2. Receive final written approval from the Registrar's Office that the student is eligible to participate in Commencement; and

3. Register and pay for coursework during summer registration.

#### **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 for 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 warning, probation, suspension, or otherwise been disciplined by any post-secondary educational institution (i.e., after high school)?
2. Are there any academic or disciplinary charges, or financial claims from any institution pending against you?



3. Have you been charged, arrested, convicted, fined, jailed, placed on probation, or ordered to do community service for the violation of any law, including traffic violations, but excluding parking violations?
4. Have you ever been the subject of a demotion, non-judicial punishment, court martial hearing, dishonorable discharge, or administrative separation from military service with other than an honorable discharge?
5. Have you ever been discharged or asked to resign from employment as a result of an accusation that involved dishonesty, harassment, or assault?
6. Have you ever been a party to a civil lawsuit, other court proceeding, 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 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 Records Office or to make an appointment to see the Associate Dean.

In addition to this discussion during Orientation, the Associate Dean during the spring semester conducts 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 Records Office to ensure that office 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 Records Office and on the Student Resources webpage at <http://www.ncbex.org/pubs/bar-admissions-guide/2018/mobile/index.html#p=1>. In addition, students may obtain this information from the American Bar Association (<http://www.abanet.org/legaled/>), the National Council of Bar Examiners (<http://www.ncbex.org/publications/>), or 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 found 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 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. Complete information about the Rule may be found at <http://www.vsb.org/pro-guidelines/index.php/bar-govt/third-year-student-practice-rule/>.

## **XI. CAREER SERVICES**

The Office of Career & Alumni Services assists law students in developing a personalized career plan to secure fulfilling post-graduate employment.

An effective placement effort must begin long before a student is in his or her final year of legal study. Students are encouraged to start their career planning early and are eligible to meet with counselors from the Office of Career & Alumni Services in the fall of their first semester. The career counselors provide tailored services such as resume and cover letter review, personalized job search strategy, mock interviews, and alumni mentoring in order to best prepare students for the job market. The Office of Career & Alumni Services partners with faculty advisors, The James Kent Inn of Court and local bar associations for a holistic approach to a self-directed career strategy.

In addition, the Office of Career & Alumni Services offers diverse programming, inviting prominent members of the judiciary and attorneys from multiple practice areas to share their expertise and instruct students on professionalism and networking. Samples of programming include Attorney Interview Workshops, Attorneys in Practice Panels, Judicial Clerkship Programs, JAG presentations, and DOJ Honors Application Workshops. The Office also provides hundreds of internship opportunities, resume collections, on-campus interviews, and externship sites throughout the academic year and during the summers for students to gain valuable career-related experiences and explore multiple areas of law.

The Office of Career & Alumni Services offers time tables in order to prepare students in each semester for securing meaningful employment. All of these steps help students prepare to be a workmen approved by God and men (Romans 14:18; II Timothy 2:15) and are critical in obtaining the employment following graduation.