

# The University of Michigan Law School

## ACADEMIC REGULATIONS FOR J.D. STUDENTS

### PART ONE: Degree Requirements

#### Section I. *Course, hour, residency, and grade requirements for the Juris Doctor degree*

1. Because of recent curricular changes, the requirements for receiving a J.D. degree depend on the date of a student's matriculation.

A student who matriculated before May 2013 must complete with a passing grade (D or better) the following:

- **During the first year:** Civil Procedure (course 510), Contracts (course 520), Criminal Law (course 530), Property (course 560), Introduction to Constitutional Law (course 540), Torts (course 580), and Legal Practice I, II, and Skills (courses 590, 591, and 592).
- **After the first year:** At least one course with a rigorous writing component. (See below for more information on this requirement.)
- **During the third or fourth term:** Transnational Law (course 606).
- **At some point before graduation:** At least one professional responsibility course (as designated in the registration materials).

A student who matriculated between May 2013 and May 2015 must complete with a passing grade (D or better) the following:

- **During the first year:** Civil Procedure (course 510), Contracts (course 520), Criminal Law (course 530), Property (course 560), Legislation and Regulation (course 569), Torts (course 580), and Legal Practice I, II, and Skills (courses 590, 591, and 592).
- **After the first year:** At least one course with a rigorous writing component. (See below for more information on this requirement.)
- **During the third or fourth term:** Transnational Law (course 606) and Introduction to Constitutional Law (course 540 or 541).
- **At some point before graduation:** At least one professional responsibility course (as designated in the registration materials).

A student who matriculated in May 2015 or September 2015 must complete with a passing grade (D or better) the following:

- **During the first year:** Civil Procedure (course 510), Contracts (course 520), Criminal Law (course 530), Property (course 560), Legislation and Regulation (course 569), Torts (course 580), and Legal Practice I, II, and Skills (courses 590, 591, and 592).

- **After the first year:** At least one course with a rigorous writing component. (See below for more information on this requirement.)
- **During the third or fourth term:** Introduction to Constitutional Law (course 540 or 541).
- **At some point before graduation:** At least one international or comparative law course of two or more credit hours (as designated in the registration materials), and one professional responsibility course (as designated in the registration materials).

A student who matriculated in or after May 2016 must complete with a passing grade (D or better) the following:

- **During the first year:** Civil Procedure (course 510), Contracts (course 520), Criminal Law (course 530), Introduction to Constitutional Law (course 540), Torts (course 580), and the Legal Practice writing and experiential courses (593, 594, and 598).
- **During the second semester (for fall starters only):** One elective course of three or four credit hours (as designated in the registration materials).
- **After the second semester:** At least one course with a rigorous writing component. (See below for more information on this requirement.)
- **At some point before graduation:**
  - At least one international or comparative law course of two or more credit hours, one statutory or regulatory course of three or more credit hours, one course in professional responsibility of two or more credit hours, and two credit hours of experiential learning. (The courses that fulfill each of these requirements are designated in the registration materials.)
  - Students must take a separate course to fulfill each of the following requirements:
    - Upper-level course with a rigorous writing component;
    - Professional responsibility course of two or more credit hours; and
    - Two credit hours of experiential learning.

The requirement to take an upper-level course with a rigorous writing component may be fulfilled by:

- A class of two or more credit hours that requires a substantial research paper or other significant writing assignments;
- A substantial research paper of two or more credit hours written as part of an external studies, international external studies program, or study abroad program; or
- One or more independent research projects under faculty supervision that total at least two credit hours and require a substantial research paper or other significant writing assignments.

2. a. A student who matriculated prior to May 2015 must complete with a passing grade (D or better) not less than 82 hours, of which 64 must be earned in regularly scheduled class sessions in

the Law School, at another law school in the United States for which the credit has been approved for transfer, or at a foreign law school through an approved study abroad program.

b. A student who matriculated in May 2015 or thereafter must complete with a passing grade (D or better) not less than 83 hours, of which 64 must be earned in regularly scheduled class sessions in the Law School, at another law school in the United States for which the credit has been approved for transfer, or at a foreign law school through an approved study abroad program.

3. A student who matriculated prior to May 2015 must achieve an honor point average of 2.0 or better, and a student who matriculated May 2015 or thereafter must achieve an honor point average of 2.3 or better, in the minimum hours submitted for graduation, calculated as follows:

| Grade           | Honor Points<br>Per Credit Hour |
|-----------------|---------------------------------|
| A+              | 4.3                             |
| 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                             |
| E               | 0                               |
| S               | No Effect                       |
| P (Pt. One, VI) | No Effect                       |
| I (Pt. Six)     | No Effect                       |
| Y               | No Effect                       |
| H               | No Effect                       |

No more than two courses with grades of “P” due to a student’s exercise of the option provided in Part One, Section VI B., may be offered to satisfy the requirements for the J.D. degree.

In courses which are offered under a mandatory limited grade scheme, an S will be awarded for work equivalent to a C or better, except in Legal Practice, where the top 20% of students will be awarded the grade H, with the balance awarded an S for work equivalent to a C or better; otherwise a grade of C-, D+, D or E will be entered. An S grade for a clinical offering will be earned for work equivalent to a grade of C+ or better; otherwise, a grade of C, C-, D+, D or E will be entered. A Y is awarded for completion of a course which extends beyond the semester.

4. A student must complete six full-time terms or their equivalent in law school, of which at least four must be spent at this law school. A full-time term requires carriage throughout the term and completion of at least 10 credit hours with a grade of “D” or better. In rare instances, a student may

- a. take fewer than 10 credit hours in a particular term or terms with approval of the Associate Dean pursuant to Part III, Section I, Paragraph 1.
- b. obtain permission from the Academic Standards and Practices Committee to complete 82 credits in fewer than six (but no fewer than five) full-time regular terms.

## **Section II.** *Study at Another Domestic Law School*

1. All students (including transfer students) must complete at least four terms at this law school. The Associate Dean, in consultation with the Academic Standards and Practices Committee, may, however, permit a student to transfer credit earned at another accredited law school where:
  - a. the student has demonstrated a serious pursuit of and intent to continue a pursuit of, legal studies; and
  - b. the student presents compelling and unusual personal reasons for studying elsewhere (e.g., family illness or responsibilities, personal illness, spouse or significant other required to live in another geographical area).
2. No more than two required full-time terms may be transferred under this section as a “Pass” for approved courses in which grades equivalent to a “C” or better have been earned.

## **Section III.** *Requirements for J.D. Degree with Honors*

1. J.D. degrees with honors will be awarded as follows: the top 37.5% of students in each graduating class will receive Latin Honors. For purposes of this rule, students who graduate in August and December of each year will be considered together as one graduating class, and students who graduate in May of each year will be considered as one graduating class. The J.D. summa cum laude is awarded to every graduating student with a GPA of 4.0 or higher. The J.D. magna cum laude is awarded to students in the top 10% of the class who are not eligible for summa. The J.D. cum laude is awarded to the remaining students in the top 37.5% who are not eligible for summa or magna.
2. Eligibility for J.D. degrees with honors and Order of the Coif.
  - a. For students who matriculated prior to May 2015: to be eligible for a J.D. degree with honors and election to Order of the Coif, a student must earn a minimum of 62 credit hours in courses at the Law School which are fully graded and factored into his or her honor point average. For purposes of these limitations, limited grade credit from mandatory limited grade courses at this law school and from courses taken elsewhere, either in other schools and colleges of the University or at other law schools after enrollment at this law school, do not count toward the 62 graded credit hours. For provisional advanced standing students (generally transfer students) who matriculated prior to the Fall 2012 term, limited grade credit hours for courses taken at other law schools before admission to this law school do count toward the 62 graded credit hours for purposes of J.D. degrees with honors but do not count toward the 62 graded credits for purposes of Order of the Coif. For provisional advanced standing students who

matriculated in the Fall 2012 term or thereafter, limited grade credit hours for courses taken at other law schools before admission to this law school do count toward the 62 graded credit hours for purposes of both J.D. degrees with honors and Order of the Coif. For students who spend one or two terms at another law school for a compelling and unusual personal reason pursuant to Part One, Section II, limited grade credit hours for courses taken at other law schools do count toward the 62 graded credit hours for purposes of J.D. degrees with honors but do not count toward the 62 graded credits for purposes of Order of the Coif.

b. For students who matriculated in May 2015 or thereafter: to be eligible for a J.D. degree with honors and election to Order of the Coif, a student must earn a minimum of 63 credit hours in courses at the Law School which are fully graded and factored into his or her honor point average. For purposes of these limitations, limited grade credit from mandatory limited grade courses at this law school and from courses taken elsewhere, either in other schools and colleges of the University or at other law schools after enrollment at this law school, do not count toward the 63 graded credit hours. For provisional advanced standing students, limited grade credit hours for courses taken at other law schools before admission to this law school count toward the 63 graded credit hours for purposes of both J.D. degrees with honors and Order of the Coif. For students who spend one or two terms at another law school for a compelling and unusual personal reason pursuant to Part One, Section II, limited grade credit hours for courses taken at other law schools count toward the 63 graded credit hours for purposes of J.D. degrees with honors but do not count toward the 63 graded credits for purposes of Order of the Coif.

#### **Section IV. *Honor Point Average***

In calculating honor point averages, the following rules apply:

1. A student's scholastic standing in the Law School will be determined by an honor point average based on all work taken in the Law School. The "honor point average" is the total honor points earned by the student divided by the total hours of credit carried in graded courses. Courses completed in another school for which credit is given toward the degree in this school will have no effect in determining a student's honor point average.
2. In the case of the grades P, S, H or Y, or any grade in the Legal Practice or Legal Practice Skills courses of C, C-, D+, D, or E, the hours of credit are not included in the computation of the honor point average.
3. Hours of work for which an "E" grade has been received will be included in determining a student's honor point average.
4. If a repeat examination in a course is taken under any applicable provision of these regulations, the grade achieved on the retake examination:
  - a. may not be higher than a "C";
  - b. will replace the original grade (if lower than the retake grade) on the student's record; and
  - c. will be used both for computing the honor point average and for determining whether the J.D. requirements have been met.

## **Section V. Credit Hours**

Credits for law school courses are assigned in accordance with Standard 310(b) of the American Bar Association Standards and Rules of Procedure for Approval of Law Schools. A “credit hour” is an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for final exams) or the equivalent amount of work over a different amount of time. An equivalent amount of work is required for other academic activities including simulation courses, field placement, clinical, co-curricular, and other academic work. The ABA has determined that, for purposes of the in-class requirement, a fifty-minute session qualifies as an “hour.” For purposes of the out-of-class requirement, however, ordinary 60-minute hours are necessary.

The Associate Dean for Academic Programming is responsible for monitoring the amount of credit awarded for each course and verifying by review of course syllabi and meeting times, and through discussions with faculty members, that the amount of credit awarded for each class is consistent with ABA policy.

To earn academic credit, a student must complete a course with a grade of “D” or better. No credit will be allowed for a course or seminar in which an “E” is received.

## **Section VI. Conversion of a letter grade to a “Pass”**

1. Subject to the limitations set forth hereafter, a student may elect to convert a letter grade in any elective course or seminar to a “Pass” represented by a “P,” for “C” or better work. A student may not elect to convert a grade of C-, D+, D or E to a “P.” If a student receives a grade below a C, and the student subsequently receives a passing grade through a repeat examination or otherwise, as provided in Part V, Section III, the grade recorded shall be a “C,” and the student may not elect to convert that “C” to a “P.”
2. The following limitations apply to a student’s right to elect to convert a letter grade to a “P”:
  - a. A student may not convert a letter grade in any required first-year course.
  - b. The instructor for a course may deny the option to convert a letter grade to a “P.” The instructor must give reasonable notice of such denial to students before course election time, usually in the registration materials.
  - c. A student may only convert a letter grade to a “P” in two courses or seminars during the student’s entire law school career.
  - d. Limitations on the number of credit hours which may be converted to a “P” for the various degrees are set forth in Part One, Sections I and III.
3. A student electing to convert a letter grade to a “P” must make the election through the Office of Student Records using the process and within the time frame designated by that Office. That

Office will provide clear notice of the election period to students once all grades are posted after a semester.

a. During the election period, a student may only choose to convert a letter grade to “P” in courses taken during the immediate past semester.

b. If a student initially receives an “Incomplete” in a course, once the professor submits a final letter grade and the Office of Student Records posts that grade, that Office will notify the student about the election period time frame for converting that letter grade to a “P.”

c. An election to convert a letter grade to a “P” becomes final upon the earlier of:

i. a student’s notification to the Office of Student Records that the student wishes to expedite an election and have it processed as soon as possible; or

ii. the end of the election period.

Once an election to convert a letter grade to a “P” becomes final, it may not be reversed, revoked or transferred, even if hindsight proves that another choice would have been more beneficial.

Students who matriculated prior to May 2009 should refer to previous versions of these regulations for rules concerning the option of limiting a letter grade to a “Pass.”

### **Section VII. Attendance**

Bar admission rules, as well as good education standards, require regular attendance in classes. Excessive absences may influence the grade given in a course and may, at the discretion of the instructor, result in a reduction of credit hours or dismissal from class, or, pursuant to Academic Standards and Practices Committee action, result in dismissal from school.

### **Section VIII. Time Limits**

All work for a degree must be completed within five years after the date of first enrollment. The date of first enrollment for provisional advanced standing students will be the date of first enrollment in the school from which the student is transferring. Students who wish to take a leave of absence must receive the approval of the Associate Dean. The five-year period includes time taken for leaves of absence.

## **PART TWO: Academic Eligibility**

1. Any student whose cumulative honor point average is below 2.0 at the end of any term, who is ineligible to continue work for credit in the Law School pursuant to paragraph 2 of this Part of these regulations, or who is not able to complete all requirements for the Juris Doctor degree within the time limit established in Part One, Section VIII of these regulations, is not in good standing. When a student has failed to maintain good academic standing, the Office of Student Records shall notify the student of that fact in writing.

2. Any student who fails to complete with a passing grade ("D" or better) any of the courses listed by course number in Part One, Section I, paragraph 1 of these regulations, initially and

after attempting to raise his or her grade pursuant to Part Five, Section III of these regulations, is ineligible to continue work for credit in the Law School.

3. A student is expected to complete the requirements for the degree in six full-time terms or their equivalent. (See Part One, Section I, Paragraph 4.) A student will not be permitted to continue in residence for a longer period except on special petition approved by the Academic Standards and Practices Committee. A student will under no circumstances be permitted to remain in residence more than one additional regular term or its equivalent. For the purpose of this rule only, the hours of residence taken by the student in any term will include all courses elected and not formally dropped and will not be reduced by reason of the fact that a grade of "E" may have been received." For provisional advanced standing students (generally transfer students), in determining the period within which such a student is expected to complete the requirements for the degree, the period of law school residence represented by the provisional advanced standing credit will be included. The same determination applies to Part One, Section I, Paragraph 4.

### **PART THREE: Term Credit Hour Regulations**

#### **Section I. *Regular Term***

1. The minimum student class schedule during a regular term is 10 credit hours unless the Associate Dean approves a lighter load. In general, approval for reduced loads will be given only for reasons of health, enrollment in approved courses in other departments of the University, temporary employment in unusual cases.

2. The maximum student class schedule during a regular term is 15 credit hours unless the Associate Dean approves a heavier load. In no event may a student who matriculated prior to May 2015 exceed 16 credits during a regular term. In no event may a student who matriculated in May 2015 or thereafter exceed 17 credits during a regular term.

#### **Section II. *Courses with Overlapping Scheduled Meeting Times***

A student may not elect courses which have overlapping scheduled meeting times. A student who elects two or more such courses will not receive credit for any of the courses.

### **PART FOUR: Special Course Elections**

#### **Section I. *Course Elections in other University Departments or at other Schools***

1. Second- and third-year students may, with the prior approval of the Associate Dean, elect for credit in partial fulfillment of the requirements for the J.D. degree up to twelve hours of courses in departments or schools outside of the Law School, not more than six of which may be from schools or universities other than the University of Michigan (including other law schools).

Courses elected must be acceptable for graduate credit or must otherwise be at the highest level appropriate to the student's level of expertise. Subject to the approval of the Associate Dean, students concurrently enrolled in non-law graduate degree programs at schools or universities other than the University of Michigan may elect for credit in partial fulfillment of the requirements for the J.D. degree up to 12 hours of courses from that other program.

2. Approval will be given only upon determination that the course is relevant and will contribute to the student's legal education, with specific consideration given to the student's career goals.

3. A student electing a course in another University department, school, or college must comply with the regulations of that department, school, or college. Regardless of such regulations, however, incompletes must be made up no later than they would be under the Law School's Academic Regulations (see Part Six, Section II).

4. A student will receive credit hours toward the graduation requirement for a course taken outside the Law School only upon successful completion of the course. "Successful completion" is defined for this purpose as receipt of a grade not lower than a "B-" or such other grade that, as determined by the Associate Dean, is the closest equivalent at the department, school, or college offering the course to a "C" in a Law School course. If a student successfully completes the course, the grade shall be entered on the student's transcript, unless the student has made a timely election with the Registrar to take the course on an ungraded basis, in which case an "S" shall be entered on the transcript. If the student does not successfully complete the course, the grade received shall be entered on the student's transcript and no credit toward the degree shall be awarded. In no event shall a grade for the course be averaged in to the student's honor point average. To be timely, the election to take the course on an ungraded basis must be made by the beginning of the examination period of the department, school, or college offering the course. Electing to take the course on an ungraded basis shall not alter the number of credit hours that a student who matriculated prior to May 2009 may take in Law School courses under the limited grade option or the number of credit hours that a student who matriculated in May 2009 or thereafter may convert to a "P," as described in Part One, Section VI of these regulations. Whether or not the course is graded or ungraded, it will not count toward the 62 graded credit hours required for honors eligibility, as described in Part One, Section III, Paragraph 2 of these regulations.

## **Section II.** *Clinical Law and External Studies*

1. Second- and third-year students with an honor point average of at least 2.0 may participate in the clinical law and external studies programs. Clinical law courses are those in which problems of actual clients are handled. External studies are individual programs of study to be carried on away from the Law School.

2. The Curriculum Committee must approve external studies programs. Submission of a proposal must be made no later than four weeks before the end of classes in the regular term preceding the term in which the study would occur. Students in an external studies program will

ordinarily be required to complete a three-credit writing project which is supervised by a member of the Law School faculty; certain programs, however, may require other work in lieu of a three-credit writing project. The maximum credit hours which may be elected in such a program in any term is 12 hours during a regular term and eight in a full summer term.

3. Questions about the clinical law or external studies programs should be addressed to the Associate Dean.

### **Section III. *Independent Research***

1. Second- and third-year students with an honor point average of at least 2.0 may enroll for independent research under any member of the Law School faculty who is willing to supervise such work. The credit to be given, as well as the scope and subject matter of the project, will normally be determined by the faculty member who undertakes to supervise and grade the student's research. If more than three hours of credit is to be given for the project, both the project and the completed product must be approved by a committee of three faculty members, one of whom must be the faculty member responsible for supervising the research.

2. A student may not offer more than a total of six hours credit earned for independent research in satisfaction of the requirements for the J.D. degree.

## **PART FIVE: Examinations and Papers**

### **Section I. *Regular Examinations and Papers***

1. Written final examinations (and mid-course examinations in two-term first-year courses) normally will be given at the end of each term or as announced in the schedule. A student enrolled in a course must take the regularly scheduled examination in that course. Failure to take the examination or to hand in an examination paper will result in a failing grade for the course unless the student has arranged for a special examination in accordance with Section II of this Part, has dropped in accordance with Part Seven, or has arranged an incomplete in accordance with Part Six.

2. Additional examination papers or other work may be required and may be taken into account in determining the final grade.

3. In all courses in which the grade depends in whole or in part upon any written paper, the paper must be submitted to the instructor on or before the date set by the instructor. Submission of papers thereafter will be accepted for credit only at the instructor's discretion (subject to the limitations in Part Six on incompletes).

4. Students may not submit a note or article they have completed for publication in a journal to a professor to receive academic credit toward a J.D. or LL.M. degree. If, however, a student writes a paper under faculty supervision as a requirement for any course or seminar, including the externship and study abroad research courses and independent research courses, the student may

receive academic credit for that course and also submit the paper for publication if the following conditions are met:

- a. If the student knows at any time during the period he or she is writing the paper for the course that he or she intends to use any or all of the paper as the basis for, part of, or all of a note, the student must disclose this fact to the professor teaching the course and obtain the professor's permission to proceed with the paper for credit in the course.
  - b. As with any paper that is submitted for credit, the paper must be the student's own work.
5. A student may not ordinarily submit the same work product in more than one course. If a student contemplates using the same work product for more than one course, the student must consult with the professors of each course to obtain their permission and their acknowledgement that the work product submitted will be sufficient to warrant receipt of credit for all courses, for example, a longer paper than would ordinarily be required.
6. Absent extraordinary circumstances, papers in seminars or other courses in which papers are required should be due no later than two weeks before the date that grades are due to be submitted by the faculty for the term in which the seminar or courses were taken.

## **Section II. *Special Examinations***

1. A "special examination" means a midterm or final examination given at a time other than the regularly scheduled time for the examination in that course, or a midterm or final examination approved by, or specially prepared for a particular student by, the instructor whose examination was originally missed.
2. A student may take a special examination in a course upon establishing to the satisfaction of the Associate Dean, in consultation with the instructor, that a rescheduled examination is necessary:
  - a. in order to accommodate a student's disability;
  - b. in order to avoid a conflict with a student's observation of a religious holiday; or
  - c. where a student faces one of the following scheduling conflicts:
    - i. two examinations scheduled at the same time;
    - ii. three examinations in consecutive time periods; or
    - iii. 10 credit hours of exams within two calendar days. (Any petition to take a special exam because of scheduling conflicts must be filed with the Associate Dean no later than the last day of classes.)

Special exams shall be rescheduled as soon as reasonably possible, given the student's circumstances. Where a special exam taken under this paragraph is rescheduled before the end of the grading period, instructors may not require that the grading be on a limited grade basis. Where the special exam taken under this paragraph is rescheduled after the grading period, instructors must consult with the Associate Dean to determine whether grading on a limited grade basis is appropriate. In the case of special exams given to avoid conflict with a religious holiday, rescheduling must be in advance, and instructors may require the student to take the exam early or else be graded on a limited grade basis.

3. A student may also take a special examination upon establishing to the satisfaction of the Associate Dean an incapacitating physical or mental condition, the death or serious illness of an immediate family member, or other exigency. In such cases, after consultation with the instructor, the Associate Dean may require the student to take the next regularly scheduled final examination in that course, or a special examination at a rescheduled time. In either case, the instructor for the course may elect to grade the special examination on a limited grade basis. This grade will not be charged against a student's optional 15 limited-grade hours (for those who matriculated prior to May 2009) or against a student's option to convert letter grades in up to two classes to a "P" (for those who matriculated in May 2009 or thereafter) as described in Part One, Section VI, but will not count toward the 62 graded credit hours required for degrees with honors.

### **Section III. Repeat Examinations**

Courses cannot be repeated for residency or degree credit. Repeat examinations will be permitted, however, under the following rules:

1. A student who receives a grade lower than "C" may be permitted, at the discretion of the instructor, to perform additional work in an attempt to improve the grade. The grade received on completion of such additional work may not be higher than "C," will replace the previous grade (if the previous grade was lower), and will be used to compute both honor point averages and graduation requirements.
2. Any student unconditionally eligible to continue in the Law School may take a reexamination in any three courses in which the student received a grade lower than "C." The instructor for the course in which the repeat examination is taken need not be the same as for the original course. Usually only a final reexamination will be required, but it is the student's responsibility to ascertain the work required from the instructor and to complete it. The student must take a reexamination when the examination is regularly administered and no later than the examination period of the term in which the student would expect to graduate in normal course. No seminar may be repeated.
3. The credit hours given for completion of the repeat examination will be the same as those assigned for the original course taken by the student. The grade received on the repeat examination may not be higher than "C," will replace the previous (lower) grade on the student's record, and will be used to compute both honor point averages and graduation requirements.
4. Students wishing to exercise the reexamination option under Paragraph 2 must advise the Associate Dean no later than the third week of the term in which the examination is sought. Students must confirm their intent with the Associate Dean two weeks before the examination date.

## **PART SIX: Incompletes**

### **Section I. *Conditions***

1. Where an instructor for a course or seminar permits a student to complete the requirements for a grade (e.g., the paper in a seminar) after the grading period for the term, the student will receive an incomplete for that term. The effect of such incompletes, and the procedure for removing them, is explained below.
2. A student will be permitted to take an incomplete in a course or seminar where it would not normally be permitted by the instructor if:
  - a. the student petitions the Associate Dean before the day of the final examination for the course or the last class session of a seminar (except in the case of a verified medical emergency); and
  - b. the Associate Dean finds that for compelling and appropriate reasons (e.g., an incapacitating physical or mental illness, or the death or serious illness of an immediate family member), the student is unable to complete the work for the course or seminar or to take or complete the final examination.

### **Section II. *Completion of an Incomplete***

1. An incomplete must be completed by the end of the second following regular term unless the Associate Dean grants an extension for good cause. Such extensions may be granted only from regular term to regular term.
2. A student must confer with the Associate Dean and appropriate instructor to establish the remaining requirements for receipt of a grade and credit.

### **Section III. *Completion of the Incomplete/Receipt of "E" for Failure to Complete***

When an incomplete course has been completed, the grade will be recorded, and will replace the original incomplete entry unless the instructor for the course specifically requests that both grades remain on the transcript. If a course or seminar is not completed within the time indicated in Section II, the grade of "E" will be entered. If an incomplete has not been completed by a student's graduation date, the "incomplete" designated will remain.

### **Section IV. *Effects of Incompletes upon Re-enrollment***

No student will be permitted to enroll for any term in the Law School if, at the time of enrollment, the student has more than five incompletes or more than twelve hours of incomplete. No student who has more than two incompletes may enroll except with the written approval of the Associate Dean.

## **PART SEVEN: Changes in Course Elections (Drop/Add)**

### **Section I. Courses**

Course deletions may be made in course elections within the first full week of classes after the beginning of the term. A required course may be dropped only with the permission of the Associate Dean. Additions may be made in course elections within 10 class days after the beginning of a term. The Associate Dean may give additional time when changes have a ripple effect for a succession of students.

### **Section II. Seminars**

A seminar may be dropped only before the second class day following the first class session of that seminar, unless the instructor sets an earlier date.

### **Section III. Clinical Law Courses**

Clinical law courses may not be dropped after the date designated each term in the clinical law descriptive materials or after the end of the first week of class if there is no such designation.

### **Section IV. Late Changes in Course Elections**

After the above-designated time periods, a student may drop a course or a seminar only with the permission of the Associate Dean in consultation with the instructor. An administrative charge, as established by the Academic Standards and Practices Committee, may be imposed in such cases.

## **PART EIGHT: Grading**

### **Section I. Posting of Grades**

As soon as possible after each regular term, the Registrar will officially post grades earned in courses or seminars. Final grades must be filed with the Registrar within four weeks after the last scheduled examination date in each term.

### **Section II. Anonymous Grading**

1. For most courses, anonymity in reading final examinations must be preserved. The Administration of the Law School will establish procedures which require instructors to file tentative final examination grades with the Registrar on an anonymous basis. Instructors may then take into account other factors such as the classroom performance in establishing their permanent final grade to be filed with the Registrar.

2. Certain courses such as seminars, clinical law, external studies programs, independent research, and others in which grades are based upon observation of student performance, consultation with students in selecting and developing projects, or similar factors do not lend themselves to anonymous grading and are not governed by the principle described in Paragraph 1. If a student is in doubt about a specific course, inquiry should be made of the instructor.

### **Section III. Changing Grades**

1. Once a final grade has been submitted to the Registrar, it may not be changed unless the instructor who submitted the grade concludes that a clear mistake has been made, and the Associate Dean for Academic Affairs approves the grade change.
2. All grade changes must be approved prior to the end of the next regular academic semester following the semester for which the original grade was submitted, or (in the case of graduating students) prior to submission to the Board of Regents of a degree list that includes the student.

## **PART NINE: Interpretation and Waiver of the Academic Regulations**

### **Section I. *Interpretations***

The Associate Dean, with the guidance of the Academic Standards and Practices Committee, will promulgate official interpretations of these regulations as the need arises. The Associate Dean will report to the faculty periodically on actions taken under and interpretations given to those regulations.

### **Section II. *Waiver***

Petitions for waiver of a regulation must be in writing, must be addressed to the Academic Standards and Practices Committee, and must be filed with the Associate Dean. The Academic Standards and Practices Committee is responsible for establishing the procedural rules for processing such petitions.

## **PART TEN: Effective Dates**

### **Section I. *In General***

These regulations will be effective for all students except as provided in Section II of this part and as indicated elsewhere in these regulations.

## **Section II. Exceptions**

1. Part One, Section I, Paragraph 3 (Grades and Values) will apply to grades submitted beginning with the Summer 1993 term. Grades submitted prior to that term will be controlled by the regulations in effect before the Summer term of 1993.
2. Previous versions of these regulations, available from the Office of Student Records, sets out the how Latin Honors are awarded (Part One, Section III, Para. 1.) to J.D. students who matriculated prior to May 2012.

*Approved April 1996. Revised: June 1996, June 1998, May 2000, February 2001, April 2001, March 2002, November 2002, May 2005, April 2007, January 2008, May 2009, May 2010, May 2011, August 2011, May 2013, January 2014, May 2015, June 2015, September 2015, November 2015, May 2016, June 2017, September 2017, October 2017, September 2018, and January 2019.*