

STUDENT HANDBOOK 2022-23



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CHAPTER ONE: STUDENT CONDUCT

Knowledge of Student Handbook

All students are charged with knowledge of the contents of this handbook and are responsible for complying with all of its requirements, rules, and regulations.

Students are also charged with knowledge of all information distributed by the *Daily Docket*; sent by mail to the student's address on file with Student Records; sent to the student's U of L email address (or other email addresses students use in communicating with law school staff or faculty); and appearing in course notes, course schedules, and registration materials.

While every effort is made to ensure the accuracy and currency of the information in the Student Handbook and the other modes of communication referenced above, students should contact the Office of Student Services and Diversity for clarification in the rare event of ambiguities or discrepancies in distributed information.

This handbook was last revised in August 2019. It contains degree requirements, academic regulations, information regarding student rights, responsibilities and discipline, and student-related University policies. The faculty reserves the right to change requirements, regulations, and procedures applicable to students.

The handbook has been prepared to help you understand the procedural aspects of the School of Law as well as the ethical obligations that bind law students. In order to maintain a level playing field in the interests of all, we try not to depart from the policies and procedures stated here. Exceptions are rare because procedural rules lose their force when they are disregarded arbitrarily or too often.

For this reason, the burden of justification and exception is on the individual seeking it. This may seem harsh, but it is essential if we are to be fair in treating all similarly situated students in a like manner. It is also important to recognize the practice of law is a profession. Lawyers are governed by a professional code of ethics. A similar code – which is included as an Appendix to this handbook – applies to law students. From your first day here until you graduate, you should conduct yourself not only as a conscientious law student, but as a member of a learned profession.

During orientation's oath signing ceremony, you recite the following:

I pledge, that as a student at the Brandeis School of Law at the University of Louisville, I will support and defend the Codes of Honor and Conduct of the Law School and the University.

I will neither take part in academic dishonesty nor allow academic dishonesty to take place and should I be aware of any such practice, I will inform the Honor Council.

Further, cognizant of the trust placed in me and the responsibility I carry as a student at the School of Law, I will conduct myself in all matters with courtesy, civility, and professionalism.

Finally, I will fully and conscientiously exercise the privileges given to me as a student of the law, to be prepared to assume my full responsibilities as a future member of the bar.

From the day you matriculate at Brandeis, you will be building the reputation that you will carry with you throughout your professional life. Remember that today's classmates are tomorrow's colleagues. We expect you to abide by this oath, the Honor Code, and Code of Student Conduct throughout your tenure at the University of Louisville Brandeis School of Law.

This handbook is updated each academic year and occasionally during the school year if needed. Your graduation requirements are governed by the handbook published the year you entered Brandeis. If there are other policy changes during your law school tenure, you will be notified by publication in the *Daily Docket*.

Please familiarize yourself with the information in this Handbook. If you have questions, please feel free to contact the Office of Student Services and Diversity. This publication was prepared by the University of Louisville and printed with state funds pursuant to KRS 57.375.

The University of Louisville is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy or veteran status.

The University of Louisville Mission Statement

The University of Louisville pursues excellence and inclusiveness in its work to educate and serve its community through:

1. teaching diverse undergraduate, graduate, and professional students in order to develop engaged citizens, leaders, and scholars,
2. practicing and applying research, scholarship and creative activity, and
3. providing engaged service and outreach that improve the quality of life for local and global communities.

The University is committed to achieving preeminence as a nationally recognized metropolitan research university. The University of Louisville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor, master, specialist, doctoral, and first-professional degrees (D.M.D., J.D., M.D.).

Individuals who wish to contact the Commission on Colleges regarding the accreditation status of the university may write the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500.

The University of Louisville Brandeis School of Law is accredited by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS).

School of Law Honor Code

Honor Code Preamble

As members of the University community and as future members of the legal profession, we recognize the need to set and maintain the highest standards of conduct. The University has set minimum standards of student conduct in various policy statements including, but not limited to the Code of Student Conduct and the Code of Student Rights and Responsibilities. The standards of academic conduct established by the University, as well as those established by Article I, shall constitute the Honor Code, and shall be applicable to the students in the Louis D. Brandeis School of Law at the University of Louisville.

Explanation

The School of Law treats compliance with the Honor Code as each student's most serious obligation. Every student is responsible for being aware of the provisions of the Code. In familiarizing yourself with the standards to which you will be held, you should keep in mind that the University's Code of Student Rights and Responsibilities is an integral part of the School of Law's Honor Code; as set forth in the Preamble immediately below. For example, the Code of Student Rights and Responsibilities contains an explicit definition of what constitutes plagiarism, and a violation of that provision is, per force, a violation of the School of Law's Honor Code. The Code of Student Rights and Responsibilities is available in this handbook and on the University's website.

Each year, the number of Honor Code proceedings varies. These matters include issues of:

- Students signing attendance sheets when they have not been in full attendance in class;
- Discussing assignments with classmates when they were instructed to work on their own; and
- Providing unauthorized assistance to other students, including collaboration on take-home exams.

Most Honor Code violations involve plagiarism, usually quoting passages from law review articles or other materials without proper attribution. Technology makes it readily possible for faculty members reviewing papers and other academic assignments (including exams) to identify such plagiarism.

Each situation is unique, and the sanctions vary accordingly. Sanctions in recent years have included a reprimand and probation, suspension, permanent expulsion, loss of scholarships, removal from leadership and membership in student organizations, deferral of graduation, and not being allowed to participate in the graduation ceremony.

A finding of an Honor Code violation (no matter how minor) remains in the student's permanent record and will be reported to the board of bar admissions as part of the character and fitness documentation. Some states require disclosure of Honor Code accusations even if the student is ultimately acquitted or charges are dropped. In Kentucky, if the Honor Council finds reasonable cause, regardless of the final outcome, it will be reported to the Office of Bar Admissions.

In short, members of the legal profession hold a high position of trust. Their conduct – and yours, as you take your initial steps in joining the profession as students at the School of Law – must be at the highest level of integrity. That begins with the Honor Code.

Law Student Rights, Responsibilities and Discipline Generally

Students of the School of Law are subject to all University regulations, including those relating to student rights, responsibilities, and disciplinary matters. In addition, students are subject to the special regulations of the faculty of the School of Law. The faculty reserves the privilege of amending or changing its regulations at any time, and of making such changes applicable to students previously registered in the School of Law.

Violations of the Honor Code, Code of Student Conduct or other applicable standards of student conduct will be reported to bar admission authorities as part of their character and fitness inquiry procedures. If a student knowingly makes a false statement or conceals material information on an application for admission, registration forms, or any other University document, or is otherwise guilty of dishonest conduct, the student's registration may be canceled and he or she will be ineligible (except by special action of the faculty) for subsequent registration.

The School of Law reserves the right to terminate the attendance, or to strike from the list of candidates for the JD degree, any student whom it deems unworthy because of neglect of study, incapacity for the law, or defect in conduct or character not in keeping with the standards of the School of Law and of the legal profession.

UofL Code of Student Rights and Responsibilities

The University of Louisville's Dean of Students publishes the university's Student Code of Rights and Responsibilities (<https://louisville.edu/dos/students/studentrightsandresponsibilities>). Please visit their website for detailed information.

UofL Code of Student Conduct

The University of Louisville's Integrity and Compliance Office provides independent oversight of the university's compliance programs (<https://louisville.edu/compliance/ico/code>). This includes the University's Code of Conduct. Please visit their website for detailed information.

UofL Discrimination and Sexual Harassment Policies

The most up-to-date version of the Student Sexual Misconduct Policy is available on the University's website.

Dr. David W. Parrott, Title IX Coordinator
2100 S. Floyd Street Student Activities Center – W301 Louisville,
KY 40208 Phone: (502) 852.5787 Email: titleix@louisville.edu
Webpage: <https://louisville.edu/titleix>

Character and Fitness Reporting

Students must report any new or amended character and fitness disclosures to the Office of Student Affairs and Diversity. Disclosures pertaining to incidents that took place prior to a student's official matriculation at Louisville Law will be referred to the Office of Admissions and may require review by the Admissions Committee to determine the effect of such disclosures on a student's admissibility.

In addition to a bar examination, there are character, fitness and other qualifications for admission to the bar in every US jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

Many jurisdictions, including Kentucky, require a copy of your law school application to accompany your petition for admission to the bar. The questions in this section require the disclosure of information pertinent to your character and fitness to study and practice the law. Failure to answer these questions truthfully and completely could affect your eligibility for admission to the bar.

If you answer "Yes" to any of the questions in this section, you must provide a written explanation each affirmative answer, including relevant dates, final dispositions and other appropriate details. The Admissions Committee may request clarification or additional information if not sufficiently addressed by your initial disclosure, and review of your application will be suspended until you have provided a sufficient response. You must enter your explanation directly in the space provided, not as a separate attachment. Do not provide court documents or other records unless specifically requested by the Admissions Committee.

All applicants to the law school have a continuing obligation to disclose pertinent character and fitness information. If your answer to any of the questions in this section changes from "No" to "Yes" after you have submitted this application, you must immediately contact the Office of Admissions and provide a written explanation for each newly affirmative answer, including relevant dates, final dispositions and other appropriate details.

1. Have you ever been arrested, charged or cited for any criminal offense? This includes felony, misdemeanor and juvenile offenses, even if the record has been sealed or expunged. This does not include speeding, parking or other minor traffic violations, unless resulting in probation or revocation of driving privileges.
2. Have you ever been a named party in any civil, family court, administrative or other nonmilitary, noncriminal legal proceeding? Named parties include plaintiffs, defendants, petitioners and respondents.
3. Have you received a less than honorable discharge from any branch of military service, or have you ever been subject to court martial or other military administrative proceeding?
4. Have you ever been terminated for cause, asked to resign or otherwise disciplined by any employer?
5. Have you ever been placed on academic warning or probation, charged with or sanctioned for conduct or honor code violations, suspended, dismissed or otherwise disciplined by any undergraduate or post-undergraduate academic institution?

Student Event Policy

Student organizations should coordinate their events and meetings with the LRC, including requesting rooms, providing food, and borrowing tables. Students are required to ensure that law school spaces are cleaned and borrowed tables are returned.

CHAPTER TWO: DEGREE REQUIREMENTS

The faculty of the School of Law will recommend for the degree of Juris Doctor (JD) only those candidates who have complied with the following requirements:

Credit Hours

In compliance with ABA Standard 310, “a law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.”

Definition of a Credit Hour

A “credit hour” is an amount of work that reasonably approximates:

1. not less than
 - a. one 50-minute hour of classroom or direct faculty instruction, and
 - b. two (60-minute) hours of out-of-class student workper week for fifteen weeks, or the equivalent amount of work over a different amount of time for a total of 42.5 true hours (In a class with a final exam, the exam week can be counted as one of the fifteen weeks.); or
2. an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including
 - a. simulation activities,
 - b. field placements,
 - c. clinical activities,
 - d. co-curricular activities, and
 - e. other academic work leading to the award of credit hours.
3. some classes/credits will require time keeping by the student.

Credit Hour Limits

Each Juris Doctor candidate must complete at least 90 semester hours of course work. In satisfying this requirement, students may apply no more than 25 total hours earned in the following courses:

1. graduate courses in another college or school;
2. externships;
3. hours earned for extramural advocacy competitions;
4. independent studies;
5. hours earned for journal or law review; and
6. clinics.

There are also specific maximum hours that can be applied to the degree from some of these activities, including journals, externships, study abroad and extramural advocacy. See individual topic sections for additional information regarding these programs and their credit hour limitations.

As per American Bar Association (ABA) guidelines, no more than 30 credit hours may be taken through online or distance education. Similarly, all students who began their work toward the JD at the Law School may earn no more than 30 credit hours towards the JD degree outside the Law School. This includes credit hours from foreign institutions, other ABA-approved law schools as a visiting student, and graduate-level courses taken outside the Law School.

Transfer students (those who began their work toward the JD at another institution) must complete at least 45 of their credit hours at the University of Louisville. In addition, 30 of their last 36 credit hours must be completed at the University of Louisville. No credit will be given toward a J.D. degree for coursework completed prior to matriculating to a law school.

GPA Requirements for External Courses

Attainment of a cumulative grade point average of at least C (2.0) in all graded courses taken, exclusive of courses transferred from other law schools, or taken in non-law graduate courses, is required for graduation. No grades from courses taken outside the law school will be counted toward a student's law school grade point average or law school graduation honors.

Requirements for Graduation

All students must pass or satisfactorily complete the following courses:

1. All required courses in the basic full-time curriculum as set out below:

1L Required Classes

- Lawyering Skills I and II
- Property I and II
- Contracts I and II
- Torts I and II
- Criminal Law
 - Civil Procedure I

2L Required Classes

- Constitutional Law I and II
- Civil Procedure II

Required Upper Division (2L and 3L) Classes:

- Professional Responsibility
- A Perspective Course
- An Upper Division Writing Requirement Course
- 18 Credit Hours of Core Courses
- 6 Credit Hours of experiential Learning Courses, which includes 2 credit hours of live client externship or clinic courses

2. Additional Requirements:
 - The Legal Profession Curriculum
 - Public Service Requirement

Each semester, classes satisfying the above requirements are set out on the Brandeis Academic Affairs Intranet site: <https://louisville.edu/law/intranet/academics/enrollment/2022-2023-perspective-writing-experiential-requirement-classes> .

Detailed information about each of the above requirements may be found below.

Course-Specific Requirements

Perspective Courses

Students must successfully complete one perspective course in order to graduate.

A perspective course is intended to introduce the student to a broad array of diverse viewpoints, to enhance cultural competency skills, and to foster critical engagement with the diverse needs of clients that students will serve as lawyers. This includes individuals and groups who may have traditionally been disadvantaged by operation of legal systems, historically disadvantaged groups, lawmakers themselves, those who seek fundamental change in the law, and others. It gives systematic, pervasive, and in-depth analysis of legal issues and institutions from one or more vantage points (perspectives) outside of society's current lawmakers in one of three categories:

1. Perspectives from legal systems outside the domestic U.S. legal system (e.g., international law or comparative law perspectives);
2. Perspectives from people and groups who are not lawmakers, often critical perspectives on dominant U.S. legal institutions (e.g., critical race perspectives; gender perspectives); and
3. Perspectives from non-legal disciplines (e.g., economic analysis of law; legal history).

The Perspective requirement is the means by which all students develop the skills of cultural competence. All Perspective courses must include instruction in cultural competence skills, multiple opportunities for students to apply cultural competence skills with feedback from the instructor, and evaluation of every student on their mastery of cultural competence skills.

All Perspective courses must include one or more Student Learning Outcomes (SLOs) in the syllabus which describe specifically how diverse perspectives on or about area of law covered by the course will be addressed, how cultural competence skills will be developed and assessed, and how the students' enhanced understanding of those perspectives will be measured.

A course meeting the perspective course requirement may be one designated by the faculty because of its course description and inherent content, or may be a particular offering of a course designated by the Associate Dean for Academic Affairs. Perspective courses may be offered only for two or more credit hours. Perspective courses may also satisfy the writing requirement or the experiential requirement, but not both. The maximum enrollment for a Perspective course is 25 students, including students from other graduate and professional programs. Courses meeting the perspective requirement are designated on the class schedule every semester.

Upper Division Writing Requirement

All students must complete a substantial writing project after completing 19 hours or more of course work.

The writing requirement may be fulfilled by successfully completing a 1-credit Upper Level Writing and Research Course that is taken in conjunction with:

1. A 2-credit or 3-credit seminar that has been advertised in registration materials as Writing Eligible (WE) and has an enrollment cap of 18 students; or
2. Membership on the University of Louisville Law Review, the Journal of Law and Education, or the Journal of Animal and Environmental Law, with completion of a note meeting the standards outlined below; or
3. A 1-credit independent study supervised by a full-time faculty member.

For purposes of the Upper Level Writing Requirement, a substantial written product may include appellate briefs, trial court memoranda, or inter-office memoranda that meet the above-listed criteria, but does not include drafting documents, such as complaints, depositions, trial motions, or estate plans.

Other than an approved independent student as specified in item 3 above, papers in courses other than a writing eligible seminar will not fulfill the writing requirement.

Through the Upper Level Writing and Research course, the student must produce substantial written work products that meet all of the following standards:

1. selection of an appropriate topic with the instructor's active involvement and approval;
2. substantial legal research;
3. submission of at least two pieces of interim work product that allow meaningful practice of skills and written formative feedback, one of which must be a substantially completed draft of the final work product;
4. submission of a final work product that:
 - a. is at least 6,250 words exclusive of footnotes or endnotes (but supported by footnotes, endnotes, or other appropriate citations to authorities);
 - b. demonstrates sound legal analysis and reasoning;
 - c. is supported by significant legal research and proper citation to authorities;
 - d. communicates the student's analysis and research effectively and professionally;
 - e. has not been prepared in any other course or for any other publication; and
 - f. earns a grade of "C" or higher in the Upper Level Writing and Research course (which may be a different grade than the grade in the relevant seminar, as seminar grades will be based on evaluation other than the substantial writing paper).
5. A writing shall not satisfy the writing requirement unless the supervising faculty member awards it a grade of "C" or higher in the Upper Level Writing and Research course. The Upper Level Writing and Research course will be the means by which the Office of Admissions & Enrollment Management tracks students' fulfillment of the writing requirement.

Experiential Learning

All students beginning Law School in the Fall 2016 and later must complete one or more experiential course(s) totaling at least six credit hours (replacing the Professional Skills Requirement). Each student must successfully complete at least six (6) credit hours in experiential courses, at least two (2) of which must be earned in live client courses. Experiential courses must be simulation courses, law clinic courses, or field placement courses. Live client courses include the following types of non-simulation courses: law school clinics, community partnership clinics, and designated externships. The Law School will identify courses that satisfy this requirement on the course schedule.

Externship and Clinic Rules

1. Students may take one externship per semester. A student may register for a second externship in the same semester if:
 - a. the field placement supervisors confirm that concurrent enrollment will not create conflicts;
 - b. the faculty supervisors and Associate Dean for Academic Affairs approve;
 - c. seats are available after the close of registration; and
 - d. the student's Supreme Court Student Practice Certification can be completed in a timely manner.
2. Students may not apply more than 12 hours of externship and Extramural Advocacy Competition (934) credit toward the 90 hours necessary for graduation. (See Extramural Advocacy Rules below).
3. All participants in the Law Clinic, the Entrepreneurship Clinic, and the Criminal Justice, Legal Aid, the Trager Elder Law Clinic, and Immigration Externships must be certified under the Kentucky Student Practice Rule and must have completed 60 hours. Applications for certification must be submitted by the deadline established by the Student Records Office. The instructor may refuse applications submitted after the deadline. All externships are pass/fail.
4. Refer to the Law School's course catalog for externship and clinic prerequisites.
5. Students earning credit through a judicial externship may not earn credit for a second semester judicial externship experience. Students earning credit through an externship other than a judicial externship may enroll in only one additional semester of externship work at the same placement site. Whenever a student enrolls for a second semester experience at the same placement site, the student, faculty, and field supervisor should consult about expectations to foster a meaningful learning experience.
6. Students enrolled in an externship or clinic will be required to keep track of time spent working on the externship or in the clinic.

Public Service Requirement

Students must complete the public service requirement prior to graduation by engaging in at least 30 hours of law-related public service at an approved placement. The public service requirement must be completed before a student will be permitted to visit at another law school during the last semester, unless an exception is pre-approved by the Public Service Coordinator. Failure to complete the public service hours and/or failure to submit all required documentation by the published deadline will result in delayed graduation.

For purposes of the public service program, public service work is broadly defined as follows:

1. Primarily, for persons of limited means or for charitable, religious, civic, community, governmental and education organizations in matters which are designed generally to address the needs of persons of limited means and for governmental organizations in matters in furtherance of their organizational purposes.
2. Secondly, for groups or organizations seeking to secure or protect civil rights, civil liberties, animals, the environment, or public rights; or
3. In special cases (not routine clerk work), in activities for improving the law, the legal system, or the legal profession, or educating the public about the law and the legal system.

Furthermore, the volunteer service must be unpaid, not for academic credit, and involve law-related work at an approved placement. No public service work credit will be received by a student who is currently in a paid employment relationship with the placement.

Legal Profession Curriculum

ABA Standard 301(a) requires “a law school shall maintain a rigorous program of legal education that prepares its students upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession.”

The School of Law’s Legal Profession Curriculum is designed to provide instruction on professionalism issues concerning law students and lawyers.

The School of Law’s Bar Admission Curriculum will help prepare and inform students about the post-graduation bar admission process and issues of professionalism concerning law students and lawyers. Students are required to attend one program in each of their 1L, 2L, and 3L/4L years.

The Director of Academic Success & Bar Prep, in consultation with the Associate Dean for Academic Affairs and the Curriculum Committee, may modify the substantive programming as needed, but over the course of three years, students will learn, generally, about the bar admissions process, choosing a jurisdiction to apply, the character and fitness inquiry process, and the bar exam. Specific topics related to character and fitness that will be addressed include: mental health, financial responsibility, and candor.

Alternative arrangements will be made for students who have an unavoidable conflict.

Completion of Studies

A student must complete a course of study no sooner than 24 months and not longer than 84 months after a student has commenced law study at the School of Law or a law school from which the School has accepted transfer credit. Ordinarily, a full-time law student will complete the degree in three academic years, and the part-time student in four or five years. The School of Law discourages the acceleration of completion of requirements for graduation.

Degree Requirements

At the beginning of the semester or summer session in which a student expects to graduate, the candidate for the degree must fill out a degree application online. The degree application process will be available on the Web through ULink. All candidates for degrees, whether or not participating in Commencement, must apply for degrees according to the deadlines published by the University.

Graduation Audit

All students must complete a graduation audit and assessment prior to registering for their final semester. The assessment will be conducted by a member of the Office of Academic Affairs.

An online, 24/7 graduation audit is available to all law students via ULink.

CHAPTER THREE: ACADEMIC POLICIES

Credit Load Per Semester

Unless explicitly authorized by the Associate Dean for Academic Affairs, (a) no full-time student will be permitted to register for more than 16 credit hours per semester (8 credit hours in the summer term), and (b) no part-time student will be permitted to register for more than 12 credit hours per semester (6 credit hours in the summer term).

With permission of the Associate Dean of Academic Affairs, a full-time student may register for a maximum of 18 credit hours and a part-time student may register for a maximum of 13 credit hours. As used in this section, “credit hours” includes all classes the student takes at the University of Louisville, regardless of whether the credit will be applied toward the student’s degree.

Skills competitions and journal credit also count as hours in this calculation.

Disabilities Act and Accommodations

<https://louisville.edu/disability/students/ada-policy-formal-complaint-procedure-legislation>

Accommodations

In recognition of disability as an important part of the diversity of our community, Brandeis fosters an inclusive campus climate. Brandeis coordinates its support for students with documented disabilities through the UofL Disability Resource Center (DRC).

The information and links below will take you to the DRC, and guide you through the application process for Disability Services in the classroom and on exams, and provide general information as well. It is important to note that all requests for accommodations must go through the DRC.

<https://louisville.edu/disability>

Examinations

In order to receive credit in any course, the student must attain a grade not lower than "D-". Credit will not be given for any course unless the examination or other evaluative mechanism is passed. (Special rules apply to the writing requirement, the experiential learning requirement, pass/fail courses, courses taken at other law schools, and graduate courses taken in other units of the University).

Students are not permitted to take examinations in courses for which they have not registered.

Students may take exams only in authorized locations. The faculty policy regarding in-class examinations is as follows:

1. In order to avoid any appearance of impropriety, all in-person exams, unless otherwise specified by the faculty teaching the class, must be taken in the classrooms of the School of Law or other specially designated computer rooms. A student who is taking an exam in an approved alternate location may close the door.
2. All other areas of the school, including but not limited to the library, student offices, restrooms, and faculty offices should not be used to take in-class exams. Under special circumstances, including without limitation accommodated exams, the Associate Dean for Academic Affairs may authorize a student to take an exam in an area not normally permitted.
3. If sickness or other adjudged good cause results in a student's failure to take the regularly scheduled examination in any subject, the student must contact the Associate Dean for Academic Affairs as soon as possible. The Associate Dean may authorize a make-up examination during the regularly scheduled exam period, or in exceptional circumstances, after the exam period. All make-up exams and incomplete or deferred grades must be approved by the Associate Dean of Academic Affairs by the last day of class for the applicable semester, except when the basis for the request occurs later, e.g., illness on the day of the exam.
4. A student has an exam conflict and may reschedule an exam if he or she has more than one examination scheduled to begin within 12 hours of another exam, or if the student has an exam at 6:00 p.m. with another exam the next morning at 9:00 a.m. Three exams in three days do not qualify as a conflict. In the event of an "exam conflict," the student shall take the make-up at the next available make-up session that does not create another conflict. All rescheduled and make-up examinations must be approved by the Associate Dean for Academic Affairs.
5. Make-up examinations must be scheduled after the regular examination date. In no event will a student be permitted to take a make-up examination prior to the regular examination time as reflected in the examination schedule. Because of our exam software license, the School of Law cannot guarantee students scheduling make-up exams which extend beyond the official examination period will be able to use computers to take those exams. Please consult with the Associate Dean of Academic Affairs.

Retention of Exam Materials

Examination booklets and papers are retained by faculty for one (1) year. Students are encouraged to seek review of their examinations in a timely manner. No grade may be changed after the earlier of (a) one year after it is released, or (b) the JD degree has been posted on the student's transcript, unless such change is the result of an Honor Code proceeding.

Anonymous Grading for Exams

Brandeis employs blind grading for final exams and midterms. This ensures all exams are graded as anonymous submissions rather than being submitted with students' names.

If your professor is giving a midterm or final exam, you will be sent via email an anonymous grading number. This will be in addition to any information you receive from IT concerning exam software.

Exam Accommodations

The Academic Affairs unit coordinates exam accommodations based on information from the DRC. You must have an accommodation on file with the DRC in order to have an exam accommodation. Accommodated students will receive a supplementary exam schedule, designated alternate rooms, and other information as appropriate ahead of exam weeks. Accommodated students are responsible for attending all exams according to their supplementary schedule or scheduling a makeup exam as described above.

Grade Reports and Grading Scale

Reports showing the quantity and quality of work done during the semester are issued by the University Registrar's Office through ULink at the end of each semester. The unit of credit is the semester hour, which is given for one class hour per week for one semester. The following method of grading will be used for all courses:

Grade Quality Points per Semester Hour

A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
D- 0.7
F 0.0
I 0.0
W 0.0
P/F 0.0

Grade Quality Points per Semester Hour

X 0.0
AU 0.0
CR 0.0

GPA Calculation

The grade point average (GPA) of a student will be calculated by dividing the number of quality points earned by the number of semester hours attempted for all courses in which he/she receives grades of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", and "F". A student must have a cumulative grade point average of 2.0 in all courses taken to be in good standing.

The law school faculty has adopted a policy whereby certain courses are available on a pass/fail basis only. They include externships, work done for the law journals, Extramural Advocacy Competitions, and other designated courses that do not lend themselves to traditional evaluation.

In addition to the above, upper-level students may elect to take a seminar or independent study on a pass/fail basis with the permission of the instructor and the Associate Dean for Academic Affairs if there is substantial basis for assessing the student's performance.

Students must obtain approval and register for pass/fail grading no later than the last day to add a class. Students may apply no more than two pass/fail seminars or independent studies under this subsection toward graduation.

A grade of "C" (2.0) must be earned in order to receive a pass under either subsection 1 or 2.

Good Standing and Probation

Any student whose cumulative grade point average at the end of any semester is 2.0 or better on a 4-point scale shall be in good standing.

Any student whose cumulative grade point average at the end of any semester is less than 2.0 shall be placed on probation for one semester, the "probation semester." A student on probation is not in good standing.

After all grades are finalized and released, a student facing academic action will receive official notice from the Director of Academic and Bar Success and Associate Dean of Academic Affairs. The notice will be sent through official University email, and will contain the student's status and a list to these Academic Rules.

Students placed on probation must schedule a time to meet with the Director of Academic and Bar Success prior to resuming law school classes.

During the probation semester, a student:

- Shall register for a full load of classes as defined by the rules of the School of Law.
- May not, ordinarily, enroll in a seminar, independent study, or live client course.
- Is subject to Academic Success and Legal Methods Program conditions listed in Chapter Five: Advising.
- Shall not hold any elected or appointed office in a student organization, including the Student Bar Association and Honor Council. If such a position is already held by a student when the student's cumulative grade point average drops below a 2.0, the student shall resign such position(s) immediately.

Students on probation may attend summer school, but that summer semester is not the equivalent of the “probation semester.” Grades earned during that summer semester while on probation are part of the student’s cumulative GPA.

Dismissal and Reinstatement

The Reinstatement and Probation Committee has jurisdiction and final authority over all reinstatement matters.

Any student on probation who fails to register or withdraws without a leave of absence shall be academically dismissed from the School of Law.

Any student on probation who does not remove the quality-point deficiency in the probation semester shall be academically dismissed with the right to petition for reinstatement and second probation semester.

After all grades are finalized and released, a student academically dismissed from the law school will receive official notice from the Associate Dean of Academic Affairs and Director of Academic and Bar Success. The notice will be sent through official University email, and will contain the student’s status, a link to these Academic Rules, a copy of the full Procedural Rules of Reinstatement after Dismissal, and a form to petition for reinstatement with detailed instructions and specific deadlines for petitions.

The Reinstatement and Probation Committee will ordinarily consider reinstatement petitions two times per year: in early summer following spring term and in winter, within the first two months of spring term.

A successful petition for reinstatement must present clear and convincing evidence of a compelling reason for the grade deficiency and the difficulty which led to dismissal no longer exists. Students dismissed will not ordinarily be reinstated.

First year students may qualify for an expedited hearing before the Reinstatement and Probation Committee in certain circumstances. A student granted an expedited hearing will be readmitted upon showing a substantial likelihood of success. An expedited hearing will be granted to a student who:

1. was placed on probation at the end of first semester,
2. earned a semester grade point average of 2.0 or greater during the probation semester, and
3. petitions for reinstatement within ten (10) days after the notice of dismissal is sent.

The Committee is authorized to grant or deny relief incident to reinstatement, including extension of time to complete studies for the JD degree. The decision of that Committee shall be final.

If the Reinstatement and Probation Committee finds a compelling reason to justify reinstatement, it may grant the petition and set any conditions to reinstatement deemed appropriate, except a student shall not be allowed more than two additional probation semesters to remove any grade point deficiency.

An expedited hearing before the Reinstatement and Probation Committee will be granted to a dismissed student who was placed on probation at the end of the first semester and earned a semester grade point average of 2.0 or greater during the probation semester.

A student who is granted a second semester of probation but does not remove the quality point deficiency in the probation semester(s) shall be ineligible for reinstatement.

In extraordinary circumstances, the Committee may grant academic bankruptcy for one semester to any first-year student dismissed at the end of the first year. The Committee shall not have the power to change or eliminate grades. A student granted academic bankruptcy is thereafter ineligible to petition for an additional semester of probation if a cumulative 2.0 grade average is not achieved.

Honors and Awards

The School of Law grade point average and honors are based on grades received at the University of Louisville Brandeis School of Law only. Grades received from schools outside the University of Louisville Brandeis School of Law are not included in a student's Law School grade point average. This includes other University of Louisville colleges, other ABA approved law schools, study-abroad programs, and courses taken in other schools as part of a dual degree program.

1. CALI Awards. CALI awards are given each semester to the student or students who receive the highest grade in a letter-graded course. Once grades are received, students who will receive CALIs will be notified by the Department of Academic Affairs. Academic Affairs will enter names each semester into the CALI database. Certificates will be distributed when they are received.
2. Dean's List. All full-time and part-time students who complete 8 or more letter-graded credits in a semester at Brandeis School of Law will be awarded Dean's List recognition for each semester their semester grade point average is in the top 20% of their respective class. It is not based on cumulative grade point average, only semester grade point average.
3. Graduation Latin Honors. The degree of JD will be granted summa cum laude to those who have a point standing between 3.8 and 4.0, magna cum laude to those who have a point standing between 3.5 and 3.799, and cum laude to those who have a point standing between 3.2 and 3.499. Grade point average for May graduation honors are based on the student's cumulative grade point average after the penultimate semester. Diploma honors are based on final cumulative grade point average.
4. Honor Societies. The University of Louisville Brandeis School of Law recognizes students who have excelled by offering honor society membership in one of three organizations, as well as with an Outstanding Graduating Senior Award.

5. Brandeis Honor Society. In 1977, the faculty approved the establishment of a society to honor students with outstanding scholastic records at the Louis D. Brandeis School of Law. The Brandeis Society is an honorary scholastic society made up of law students who assist the Office of the Dean in encouraging legal scholarship. The Brandeis Society was created to foster a spirit of careful study at the University of Louisville School of Law and to mark in a fitting manner those who have attained a high grade of scholarship. Members of the Society are known as Brandeis Scholars. Students are eligible for membership if they rank within the top 5 percent of the 2L class or 10 percent of the 3L class. After each Spring semester, the Director of Student Records will forward a list of eligible 2Ls to the Dean for review. After each Fall semester, the Director of Student Records will forward a list of eligible 3Ls to the Dean for review. The Dean will make the final decision and will invite eligible students to be part of the Society.
6. Brandeis Inn of Court. American Inns of Court are designed to promote professional skills and values, with a special emphasis upon ethical and responsible advocacy in state and federal courts. Each Inn consists of distinguished members of the bench and bar, as well as a limited number of carefully selected students. This selection is based upon demonstrated interest in advocacy and student leadership or academic record. Nominations are put forward by the dean from eligible students in their final year of law school.
7. Omicron Delta Kappa – Outstanding Graduate. Omicron Delta Kappa (ODK) is a national leadership honor society which strives to recognize students for their achievements in scholarship, athletics, community service, civic engagement, publications, and creative and performing arts. Each spring, the Beta Epsilon Circle at the University of Louisville presents one graduating senior from each college with the ODK Outstanding Graduating Senior Award. This honor is presented to an individual or individuals who, by reason of high scholarship, prominent leadership, and service to the University. Students selected are considered outstanding students in their graduating class.

Completion of Graduation Requirements and Leaves of Absence

The maximum elapsed time permitted between first matriculation and graduation, including, but not limited to, any time spent on leave of absence, shall be eighty-four (84) months. A student who does not remain continuously enrolled, excluding summers, must obtain a leave of absence in order to return to the School of Law. The faculty of the School of Law reserves the right to change the schedule of classes, the program of instruction, the requirements for degrees, and any other similar rules or regulations.

Leaves of absences are granted for extraordinary circumstances and must be approved by the Associate Dean for Academic Affairs.

A student on probation who takes a leave of absence will remain on probation when he or she returns from leave.

The student taking leave must petition the Registrar's Office for any tuition refund that requires an exception to the Tuition Reduction Deadline.

The student taking leave must understand the leave's impact on loans, financial aid, and scholarships. For further information, the student is advised to consult the Financial Aid Office.

School of Law scholarships do not automatically renew for a student who takes a leave. In addition, in most instances, a student taking a leave must repay any scholarship money awarded by the Law School during the semester(s) in which the student is on leave. The student must submit a "Petition for Continuation of School of Law Scholarship" form no later than one week after approval of the leave of absence.

Pace and Maximum Time Frame

A student's financial aid eligibility is subject to University policy regarding the student's pace of study and maximum timeframe for graduation.

For more information about university policy regarding this matter, please go to:

<https://louisville.edu/financialaid>

Incompletes

All incomplete (I) grades will automatically convert to failing grades (F) unless the work in the course is completed and an actual grade is substituted within one year after the completion of the semester in which the course was taken.

Failure in a Required Course

A student receiving a failing grade (F) in a required course must repeat the course. The repetition of the course does not remove the prior grade from the student's academic record. Students who fail a first year course must retake the course at its next offering.

Repeating a Failed Course

A student who has received a failing grade in a course may not register or be assigned to retake that course with the same professor. A student requesting an exemption from this rule must submit a written request to the Associate Dean for Academic Affairs showing compelling circumstances.

A student may not retake any course in which the student received a passing grade. Other than required courses, a student may elect to repeat a course in which he or she earned a failing grade (F). The repetition of the course does not remove the prior grade from the student's academic record.

Official Withdrawal Required

A student who leaves school without officially withdrawing will receive the grade(s) of F in all classes. To officially withdraw, the student should meet with the Associate Dean for Academic Affairs.

A student who ceases to attend a class, but who does not officially withdraw from the class, will receive a grade of F. The academic calendar each semester specifies a last day to withdraw from a class. Requests by upper-level students to withdraw after this date must be accompanied by a timely

statement of compelling circumstances to justify why the student should be withdrawn rather than receive a failing grade.

The Associate Dean for Academic Affairs, in consultation with the Assistant Dean for Student Affairs & Diversity, as well as appropriate faculty, shall determine whether to grant the request.

Auditing a Class

Current Students

A current Brandeis Law student (or other UofL graduate or professional student) may audit a class under the following conditions:

1. There is room in the class and no one is on the waiting list;
2. The instructor agrees to let the student audit the class; and
3. The total semester credit hours do not exceed 18 for a full-time student or 12 for a part-time student when including the auditing credits.

A part-time student who is eligible to audit will have to pay the per-credit tuition rate for the audited credits up to a total of credit hours of 10. Once he or she has reached 10 credits, the full-time tuition rate is applied, rather than the per-credit tuition rate.

Auditing students are held to the same attendance rules as a graded course. The work and participation required by the auditing student will be determined by the instructor of the course. Current students may not sit in a class without registering.

Current Attorneys

Current attorneys may audit a class as a non-degree student under the following conditions:

1. If there is room in the class after Brandeis Law students register;
2. The instructor gives specific permission for the outside student to enroll, the Associate Dean for Academic Affairs approves; and the outside student registers for the class and pays tuition at current rates.

Auditing attorneys are held to the same attendance rules as a graded course. The work and participation required by the auditing student will be determined by the instructor of the course.

Current attorneys may not sit in a class without registering.

Current attorneys should contact the Associate Dean for Academic Affairs if interested in auditing a course. They will have to make a formal application through the Law Admissions Office.

Seminar Rules

Students having a 2.0 or better average and having completed at least 19 hours may register for seminars.

No more than two seminars may be taken in any semester.

Independent Studies

An Independent Study may be for one (1) or two (2) credit hours.

With the permission of the Associate Dean for Academic Affairs and a supervising faculty member, a student may take an independent study on a pass/fail basis. Students may apply no more than two pass/fail independent studies or seminars toward graduation.

A “credit hour” is based on 50 minutes of in-class instruction and two hours of out-of-class work (See Chapter 2, Part A). This would require 42.5 hours of work over a fifteen-week semester for a one credit hour independent study.

Only students having a 2.0 or better average and at least 19 hours may register for an independent study.

Students may apply no more than four (4) credit hours of independent studies toward graduation, unless the Associate Dean for Academic Affairs grants a hardship exception.

An independent study paper does not satisfy the perspective requirement, but may satisfy the writing requirement.

All independent studies must be supervised by a full-time School of Law faculty. However, the faculty member does not have to be the sole supervisor.

To enroll in an independent study, the student must submit to Student Records a completed Independent Study Form, which requires the supervising faculty member’s signature. This completed form must be submitted prior to the last day to add a class, so that the Associate Dean of Academic Affairs may approve the Independent Study in time for the student to register.

Students enrolled in an independent study will be required to keep track of time spent working on the assignment.

Attendance and Classroom Performance

In accordance with ABA Standard 308(a), the right to take examinations, as well as the privilege of continuing as a student in the School of Law, is conditioned on regular attendance and satisfactory participation in class work.

Absence Limitation: With respect to any course, a student is allowed to miss up to the “Absence Limitation” for that course. The Absence Limitation shall mean 15% of the total minutes of instruction required for the credit amount of the course and is defined by the table below.

Year-Long Courses: In year-long courses, each of the semesters of a course shall have its own Absence Limitation as defined above. Students may not “carry-over” unused absences to increase the Absence Limitation in the second semester of a year-long course.

Intensive Courses (anything less than the traditional 14-week semester): A faculty member may designate a course as an “intensive course,” if that course has a limited number of class meetings or meets for less than the traditional 14-week semester. In a course so designated, there will ordinarily be no Absence Limitation. Students are expected to attend all class meetings in intensive courses. An absence or significant tardiness in an intensive class will result in the student being excluded from the course. Alternatively, a faculty member may designate a specific number of absences that are acceptable, using as a guide 15% of the total course minutes.

Externships and Clinics: Regular and punctual attendance is also required in externship and clinical courses. Participation in an externship or clinical program is a professional commitment. All students are expected to adhere to a high standard of responsibility, competence, and dedication with regard to all work assigned.

Credit Hours/Semester	Absence Limitation/Semester
2-credit course, meets once a week	220 minutes of class, or up to two class meetings
2-credit course, meets twice a week	220 minutes of class, or up to four class meetings
3-credit course, meets once a week	330 minutes of class, or up to two class meetings
3-credit course, meets twice a week	330 minutes of class, or up to four class meetings
3-credit course, meets three times a week	330 minutes of class, or up to six class meetings
4-credit course, meets twice a week	440 minutes of class, or up to four class meetings
4-credit course, meets three times a week	440 minutes of class, or up to five class meetings

To obtain a waiver from this rule, a student must submit a petition to the Assistant Dean for Student Affairs and Diversity. The Assistant Dean will only grant the petition if:

1. the petition shows an extraordinary and unavoidable circumstance, and
2. the instructor believes that the amount of absence will not unreasonably alter the level of engagement expected of all students in the course.

Add/ Drop Period: For elective courses, class meetings during the add/drop period shall be disregarded in determining whether a student has exceeded the Absence Limitation. This does not apply to required courses, summer session, or intensive courses.

Sanctions: Unsatisfactory attendance or unsatisfactory classroom performance may result in lowering of a final grade for the course, involuntary withdrawal from the course, failing the course, or other resolution.

Reporting Absences to the Instructor: Any absences within the Absence Limitation should be addressed consistent with the instructor’s policy. Any absences in excess of the Absence Limitation or any absences

of more than three consecutive school days shall be reported to the Assistant Dean for Student Affairs and Diversity by the student as soon as practicable.

Reporting of Excess Absences: The instructor of a course shall notify the Assistant Dean when a student has been absent for more than the Absence Limitation, excluding any covered absences. The instructor's communication to the Assistant Dean should include the dates or number of class absences. Once it is determined that the student is to be excluded from the course, the Associate Dean, in light of applicable circumstances, will consult with the reporting instructor.

The Assistant Dean and instructor shall determine whether:

1. to allow the student to withdraw from the course; or
2. to exclude that student from the course and to award a grade of F for the course.

Absences Beyond the Absence Limitation: The Assistant Dean does not manage absences that fall within the Absence Limitation. However, the Assistant Dean, in consultation with the course instructor, may make a determination that, on account of extraordinary circumstances affecting an extended period of time, a student may be granted absences beyond the Absence Limitation. Such extraordinary circumstances must relate to health, bereavement, family, military, or significant personal issues. Additional absences will not be granted for vacations or on-going conflicts resulting from the student's normal employment commitments. In addition, excusals will not be granted to relieve full-time students of the limitation on employment set by the law school.

The Assistant Dean for Student Affairs and Diversity may not allow additional absences for more than one week's worth of classes beyond the Absence Limitation or in circumstances where a student would miss more than 10 consecutive days of classes during a semester regardless of the circumstances. Students who have circumstances causing them to be absent for more than these specified periods shall consult with the Associate Dean for Academic Affairs regarding a Voluntary Leave of Absence or course withdrawal.

Faculty Responsibilities: Faculty must provide notice of the attendance policy in their syllabus. If the faculty policy deviates from the law school policy (by being more restrictive), the syllabus must note the differences. For example, faculty may allow opportunities to participate in events or do additional work to make up absences.

Faculty will take attendance and monitor absences. Individual faculty members may permit absences beyond the law school policy, but only for compelling circumstances.

Student Responsibilities: Students are expected to keep a personal record of all absences. In courses where the instructor requires the students to sign an attendance sheet (or otherwise mark themselves as present), it is the student's responsibility to ensure that this is done in a timely manner for each class. Students who mark or sign as present a classmate who is absent shall be subject to disciplinary action.

Tardiness and Early Departures: Excessive tardiness or early departures from class may result in exclusion from a course under this policy. Tardiness or early departures for normal and foreseeable commutes or work schedules are not considered extraordinary circumstances.

Religious Observances: Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate

students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term. See University Policy.

University Sanctioned Absences: There are no excused absences, except as provided by University policy. For information concerning excused absences for participation in University-sanctioned events, see the University Classroom Policies.

Rescheduled Classes: In a course where a professor cancels and reschedules more than one class, a student should not be counted as absent if he or she does not attend the rescheduled classes after the first one.

Questions: Questions about the general attendance policy above should be directed to the Assistant Dean for Student Affairs and Diversity. Questions about a specific class attendance policy should be directed to the instructor of the class.

Enrolling in Non-Law Classes

The Law School believes that some students may benefit by taking courses offered in departments other than the Law School. Such courses may be taken in accordance with the following guidelines:

1. The course offered outside the law school must be one offered at the graduate or professional level and must enhance the student's legal education.
2. Special ABA restrictions apply to online courses. Consult the Associate Dean for Academic Affairs for details.
3. The instructor and department for the course must agree to the participation of the law student before the student may register for the course.
4. To be applied as credit for the student's JD, the student must earn at least a B for the course. The grade will not count toward the student's law school grade point average or graduation honors.
5. The law student must not be on probation during the semester in which the graduate credit is earned.
6. The law student may apply up to six hours of credit toward the JD under this policy.
7. Prior to registration, the law student must submit to the Associate Dean for Academic Affairs the official description of the course along with a written statement describing why the student believes the course would be beneficial to the student.
8. The law student must obtain the approval of the Associate Dean for Academic Affairs before the student may register for the course. The administration of the law school may exercise its discretion in determining the propriety of the course for the law student's course of study.
9. This policy does not apply to the law student who is participating in a dual degree program. Such a student may not use this policy to take courses offered by other departments and which would be in addition to the courses required as part of the dual degree program. Students who withdraw from a dual degree program may not use this policy to apply towards graduation the courses already taken in the other department.
10. The student must earn at least 19 credits from the law school before taking an outside course.

Grievance Procedure

Introduction

This procedure is designed to provide fair means for dealing with a student's complaints regarding a specific action or decision made by the law school administration, the faculty, or a faculty member. Any students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance. (Redbook, Article 6.8)

A grievance filed under this Part is in addition to, and not in lieu of, a complaint involving an ABA standard filed under Part U.

There shall be a School of Law Student Academic Grievance Committee, hereinafter referred to as the Committee, which shall have the power to hear all grievances involving academic matters other than (a) substantive grade appeals and (b) matters falling within the jurisdiction of the Reinstatement and Probation Committee. Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instructions or affecting academic freedom. (Redbook, Article 6.8.3). The Committee may review allegations that a grade has resulted from an unfair procedure, but it shall not render a judgment contrary to that of the faculty member on the substantive merits of the grade. Where the dean agrees with a Committee determination that procedural irregularities have occurred, the dean shall consult with the faculty member involved and the Reinstatement and Probation Committee as to the grade to be recorded in the student's official transcript.

To assist the student, a Student Grievance Officer shall be provided who is responsible for informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Student Grievance Officer shall seek to resolve informally as many grievances as possible. (Redbook, Article 6.8.2). Students are encouraged to seek the assistance of the Student Grievance Officer at any stage of the grievance process. The Associate Dean for Academic Affairs is the contact person in the law school.

School of Law Student Grievance Committee

The Committee shall be composed of five (5) members selected as follows: One (1) student selected by the Student Bar Association and four (4) faculty members appointed by the dean. The dean shall select the chair of the Committee. In a situation where the student member is involved in the grievance or removed because of challenge, the Student Bar Association shall appoint an alternate student member for that grievance. When a faculty member of the Committee is involved in the grievance or removed because of challenge, the dean shall appoint an alternate faculty member to serve on the Committee for that grievance.

Preliminary Steps

In pursuing a grievance concerning academic matters within the law school, a student shall follow this procedure:

1. The student shall first discuss the grievance with the person or persons grieved against (hereinafter referred to as the respondent), and shall attempt to resolve it through informal discussion. This discussion should take place not later than thirty (30) days after the date on which the student first learned, or may reasonably have been expected to have learned, of the cause of the grievance.
2. If there is no resolution, and if the grievance is not against the law school administration, the student shall discuss the grievance with the Associate Dean for Academic Affairs, who shall attempt to mediate a resolution.
3. If the student still has not been able to obtain a resolution, the student may request the Student Grievance Officer to attempt informal mediation of the grievance.
4. If the grievance has not been satisfactorily resolved through the informal process, the student may submit a written statement of the grievance to the Committee through the Office of the Associate Dean for Academic Affairs. This statement shall not be submitted later than one year after the date on which the student first learned, or may reasonably have been expected to have learned, of the cause of the grievance. The statement shall contain: (a) a brief narrative of the condition giving rise to the grievance; (b) a designation of the respondent; and (c) a statement of the remedy requested.

Committee Action

Upon receipt of a written statement of a grievance, the chair of the Committee shall:

1. Consult with the student, the respondent, the Associate Dean for Academic Affairs, and the Student Grievance Officer to obtain assurance that all steps of the informal process were completed and that the issues in the statement were discussed at all levels.
2. Send a copy of the statement to the respondent and to all Committee members.
3. Notify the grievant and the respondent of their right to make one (1) peremptory challenge to a Committee member and to challenge Committee members for cause. The Committee's notice shall include: (a) the names of the Committee members; and (b) a request that any challenges be made promptly to expedite the grievance procedure.
4. Call a meeting of the Committee to be held within twenty (20) days after receipt of the written statement to review and consider it and to decide whether the grievance states grounds sufficient to warrant a hearing.
5. Notify the grievant and the respondent of the Committee's decision and its reasons therefore in writing.
6. If a hearing is to be held, notify in writing all parties, and any witnesses, of the date, time, and place of the hearing. The notice shall be sent at least ten (10) days prior to the hearing date.

7. In its notice of hearing, request in writing from the grievant and the respondent any pertinent material that the Committee shall require for its review prior to the hearing. The respondent may submit to the Committee a written statement outlining issues from the respondent's perspective. The statement and materials either party chooses to submit shall be submitted to the Committee not later than four (4) days prior to the hearing. Committee members shall make every effort to maintain confidentiality throughout the entire grievance process.

Hearing and Reporting Process

All Committee hearings and reports thereon shall be conducted confidentially in the following manner:

1. The grievant and the respondent must be present during the information-gathering portion of the hearing. Witnesses will be available and called when needed. The Committee may allow the presence of a secretary or technical assistant.
2. All statements made during the information exchange phase of the hearing shall be tape-recorded (or video-taped). This record shall be preserved in the University Archives for a minimum of five (5) years and shall be confidential.
3. Any Committee member may question any of the participants at the hearing.
4. The grievant shall be afforded the opportunity to present statements and to have witnesses testify before the Committee.
5. The respondent shall have the opportunity to question the grievant and the grievant's witnesses about their statements.
6. The respondent shall be afforded the opportunity to present statements and to have witnesses testify before the Committee.
7. The grievant shall have the opportunity to question the respondent and the respondent's witnesses about their statements.
8. After all information is exchanged, all persons, other than Committee members and the recording secretary, shall leave the committee room. The grievant, respondent, and witnesses shall continue to be available to the Committee should further information be needed.
9. The Committee shall meet in closed session to decide upon its recommendations to the Dean. If the grievance directly involves the Dean, the report and recommendations of the Committee shall be referred for decision to the Provost.
10. The Committee shall submit its report with recommendations and reasons therefore to the grievant, the respondent, and the Dean (or Provost).
11. The student's grievance shall be included in the student's record.
12. Until the grievance is resolved, the student may continue the student's natural academic progression through the academic unit, subject to the requirements of Redbook, Article 6.6 (Academic Review, Advancement, Probation, and Dismissal of Students) and Article 6.7 (Nonacademic Disciplinary Procedures).
13. The burden of proof shall be on the grievant. The grievant shall establish his right to relief by clear and convincing evidence.

Final Decision

The Dean (or Provost) shall approve or reject the Committee's recommendations within twenty-eight (28) days after they are received. If the decision of the Dean (or Provost) is in accord with the Committee's recommendations, the recommendations shall be implemented. If the decision is not in accord with the Committee's recommendations, the Dean (or Provost) shall state the reasons for that decision, in writing, to all persons directly involved in the grievance and to the Committee. That decision shall be implemented after the time for appeal has elapsed.

Rehearing Before the Committee

Within 21 days after delivery of its report, the grievant or the respondent may petition the Committee to reconsider its report. The petition must be based upon evidence of misrepresentation of material facts or upon newly discovered evidence clearly not available at the original hearing.

Appeal to the University Student Grievance Committee

Any party to the grievance may appeal to the University Student Grievance Committee within 21 days from the date of the final decision of the Dean (or Provost) if the decision does not accord with the recommendations of the Committee. The appeal shall be in accordance with Articles 6.8.11, 6.8.12, and 6.8.14 of Redbook.

Student Complaints per ABA

The University of Louisville's Brandeis School of Law is accredited by the American Bar Association's Section of Legal Education and Admissions to the Bar. Law School students who are aware of a problem that directly implicates the Law School's compliance with the ABA's Standards for Approval of Law Schools should direct their communication to the Dean of the Law School. All such communications must be in writing and must state with specificity both the ABA accreditation standard or standards at issue and the factual circumstances that suggest noncompliance.

The Dean may refer the matter to other personnel within the Law School or at the University of Louisville. Within 30 days of receiving a written communication, identifying a problem that directly implicates the Law School's program of legal education and its compliance with the ABA's Standards for Approval of Law Schools, the Dean shall respond in writing to the student(s) who submitted the communication. That response may take the form of a request for further information enabling the Dean to address the Law School's compliance with the ABA standards at issue. In all events, the Dean's determination shall be final.

The Law School shall maintain a record of all communications received under this policy, including the resolution adopted by the Law School in response to those communications. This record shall be maintained throughout each period of accreditation by the American Bar Association.

Student Records Policy

The School of Law maintains records on each student. These begin with the student's application and supporting materials and also include the student's transcript. Other documents relating to the student's education here (e.g., letters of recommendation requested from a member of the faculty; records of disciplinary proceedings; notations of awards or commendations, etc.) may also be included. It is our policy to safeguard the privacy of these records in accordance with University regulations and the Family Educational Rights and Privacy Act of 1974 (FERPA).

Each year, the University provides an annual announcement to notify current students of their FERPA rights. The announcement is published in the Schedule of Courses, in *The Cardinal*, and on the University of Louisville's FERPA Information website. This notice will explain the basis on which faculty and other law school personnel may seek and obtain access to student records.

Each semester, awards and other academic recognitions will be published within the Law School community. A student must complete a Request to Withhold Disclosure of Directory Information if he or she does not want any information published or released.

The School of Law encourages students to familiarize themselves with these policies.

Outside Employment

The law school offers a rigorous program of legal education that prepares students, upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession. Achieving these objectives requires students to make a significant commitment of time to law school course work. For every credit hour earned, the law school expects students will devote at least three to four hours per week on course work (assuming the work is spread over a 14 week period). Devoting the expected hours to course work is integral to solid professional formation.

Students should not allow employment to undermine their professional formation. The following policies are designed to help students maintain an appropriate balance between course work and employment.

Students who need financial assistance should seek a loan or a scholarship rather than impair the quality of their law school experience.

20-Hour Policy

It is the policy of the law school to prohibit a student from working for compensation in excess of twenty (20) hours per week during any week of a semester in which the student is participating in law school courses as a full-time student. A full-time student is a student enrolled in twelve (12) or more credit hours of courses at the University of Louisville (including all courses, regardless of whether the credit will be applied to the student's law degree).

First Year Students

Because the first year presents demands and methods of study which most first year students have not experienced, it is strongly recommended that first-year students not engage in outside employment. For those students who find it necessary to work, the part-time program has been provided. There the

course load has been reduced in order to permit the students to divide their time between the study of law and their employment. Part-time students are encouraged to inform their employers of their class schedules and that they are obligated to attend law school classes during these times throughout the academic semester. Students occasionally will be required to attend other special classes, meetings, or programs and must be able to take off work or otherwise make arrangements to attend these functions.

Upper Level Students

After the first year, some work in legal practice settings may help students develop skills and values needed for competent and ethical participation as a member of the legal profession. Nonetheless, appropriate attention to law school course work requires a commitment of time that effectively precludes substantial employment for full-time students. For example, a student earning 15 credit hours ordinarily would be expected to devote to law school course work 45-50 hours per week. Therefore, upper level students are limited to the 20 hour work policy, except as provided below.

Exceptions from the Policy

With the approval of the Assistant Dean for Student Affairs and Diversity, a student may request an exception to the 20-hour policy. On a case-by-case basis, the Assistant Dean will ordinarily consider the student's grade point average, total credit hours being taken in a semester, the content of the hours, the type of work being performed and other variables. However, in no instance will the Assistant Dean approve a student to work more than thirty (30) hours per week while attending school full-time. A student needing to work more than 30 hours can switch to the part-time program, which does not limit hours of outside employment.

Students on Probation

Violations of the work and class hours limits, as set out in the above paragraphs, may result in adverse disciplinary action, reporting to the Character and Fitness Committee of the Board of Bar Examiners, or exclusion from school. All students are required to report their employment to the Student Records Office each semester. Also, if there are any changes to a student's work scheduling during the semester, the student must report it immediately to the Student Records Office.

Credit for Coursework at Another ABA Accredited Law School

Students may, with the advanced approval of the Associate Dean for Academic Affairs, earn a limited number of hours at another ABA accredited law school. This may be done by visiting another school for one or two semester(s) or a summer term, or by participating in an approved international program. Credit will be given only in courses approved by the Associate Dean for Academic Affairs and in which the student earns a grade of C or higher. Grades in these courses will not be counted in the student's Brandeis grade point average or impact graduation honors. Special ABA restrictions apply to online courses. For details, consult the Associate Dean for Academic Affairs. Neither the course name nor the grade will be posted on the student's official transcript. Note that transfer students must complete at least 30 of their last 36 credit hours at the University of Louisville.

Admission to the Bar

As soon as possible after deciding to study law, a student is urged to investigate the rules governing admission to the bar in the state in which he or she intends to practice. The rules of many states require

registration upon beginning the study of law. Compliance with bar admission requirements is the sole responsibility of the student.

There are generally multiple steps for admission to the bar in any US jurisdiction, including, but not limited to: graduation from an accredited law school, taking and passing a Bar Examination, submitting to and passing a Character and Fitness Inquiry, and taking a course or test over law specific to that jurisdiction.

To learn more about the requirements in each US jurisdiction, refer to the NCBE Bar Admission Guide, found at <https://reports.ncbex.org/comp-guide/>.

Most jurisdictions also require the Multistate Professional Responsibility Exam (MPRE) for admission. Students should be familiar with the timing and passing score requirements for jurisdictions where they might apply.

The National Conference of Bar Examiners provides information about the MPRE and bar exam on their website: <https://ncbex.org/>.

Rules for Admission to the Practice of Law in Kentucky are set forth in Kentucky Supreme Court Rule 2. These Rules, and additional information about the Kentucky Bar Exam and Admissions process, can be found on the Kentucky Office of Bar Admissions website, <https://www.kyoba.org/>.

For specific questions about applying for bar admission, character and fitness, and bar exam study, see the Director of Academic and Bar Success.

Bar Admission Curriculum

ABA Standard 301(a) requires “a law school shall maintain a rigorous program of legal education that prepares its students upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession.”

The School of Law’s Bar Admission Curriculum is designed to provide instruction on professionalism issues concerning law students and lawyers.

The School of Law’s Bar Admission Curriculum will help prepare and inform students about the post-graduation bar admission process and issues of professionalism concerning law students and lawyers. Students are required to attend one program in each of their 1L, 2L, and 3L/4L years. The Legal Profession Curriculum is a graduation requirement for all students.

The Director of Academic & Bar Success, in consultation with the Associate Dean for Academic Affairs and the Curriculum Committee, may modify the substantive programming as needed. Over the course of three years, students will learn, generally, about the bar admissions process, choosing a jurisdiction to apply, the character and fitness inquiry process, and the bar exam. Specific topics related to character and fitness that will be addressed include: mental health, financial responsibility, and candor.

Alternate arrangements will be made for students who have an unavoidable conflict with live programming.

CHAPTER FOUR: BRANDEIS TECH POLICIES AND PROCEDURES

Nothing in this Chapter shall supersede any applicable University of Louisville policy.

Law School Information Technology Department

The Brandeis School of Law IT Department fully supports the following resources or services:

- Exam4, including installation and troubleshooting;
- Computers purchased by and located in the Law School, including the Law Library computer lab, classrooms, student organization offices and the Ackerson Law Clinic.

Users may not modify or repair, or attempt to modify or repair, any computer hardware, audiovisual equipment or photocopying/printing equipment, whether owned by the University of Louisville or a third party. Nor may any user install or modify, or attempt to install or modify, any software, including applications and operating systems, on any equipment owned by the University of Louisville or a contractual third party. Instead, report problems as soon as possible to the Brandeis School of Law Information Technology Department:

Rooms 115-119
502-852-2560
UofLLawIT@louisville.edu
louisville.edu/law/intranet/it/

Violation of this policy may result in the student's loss of the use of applicable Law School- or University-provided technology resources or services and may also violate the University of Louisville's [acceptable use policies](#), resulting in additional sanctions.

The Brandeis School of Law IT Department provides limited support for the following resources or services, which are administered by University of Louisville Information Technology:

- Microsoft 365 applications, including email accounts
- Adobe Creative Cloud
- ULink password issues
- Secure wireless network access (*ulsecure/eduroam*)

The Brandeis School of Law IT Department does not support resources or services provided by third parties, such as Westlaw, LexisNexis, Bloomberg Law, CALI (consortium for Computer-Assisted Legal Instruction) and Symplicity. Students needing assistance with legal research services or CALI should contact the Law Library at lawlibrary@louisville.edu. Students needing assistance with Symplicity should contact Jina Scinta, in the Office of Professional Development, at jina.scinta@louisville.edu or 502-852-6368.

Fully Supported Resources and Services:

- All UofL user accounts, including ULink and Microsoft 365
- Blackboard
- Adobe Creative Cloud
- Printing
- Hardware encryption
- Operating system issues
- Malicious software removal

All students' computer accounts, including, but not limited to ULink, Microsoft 365 and Active Directory, are created, maintained and, when appropriate, deleted, by the University of Louisville's Information Technology Services Security and Account Management office. Students' use of these accounts is governed by the UofL Information Security Office's policies respecting User Accounts and Acceptable Use and Passwords.

Support for Student-Owned Computing Devices

The Brandeis School of Law IT Department can only provide limited support for law students' computing devices, including laptop computers, tablets, smart phones or other mobile devices. Support is limited to connecting students' devices to unsecure and wireless printers and installation and use of Exam4.

The Brandeis School of Law IT Department does not support, repair or diagnose any student-owned hardware or operating system issues. Students must obtain such support from their computer's manufacturer, software vendors or a third-party computer repair service.

Law Library Computer Lab

Brandeis School of Law maintains a computer lab in the Law Library, in room 136C, for the exclusive use of its students, faculty and staff. The lab features several Windows computers. One network printer and one LexisNexis printer is located outside the lab, and another is located in the Law Library basement outside room LL21.

Computer lab users should be considerate of other lab users by keeping conversation and noise to a minimum and not viewing web or multimedia content that may be offensive to others.

Classroom and Instructional Technology

The Brandeis School of Law IT Department maintains classroom computers and presentation technologies for use by law school faculty, staff and students, University of Louisville users, and guest speakers and lecturers, to advance the Law School's teaching mission and community engagement activities.

Student Organization Office Computers and Printers

The Brandeis School of Law IT department maintains desktop computers and printers in the following student organizations' offices for the exclusive use of those organizations' officers or editors and members:

- Journal of Animal and Environmental Law
- Journal of Law and Education
- Moot Court Board
- Student Bar Association
- University of Louisville Law Review

The Law School's Office of Student Affairs and Diversity owns and manages a Microsoft 365 service account for each of the above organizations. The service account must be used for contact and communication conducted on each organization's behalf. Each service account is independent of any individual user and includes 1 TB of OneDrive cloud storage, as well as other Microsoft 365 applications. Each of the above organizations is strongly encouraged to use its service account to store its electronic files, collaborate among officers, editors and members and conduct communication.

Printing

Effective August 1, 2022, Brandeis School of Law students must use UofL Print powered by Canon. UofL Print powered by Canon is a cloud-based printing management system. Instead of traditional network printing, in which one sends a print job to a specific printer, cloud-based printing provides a queue from which one may retrieve one's print jobs at any connected device. In the School of Law, Canon multifunction devices are located in the Law Library main reading room and outside room 175 in the Classroom Wing.

In order to use Canon printing and copying services, one must have Cardinal Cash on one's Cardinal Card. The student cost for black-and-white printing and copying is 10¢ per impression, and color printing and copying is 15¢ per impression. Note: There are no color printers available to students in the School of Law building, but others are located around campus. Scanning is free.

For printing support, students must contact the University ITS Help Desk at helpdesk.louisville.edu or 502-852-7997.

Examinations on Computer

General Information

Brandeis School of Law permits students to take examinations on computer or by handwriting in exam bluebooks. Typewritten exams are no longer permitted. Taking any examination on computer is a privilege, not a right, subject to individual faculty approval and conditioned on each student's compliance with all of the requirements and expectations set forth in this policy.

Brandeis School of Law licenses and supports Extegrity's Exam4 software for use by every student, but cannot and does not guarantee compatibility between Exam4 and any particular student's computer.

Each student must provide:

1. A personal computer. The computer must meet or exceed Exam4's hardware and software requirements, which are updated regularly and posted at Exams on Computer on the Brandeis Law Intranet.
2. A portable storage device, such as a USB flash drive, for storage and submission of zcompleted exams. Students must also successfully complete a practice exam using the appropriate version of Exam4, under rules established by the Assistant Dean for Information Technology. Students taking exams on computer acknowledge and accept that they may be required to take or complete an exam by hand in approved bluebooks if they do not complete the practice exam in compliance with the Practice Test Requirements (below) or in case of pertinent software or hardware problems.

A new version of Exam4, for both Mac and PC, will be available at least once each semester, and each student is responsible for obtaining, installing and testing the most recent version available for exams by applicable deadlines, which are published on the Brandeis Law Intranet and in the *Daily Docket* email newsletter.

Requirements

Mandatory Training for All Students

1. First-year students must attend an information, training and policy session on the use of computers on exams. This session will be scheduled before their first exam each fall semester.
2. Visiting and transfer students first enrolled in any fall semester must also attend the 1L training session. Visiting and transfer students first enrolled in any spring semester must arrange with the Assistant Dean for Information Technology to receive this training.
3. Any first-year or fall semester transfer student who does not attend the mandatory training session may not use a computer on in-person exams until he or she has received training, which may not be offered until the following fall semester.
4. Any student who cannot attend the mandatory fall semester session because of a foreseeable but unavoidable conflict must notify the Assistant Dean for Information Technology in advance. Any student who does not attend the fall semester session due to unforeseeable, compelling circumstances must notify the Assistant Dean for Information Technology as soon as possible and provide documentation of the circumstances causing the absence. The Assistant Dean for Information Technology shall make reasonable efforts to accommodate any such student(s) and provide training before their first exam.

Practice Test Requirements

Each semester, in advance of exams, the Brandeis School of Law IT Department will publicize Exam4's availability to students and publish instructions for obtaining, downloading, installing and testing Exam4.

Each student who wishes to use a personal computer to take any exam that semester must, using the applicable version of Exam4, successfully:

1. Download Exam4;
2. Install Exam4;
3. Properly complete a practice test using Exam4; and
4. Submit the practice test by the applicable deadline for doing so. Practice test deadlines each semester will be posted on the Brandeis Law Intranet and in the *Daily Docket* email newsletter, and each student is presumed to have notice of such deadlines.

A properly completed practice test is one on which the student has self-identified using their ULink username (e.g., *ldbran01*). A practice test on which the student has self-identified by using a personal name, or a portion thereof, student ID number, a string of sequential or random numbers, etc. is not properly completed. No student will have satisfied the practice test requirement whose practice test was not successfully submitted electronically using Exam4 by the applicable deadline.

Any student who experiences difficulty downloading, installing or testing Exam4, submitting a practice test, or otherwise complying with these requirements by any published practice test deadline must notify the Assistant Dean for Information Technology on or before the date by which any practice test must be submitted. The Assistant Dean for IT or another member of the IT Department shall make reasonable efforts and/or recommendations to assist the student in complying with the practice test requirement and deadline.

Exemptions, Extensions and Modifications

Exemptions from or extensions or other modifications to the practice test requirement may only be made for cause by the Assistant Dean for Information Technology upon petition from the student seeking such exemption, extension or modification. The Assistant Dean for Information Technology shall not grant any exemption from or extension or modification to any practice test requirement unless the student requesting such exemption, extension or modification has met all of the following conditions:

1. The student has submitted a petition for an exemption, extension or modification to the Assistant Dean for Information Technology on or before the applicable practice test deadline;
2. The student has made a good faith effort to comply with applicable practice test requirements; and
3. Reasonably unforeseeable circumstances prevented the student from complying with the applicable practice test requirements.
4. If any student's only exam(s) in a particular semester are unscheduled, multi-day exams (i.e., those traditionally characterized as "take home" exams), that student is not required to submit an Exam4 practice test, even if those exams are administered using Exam4. However, such students are still strongly encouraged to take and submit a practice test to ensure software compatibility and functionality.

Penalties

Any student who does not comply with the practice test requirements, as detailed above, may not use Exam4 for any exam for which the applicable practice test was required. By taking any exam using Exam4, a student certifies that he/she has complied with applicable practice test requirements and has received notice from the Law School IT Department that he or she has complied with applicable practice test requirements.

Brandeis School of Law IT staff shall refuse to provide technical assistance or support to any student who has not complied with applicable practice test requirements and who attempts to circumvent those requirements by taking any exam using Exam4.

Additionally, Law School IT staff shall refuse to provide technical assistance or support, including use of any external storage media, to any student who cannot successfully submit an exam electronically and who has failed to supply a USB flash drive on which to save and submit an Exam4 exam.

If the identity of any student who has not complied with applicable practice test requirements, as detailed above, and who takes or attempts to take any exam using Exam4 becomes known to a member of the IT staff, the Assistant Dean for Information Technology shall notify by written letter the Associate Dean for Academic Affairs, who will place a copy of the letter in the student's file.

Exam Day Procedures and Support Before Exams

Brandeis School of Law IT Department staff will be available to provide technical support for least one (1) hour before any exam on which students are permitted to use Exam4, during all such exams and for a reasonable time after any such exam has ended. Each student planning to take an exam using Exam4 must bring:

1. The computer on which he or she has successfully installed and tested Exam4, along with the computer's AC adapter/power supply and fully charged battery or batteries;
2. A functioning USB flash drive;
3. Approved bluebooks, which are available from Student Services and Diversity and/or the Dean on Duty at the time of the exam; and
4. Ink pens or other writing instruments.

Each student planning to take an exam using Exam4 must:

1. Report to the assigned exam room;
2. Set up and boot up their computer and log on to the University's secure wireless network, ulsecure;
3. Start up Exam4, provide the assigned exam number and other information at the appropriate prompts, stop at the screen that says "Wait!" in large red letters; and
4. Click Begin Exam only when instructed by the professor that he or she may begin the exam.

An Exam4 file is not like a conventional word processing document. It is encrypted and cannot be modified once the student has ended an Exam4 session. Therefore, it is extremely important that each student:

1. Correctly self-identify using an assigned exam number;
2. Correctly provide any other information, such as a pledge, as instructed by the professor; and
3. Do nothing that will disclose the student's identity to the professor or otherwise compromise anonymity.

No member of the Law School IT Department may correct students' mistakes or make other modifications to any Exam4 exam.

Troubleshooting Procedure

Any student whose computer exhibits a problem or irregularity in anticipation of taking, while taking or having immediately taken an exam using Exam4 must bring the computer and AC adapter/power supply immediately and directly to an on-duty member of the Brandeis School of Law Department and describe the problem(s) in as much detail as possible.

The IT staff member on duty will complete an Exam4 Incident Report, noting:

- The time the student arrived;
- The student's name, exam number, exam and professor;
- The nature of the problem;
- Steps taken to resolve the problem and whether the problem was resolved; and
- The time the student leaves.

The IT staff member will transmit the Exam4 Incident Report to the Dean on Duty.

The student must next visit the Dean on Duty, who will determine whether to allow the student additional time, and if so, how much.

The Dean on Duty will discharge the student to resume the exam, noting additional time or other consideration the student shall be afforded to complete the exam.

Following Exams

Upon the student completing and electronically submitting an exam, Exam4 will confirm that the exam was successfully submitted. However, students may further confirm their exam submission on the monitor in the IT Department hallway.

Any student who cannot successfully submit an exam electronically must save the exam to a USB flash drive and immediately bring the flash drive to an on-duty member of the IT Department, who will copy the encrypted exam file and return the flash drive to the student.

Any student who cannot successfully submit an exam electronically and who has failed to bring a USB flash drive on which to copy the exam file will be refused technical assistance or support.

CHAPTER FIVE: ADVISING

All students are encouraged to track their progress towards attainment of a JD.

Graduation requirements may be found on the Enrollment Management intranet site. Alternatively, students may view their progress and requirements online via ULink.

All questions concerning class schedules, graduation requirements, and credit hours should be discussed with the Office of Academic Affairs, Student Records.

Academic Success Mandatory Programming

The following conditions apply to students who, at the end of their first year of law study, have a cumulative grade point average below a 2.50, or who fall within the bottom quartile of their class, as designated by the Director of Academic and Bar Success.

Course Enrollment: In each semester that a student meets the advising criteria above, the student is restricted in course enrollment for the next semester as follows:

1. Students taking 10 or more credit hours must register for a minimum of two core courses.
2. Students taking fewer than 10 credit hours must register for a minimum of one core course. (Core courses are subjects tested on the Uniform Bar Exam: Business Organizations, Criminal Procedure: Constitutional Issues, Criminal Procedure: Judicial Process, Decedents' Estates & Trusts, Evidence, Family Law, and Secured Transactions)

Students will meet with the Director of Academic and Bar Success each semester to develop an academic plan that will help the student achieve law school and bar exam success. The Director Academic and Bar Success will contact students subject to this requirement by email each semester, outlining specific steps to fulfill this requirement.

Legal Methods Program

The Legal Methods Program is a program of academic skills workshops that take place regularly throughout the spring semester. Legal Methods is open to all 1L students. To learn more or sign up, students should contact the Director of Academic and Bar Success.

Students whose cumulative grade point average falls below 2.50 at the end of the first semester of law school, as determined by the Director of Academic and Bar Success, are required to participate in the Legal Methods program. Regular attendance and participation will be considered in decisions relating to academic standing.

Counseling Services

Beginning in Fall 2022, the School of Law and Noble H. Kelley Psychological Services Center collaborate to offer the PSC Raising the Bar counseling service initiative specifically for law students. Confidential on-site and online mental health services are available at <http://brandeispsc@ulpsc.hush.com/> and in Room 161.

CHAPTER SIX: PART-TIME STUDENTS

All part-time students must have their class schedules pre-approved by the Associate Dean of Academic Affairs each semester.

All part-time students must attend in any Orientation sessions required through the Office of Student Affairs and Diversity. Part-time students are required to complete any training that is required by all UofL students.

Part-time students must have taken or be currently enrolled in all first-year courses before taking upper-division courses.

Students may, however, take other courses in any semester when there is no first-year course offered that the student is not currently taking or has not already passed depending on prerequisites of the specific course. Any full- or part-time student who has not passed all first-year required courses must have a schedule approved by the Associate Dean of Academic Affairs.

A part-time student who completes the first part of a two-part first year course in the Fall semester (that is, Contracts and Torts must enroll in the second part of that course the following spring term. A student who does not earn credit for the first part of a two-part course must still enroll in the second part of that course, but only if that student attended the required number of classes in the first part. However, if the student demonstrates compelling circumstances, the Associate Dean of Academic Affairs may make an exception to the rules set out in this paragraph.

First-year students, both full-time and part-time, may not drop a course once the semester has begun. If, however, a first-year student demonstrates, in a timely manner, compelling circumstances that require a course-load reduction, the Associate Dean for Academic Affairs may authorize an appropriate schedule adjustment if it is in the best interest of the student's law school education.

Normally, a part-time 1L student will take the following courses during their first year:

Required 1L Part-Time Program	
Fall Semester	Spring Semester
Lawyering Skills I (3)	Lawyering Skills II (3)
Contracts I (3)	Contracts II (3)
Torts I (3)	Torts II (3)
In addition, part-time students may take Criminal Law during the fall semester and Civil Procedure I during the spring semester OR Property I and II in fall and spring with permission of the Assistant Dean for Admissions & Enrollment Management.	
<i>Property I</i>	<i>Property II</i>
<i>Criminal Law (3)</i>	<i>Civil Procedure I</i>

CHAPTER SEVEN: LAW SCHOOL PROGRAMMATIC OPPORTUNITIES

Study Abroad

General Rules

The faculty of the Law School reaffirms that study of the legal systems and cultures of other countries enhances students' legal education. Students in good standing at the Law School may spend no more than two semesters of study at any foreign institution after successful completion of 19 hours in the Law School.

A proposed course of foreign study must be approved in advance by the Associate Dean for Academic Affairs, and must comply with the ABA Criteria for Accepting Credit for Student Study at a Foreign Institution (the ABA Criteria).

Students may earn no more than 30 credit hours towards the JD degree outside the Law School. This includes credit hours from foreign institutions, other ABA-approved law schools as a visiting student, and graduate-level courses taken outside the Law School.

In order to count credit hours earned under this rule toward the JD degree, students must earn grades of the equivalent of C or higher. Credit hours will be applied towards the JD degree on a pass-fail basis, and grades earned will not be reflected in a student's GPA or class rank.

Courses taken at a foreign institution may, in appropriate circumstances and with the approval of the Associate Dean for Academic Affairs, satisfy the Perspective Course requirement. They may not satisfy the student's Upper Division Writing Requirement or other specific graduation requirements of the School of Law.

Credit will be given only for approved academic coursework at foreign institutions, and not for foreign externships.

Ordinarily, foreign courses of study will only be approved at institutions with which the Law School has an existing working relationship or for programs hosted at other Law Schools which have already been approved by the ABA.

Student study at foreign institutions must comply with all other rules promulgated from time to time by the Law School administration for purposes of compliance with the ABA Criteria.

Students must contact the University of Louisville International Center, and complete all paperwork and other requirements established by the International Center.

Grades earned in Study Abroad courses will not count toward the student's Brandeis grade point average or graduation honors.

Study Abroad Through Another Law School

Students may take up to thirty (30) hours at an ABA-approved program of foreign law study. Students may enroll for one or two semesters. Students must obtain permission from the foreign host school; a faculty contact at the host school must be provided; and the curriculum and proposed course of study must be approved by the Assistant Dean for Academic Affairs. While international course work is generally elective in nature, the perspective requirement may be met through international course work.

Those courses in which a student receives a C or above will be counted as Pass, and those courses in which a student receives a C- or below will not be awarded credit.

University Exchange Programs

Brandeis School of Law has specially arranged programs with several universities abroad. The Law School has developed relationships with certain foreign law schools, which allow students to attend the foreign school while continuing to pay tuition only to the University of Louisville. Students are responsible for their own travel, living, and other related costs. Students who wish to participate in an exchange must contact the chair of the International Opportunities Committee well in advance of any application deadlines in order to be nominated for the program. Students must also work with a Brandeis School of Law faculty advisor to develop a plan of study for the exchange.

More information about the School of Law's exchange program's are available on the intranet: <https://louisville.edu/law/experiences/international-opportunities>.

Dual Degree Programs

In recognition of the interdisciplinary nature of law, the law school offers a number of dual degree programs providing students an opportunity to earn two degrees in a reduced period of time. Students interested in any of these programs should consult the Associate Dean for Academic Affairs.

Generally, law students must apply to a dual degree program prior to completing 45 hours of law school course work. Applicants must be admitted independently to both schools and must be accepted for the dual degree program by both schools. The JD degree will not be awarded before the other degree. Students must complete the requirements for both degrees before the JD is awarded. No credit will be given toward a J.D. degree for coursework completed prior to matriculating to law school. Further, in the first year of law study, the participating student must take law classes only.

The Associate Dean of Academic Affairs must approve dual degree students' course schedules each semester. Additionally, if a student withdraws from the dual degree program, the student may not use courses earned in the second degree towards the completion of the JD. All credits transferred into the JD program from a dual degree program will be as credits only, and will not count toward the student's law school grade point average or graduation honors.

More information on dual degrees is available at this website: <https://louisville.edu/law/academics/degree-programs/dual-degree-programs>.

Journals

Students may earn credit for work in connection with one of the journals sponsored by the Law School. To be awarded academic credit, the student's work must be of sufficient quality to merit a grade of "C" or better, as certified by the student's faculty advisor for the course. The amount of credit for various activities and for publication is indicated on the course schedule.

A student may not apply toward the JD degree more than 7 total hours of credit for journal activity.

Students enrolled in a journal will be required to keep track of time spent working on the assignment.

Extramural Advocacy

Students may earn academic credit for participation in extramural advocacy competitions. Each competition must consist of a rigorous educational experience under the guidance and support of a qualified coach and/or faculty advisor which places emphasis on the development of professional legal skills. In order to receive academic credit for extramural advocacy competitions, a student must participate in an adequate number of meetings and preparation sessions, and communicate regularly with the team coach and/or faculty advisor.

The coach and/or faculty advisor must provide the competitors with training in the skills that are the subject of the competition, multiple opportunities to practice those skills, and detailed, in-depth feedback.

Such competitions must require that competitors apply and demonstrate specific professional legal skills, such as written and oral advocacy at appellate or trial levels, arbitration, negotiations, or client interviewing and counseling. So much as competition rules permit, students must perform under substantial, continuous supervision and instruction by (1) a full time School of Law faculty member or (2) an adjunct or other individual who has been appointed as the team's coach, working with a fulltime School of Law faculty member.

The faculty members and other instructors shall evaluate the students' written and oral performances and determine the number of credits each student has earned. Students may earn no more than two (2) hours credit for participation in a single competition and may apply no more than six (6) hours of Extramural Advocacy Competition (934) credit toward the ninety (90) hours necessary for graduation.

Students may receive credit for no more than one extramural advocacy per semester and ordinarily may participate in no more than one per semester. For a student to participate in more than one in the same semester, the Associate Dean for Academic Affairs, faculty members, and other instructors must first approve. First-year students are ineligible to participate, except to the extent of trying out for a team if the competition will take place during their second year.

Students enrolled in an extramural advocacy competition will be required to keep track of time spent working on the competition.

CHAPTER EIGHT: UofL POLICIES

Notice Concerning Cyber Communities

The Law School recognizes that participation in cyber communities can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. As future members of the legal profession, law students should conduct themselves in all matters with courtesy, civility, and professionalism.

Students should be aware that some online activities may give rise to a complaint under the [Student Code of Conduct](#) or the [School of Law Honor Code](#), or might be reported by third parties to relevant bar character and fitness authorities.

Bad Weather Policy

<https://louisville.edu/policies/policies-and-procedures/pageholder/pol-inclement-weather-and-emergency-closure-or-delays>

FERPA

<https://louisville.edu/oapa/consumer-information-1/ferpa>

Drug-Free Schools

<https://louisville.edu/dos/students/drug-free-schools-and-communities-act>

Work-Restricted Holidays

<https://louisville.edu/calendars/work-restricted-religious-holy-days-pdf>

Financial Aid

<https://louisville.edu/financialaid/>

Directory Information

Faculty Directory

<https://louisville.edu/law/faculty-staff/faculty-directory>

Staff Directory

<https://louisville.edu/law/faculty-staff/staff-directory>

Law Library Directory

<https://louisville.edu/law/library>