

# Arizona Law Student Handbook

Revised August 3, 2018  
Version 1.21

I.	Introduction.....	3
II.	JD Program.....	4
A.	Overview .....	4
B.	Institutional Learning Outcomes.....	4
C.	Degree Requirements .....	5
D.	Reduced Academic Load .....	5
E.	Courses: Required, Recommended, and Other Offerings .....	5
1.	1L Required Courses .....	5
2.	Courses Required After 1L Year .....	7
3.	Substantial Paper Requirements .....	7
4.	Experiential Courses .....	8
5.	Bar Exam Subjects.....	9
6.	Clinical Courses.....	10
7.	Independent Study.....	10
8.	Credit for Graduate Courses Outside the College of Law .....	11
9.	Cap on Courses Exempt from Any Mandatory Curve or Mean .....	11
10.	Work Required Per Unit.....	11
11.	Online Courses.....	12
F.	Exams & Grades .....	12
1.	Examination Procedures .....	12
2.	Grade Reporting and Grading Procedures .....	15
3.	Grade Grievance Procedure.....	17
4.	Grading System.....	19
5.	Class Grade Distributions (Grade Curve), Dean’s List, Class Ranks, Graduation with Honors, and Order of Coif .....	20
G.	Career Development Office .....	24
H.	Working During Law School and Externships.....	27
I.	Summer Study and Early Graduation .....	29
J.	Studying Abroad.....	29
K.	Studying at Another ABA Accredited Law School.....	32
L.	Dual-Degree Requirements .....	33
M.	February Bar Exam Option.....	36
N.	The Bar Exam.....	36
O.	Student Complaints .....	37
III.	LLM and SJD Programs in Indigenous Peoples Law and Policy.....	39
A.	LLM/SJD Requirements .....	39
B.	Changing From LLM to SJD .....	40
C.	Courses .....	40
D.	Independent Study .....	40
E.	Grading.....	41
F.	Employment During Law School; Externships .....	41
G.	SJD Dissertation.....	41

H.	Fulfilling Requirements .....	44
I.	Financial Aid for SJD Students .....	44
IV.	LLM and SJD in International Trade and Business Law .....	45
A.	LLM/SJD Requirements .....	45
B.	Changing From LLM to SJD .....	45
C.	Courses .....	45
D.	Grading .....	46
E.	Fulfilling Requirements .....	46
V.	MLS Program .....	47
A.	Degree Requirements .....	47
B.	Courses and Specializations .....	47
C.	Grading .....	48
D.	Employment During School; Externships .....	48
E.	Independent Study .....	49
F.	Fulfilling Requirements .....	49
G.	Graduation with Academic Distinction .....	49
VI.	Other Policies of General Application .....	50
A.	Attendance Policy for All Degree Programs .....	50
B.	Accommodations for Students with Disabilities .....	51
C.	Registration .....	51
D.	Financial Aid and Health Insurance .....	53
E.	Leaves of Absence, Probation, & Disqualification .....	54
1.	JD Policies .....	54
2.	LLM/SJD/MLS Policies .....	58
F.	University Policies and Links .....	59
VII.	Student and Campus Life .....	61
A.	Student-Faculty Committees, Organizations, and Activities .....	61
1.	Student-Faculty Committees .....	61
2.	Faculty Meetings .....	61
3.	Student Committees .....	61
4.	Student Government and Organizations .....	62
5.	Journals, Law Review and Moot Court .....	62
6.	Student Reimbursement Guidelines .....	64
B.	Use of College of Law Building, Facilities, and Email .....	68
1.	Law Library .....	68
2.	Computer Lab .....	68
3.	College of Law Email Policy .....	69
4.	Room Reservations and Planning an Event .....	70
5.	Parking .....	71
6.	Signage .....	71
VIII.	Changelog .....	74

## I. Introduction

The purpose of the Student Handbook is to acquaint you with the rules, policies, procedures, and organizations of the James E. Rogers College of Law at The University of Arizona. **You are responsible for reviewing and becoming familiar with all of the material in this handbook.**

You should not assume that all policies announced in this handbook will remain in effect for the entire time you are a student here. The University of Arizona and the College of Law reserve the right to change the fees, policies, procedures, rules, regulations, requirements for graduation, course offerings, and any other contents of this handbook at any time. The handbook will be updated to reflect any changes, and students will be notified of these changes by email or by posting on the College of Law website.

You are subject to the [College of Law's Honor Code](#) and the University of Arizona [Student Code of Conduct](#). The Code of Conduct spells out prohibited conduct and sanctions for such conduct. Additionally, student conduct that violates state or federal law has a bearing on the fitness to practice law and must be reported by the student when applying to take the bar exam. Further, any criminal conviction in a student's file must be reported by the College of Law when it is asked to certify the student for bar admission. Finally, you are under an ongoing duty to report any citations for or convictions of any misdemeanors or felonies that occur while you are in law school to the Assistant Dean of Student Affairs. These include citations and convictions that involve the use of drugs or alcohol. If you are unsure about whether a citation or conviction should be reported, contact the Assistant Dean of Student Affairs.

The College of Law takes seriously its responsibility to foster civility and professionalism in its students. It is expected that students will timely respond to faculty and staff requests for information or meetings to discuss matters of concern. It is further expected that students will, at all times, deal courteously with fellow students, staff, faculty, and administrators.

If you have any questions about the viability of policies or rules announced in this Handbook, speak to the Assistant Dean of Student Affairs.

You are responsible for familiarizing yourself with the Honor Code and the rules for taking examinations. If you have any questions about the Honor Code, please speak with the Associate Dean for Academic Affairs.

## II. JD Program

### A. Overview

Thorough preparation, regular and timely attendance, and active participation are crucial to successful law study. The University of Arizona James E. Rogers College of Law offers only a full-time course of study; there is no part-time program. Although exceptions can be made for reduced loads, the course of study leading to the Juris Doctor (JD) degree is designed to be completed in 6 semesters or their equivalent of resident study in accredited law schools. The College of Law adheres to the American Bar Association (ABA) Standard 311(b) “that the course of study for the J.D. degree be completed no earlier than 24 months and, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.”

Requirements for completion of the JD course of study may change from time to time as a result of changes required by the ABA or any changes otherwise approved by the College of Law faculty. Students will be notified of these changes by email or by posting on the College of Law website. Students should check the current version of this Student Handbook on the College of Law website for changes that may be made during the student’s matriculation. At the end of the student’s JD course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason, students must remain currently informed about all policies and other information that bears directly on completing a degree program. **Students are responsible for checking their University of Arizona email accounts and information provided on the College of Law and University of Arizona websites.**

### B. Institutional Learning Outcomes

Upon successful completion of the JD program, a student will:

- (a) Be able to engage in sophisticated legal research and analysis, including analogical reasoning, critical thinking, problem solving, and policy analysis.
- (b) Know and understand the substantive and procedural law in the required curriculum and in area(s), if any, in which the student has elected to focus his or her legal studies.
- (c) Be able to communicate clearly, cogently, and strategically in both written and oral expression, with particular focus on the legal context.
- (d) Understand and be ready to exercise the ethical and professional responsibilities owed by attorneys to clients and the legal system.
- (e) Demonstrate competence in a variety of professional skills—including communicating professionally, developing facts, managing time, and solving problems—that are needed for competent and ethical participation as a member of the legal profession.

## C. Degree Requirements

To meet JD graduation requirements, students must successfully complete at least 88 units of law study, including required first-year and upper-level courses, with a minimum cumulative grade point average (GPA) of 2.000 (C) and at least 37 graded law units beyond the first year. Note, however, that students studying abroad as part of a law-school approved foreign exchange or foreign dual degree program or under a dual-degree program with another University of Arizona department may qualify to have few required graded units, see [Graded Unit Requirement for Foreign Exchange Students and Foreign Dual-Degree Students](#) and [Graded Unit Requirement for Dual-Degree Students](#).

At least 64 of the 88 units must be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Law courses taken at other schools may only count towards the 64 units if they are approved as transfer credit or approved foreign study courses but not if they fall into the courses below. These units cannot include participation in externships, units earned in another department at the University of Arizona that are not cross-listed as a LAW course, law review and journal, moot court, trial teams, and teaching assistantships or fellowships.

In addition, each student must complete the following upper level courses or requirements: Evidence, Professional Responsibility (or a specified equivalent course), an advanced research and writing paper (otherwise known as the “Substantial Paper”), and six units of experiential courses, whether graded or non-graded.

Students must also fill out a graduation form in the final year of graduation.

**Please note: When enrolling in law courses available for graded credit, JD students do not have a pass/fail option.**

## D. Reduced Academic Load

Students who receive permission based on good cause from the Executive Committee or the Assistant Dean of Student Affairs may take a reduced load of fewer than 13 units in a semester. Students taking a reduced load during their first year of law studies must complete the first-year courses not taken their first year during their second year of law studies.

Students in their fifth semester may take as few as 10 units if they have fewer than 26 units remaining toward their required 88 units. Students in their last semester may take fewer than 10 units if they have fewer than 10 units remaining toward their required 88 units. In either exception indicated in this paragraph, permission is not required for a reduced academic load.

## E. Courses: Required, Recommended, and Other Offerings

### 1. 1L Required Courses

First-year JD students are required to register for the entire prescribed course of first-year studies, which includes one elective in the second semester. The elective must be chosen from among 3-unit graded courses offered by the College of Law and approved by the Associate Dean for Academic Affairs, that have no prerequisites (or recommended prior courses), that do not conflict with

required 1L courses, and that the instructor has agreed to offer to 1Ls. The elective may not be a clinic or externship. These elective options may include classes emphasizing theoretical approaches to the law as well as courses concerned with specific subjects. The Schedule of Classes posted to the College of Law website will indicate which courses are eligible to be taken as a 1L elective. Seating in elective courses is limited, and choice of elective is not guaranteed to 1Ls.

<b><u>First Year, First Semester Subjects</u></b>	<b><u>Units</u></b>
Contracts (LAW 600A)	4
Civil Procedure (LAW 601A)	4
Torts (LAW 604A)	4
Legal Research, Analysis, & Communication (LAW 603A)	3
Prepare to Practice (LAW 679B)	1
<b>Total</b>	<b>16</b>

<b><u>First Year, Second Semester Subjects</u></b>	<b><u>Units</u></b>
Property (LAW 605)	4
Limited Elective Choice	3
Criminal Procedure (LAW 602)	3
Constitutional Law I (LAW 606)	3
Legal Research, Analysis, & Communication (LAW 603B)	2
<b>Total</b>	<b>15</b>

## 2. Courses Required After 1L Year

Except as provided in Reduced Academic Load, second and third-year students must carry between 13 and 18 units each semester. Pursuant to ABA Standard 311(c), students may not enroll for more than 18 units in any one semester.

<u>Graduation Required Courses</u>	<u>Units</u>
Evidence (LAW 608)	3-4
Professional Responsibility (LAW 609)	3
Experiential Course(s)	6
Substantial Paper, Advanced Legal Writing, or Journal Participation	3-6

## 3. Substantial Paper Requirements

Each student is required to complete a substantial paper during his or her time at the College of Law. Participation in a journal may satisfy the substantial paper requirement. The substantial paper is a deep engagement with a particular legal topic involving significant independent research and analysis.

Students who wish to have their journal participation satisfy the substantial paper requirement must write a note of publishable quality under faculty supervision and earn a total of four units. The note will qualify as three units of course work during the second year, so the additional unit(s) are satisfied in the third year by serving on the editorial board, participating as a third-year writer and completing a second publishable note, or working in the support and production of the publication.

Students may also use participation in LAW 653A, Advanced Legal Writing, to satisfy their substantial paper requirement.<sup>1</sup> It is important to note that a student who uses LAW 653A to satisfy the substantial paper requirement may not also use the course to satisfy the experiential units graduation requirement.

All other students must write a paper of at least 7,500 words supervised by a faculty member (part-time professors of practice may supervise the papers with the approval of the Associate Dean of Academic Affairs). The student should select a faculty member based upon the faculty member's specialties and the student's interests. The student and faculty will work together to select a topic. The student must receive feedback at each step of the process, which includes the thesis statement, an abstract, an outline, a rough draft, and a final draft. The student must also give an oral presentation of the paper and receive questions from the audience which must include the faculty

---

<sup>1</sup> This rule is effective from the Spring 2018 semester onward.

member. The student and faculty will work together to create a timeline to accomplish this within a semester.

Students may seek out a faculty member to work with and, if the faculty member agrees to supervise the substantial paper, sign up for a section under LAW 696N designated for that faculty member. If the faculty member does not have a section, see the Assistant Dean of Academic Affairs.

Some seminar courses are offered with a combined LAW 696N section. Students who sign up for a seminar under LAW 696N will attend the weekly seminar and do the substantial paper for their grade rather than the typical requirements of the combined seminar section.

Students may not receive graded credit for taking LAW 696N a second time unless the student demonstrates that the topics on the papers are sufficiently distinguishable to merit receiving graded units in both courses. Students who instead wish to continue the research started in their substantial paper should seek out credit under LAW 699, Independent Study.

For more information regarding Substantial Papers and additional definitions, see [Faculty Bylaws, Section 2-109](#).

#### **4. Experiential Courses**

Every student must take at least 6 units of experiential course(s). The following recently-offered courses satisfy the experiential requirement:

- Administrative Law Research (LAW 689B)
- Advanced Family Law Practice (LAW 698H)
- Advanced Law and Entrepreneurship (LAW 633G)
- Advanced Legal Research (LAW 689)
- Advanced Legal Writing & Intro to Appellate Advocacy (LAW 653A)
  - Note: this may not be used for both the experiential courses requirement and the substantial paper requirement.
- Advanced Professionalism and Law Practice (LAW 698B)
- Advanced Trial Advocacy (LAW 645B)
- Arizona Attorney General Clinic (LAW 643K)
- Basic Trial Advocacy (LAW 645A or LAW 698D)
- Clinic (LAW 696C)
- Corporate Governance (LAW 698K)
- Contract Drafting (LAW 654D)
- Externship (LAW 693)
- Federal Public Defender Externship (LAW 693B)
- Fegly 2L Moot Court Competition (TBD)
- Indigenous Peoples Law Clinic (LAW 696D)
- Intro to Real Estate Finance (LAW 698N)
- IP Transactions (LAW 698I)
- Jessup Moot Court (LAW 678)



- Judicial Clerking Program (LAW 695E)
- Judicial Opinion Writing (LAW 651B)
- Law, Entrepreneurship, and Innovation (LAW 633D)
- Legal Writing Workshop: Motion Practice (LAW 698P)
- Mediation (LAW 680A or LAW 680B)
- Moot Court National Team (LAW 661A)
- NALSA Moot Court (LAW 661C)
- Patent Litigation Fundamentals (LAW 655V)
- Post-February Bar Externship (LAW 698C)
- Practicalities of Suing the Government (LAW 698M)
- Pre-Trial Litigation (LAW 668)
- Student Legal Services Advising Externship (LAW 695J)
- Transactional Law Meet Skills (LAW 654E)
- Transactional Practice (LAW 698G)
- Trial Competition (LAW 645C)

This list is non-exhaustive, and some courses may be offered in an experiential manner only in some offerings. See the Assistant Dean of Academic Affairs regarding whether other courses may satisfy the experiential courses requirement.

## 5. Bar Exam Subjects

Arizona is a [Uniform Bar Exam \(UBE\)](#) state. The UBE is composed of the Multistate Bar Exam (MBE), the Multistate Essay Exam (MEE), and the Multistate Performance Test (MPT). UBE scores are portable and can be transferred to other UBE jurisdictions, depending upon the rules of the other jurisdictions.

The [MBE](#) consists of 200 multiple-choice questions in the following areas: Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Civil Procedure, Real Property, and Torts.

The [MEE](#) consists of six 30-minute essay questions. Areas of law that may be covered are much broader than the MBE: Business Associations, Civil Procedure, Conflict of Laws, Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Family Law, Real Property, Torts, Trusts and Estates, and the Uniform Commercial Code.

The [MPT](#) consists of two 90-minute items. According to the National Conference of Bar Examiners, the MPT is designed to test fundamental lawyering skills but is not a test of substantive knowledge.

Students must also take the [Multistate Professional Responsibility Examination \(MPRE\)](#). The MPRE consists of 60 multiple-choice questions that measure the knowledge and understanding of an individual's personal ethical values. Many students take the MPRE before they graduate.

Other states may not offer the UBE or may test additional or other information. Additionally, each state, including Arizona, may have additional requirements for admission. For example, New York requires 50 hours of pro bono services. Some law school activities may apply for these kinds of

requirements. See each state's bar exam and admission website for information specific to that jurisdiction. These requirements are subject to change, and it is always an admittee's responsibility to be in full compliance.

## **6. Clinical Courses**

### **Restrictions on Enrollment and Compensation**

A student on academic probation is not eligible to participate in a clinical course. A student may not be compensated for clinical work for which the student receives academic credit.

### **Units of Credit**

A student may enroll in clinical courses for up to a total of 14 units of graded credit. Any units taken in excess of 14 will be graded on a pass/fail basis.

### **Grading**

In-house clinics may be graded on a graded or pass/fail basis; placement clinics (i.e., clinics where students primarily work with an attorney outside of the College of Law) shall be graded on a pass/fail basis.

### **Clinics Requiring Student Practice Certification**

To be eligible to enroll in a clinical course that requires that a student be certified pursuant to Rule 38(d) of the [Rules of the Arizona Supreme Court](#), a student must have completed two semesters of full-time law study, have completed Evidence (LAW 608), and either have completed Professional Responsibility (LAW 609) or be enrolled in it contemporaneously with the clinical course. Clinical courses covered by the Student Practice Rules include the Child and Family Law Clinic and the placement clinics (Prosecution, Criminal Defense, Attorney General). For pre- or co-requisites for the other clinics, please consult the course descriptions published each semester with the College of Law course schedule on the College of Law website.

### **Multiple Clinics**

No student may take more than one clinic and/or externship during the same semester unless that student receives written permission from each affected clinic director and externship faculty supervisor.

## **7. Independent Study**

Students may receive 1 to 3 units of credit, depending upon the magnitude of the project under the supervision of a member of the faculty. Prior to registration, the student must obtain **written approval** to register for independent study from the professor who will supervise the student's work. Students may take up to 6 units of independent study during their law school careers. A student who either wishes to: (a) take more than 3 units of Independent Study in a single semester; (b) take 3 units of independent study under the supervision of one faculty member; or (c) take a total of more than 6 units of Independent Study, must petition the Executive Committee for permission

as well as obtain the approval of the appropriate faculty member. Petitions should be submitted to the Assistant Dean of Student Affairs. Independent study is offered only on a pass/fail basis; no other grade is available.

## **8. Credit for Graduate Courses Outside the College of Law**

For courses that are cross-listed (i.e. the class is offered with a LAW prefix but is not taught by the College of Law), students may take up to 9 units in up to 3 courses. See the Assistant Dean of Academic Affairs for questions about which courses fall into this category. They will typically be noted on the College of Law's class schedule. Such courses taken will count towards the student's total units required for graduation, count towards the student's graded units for graduation (if graded), appear on the transcript, and count in the student's GPA (if graded). Students must enroll in the LAW prefix. Law school credit may only be awarded if a grade of A, B, C, S, or P is received.

For courses that are not cross-listed (i.e. the course is not offered with a LAW prefix), students with a cumulative GPA of at least 2.75 may take up to 6 units of graduate-level courses. Such courses taken will count towards the student's total units required for graduation and appear on the transcript but will not count in the student's GPA nor towards the graded-unit graduation requirement. Law school credit may only be awarded if a grade of A, B, C, S, or P is received.

Some ACCT courses that are not cross-listed that are part of the Tax Law and Policy certificate and program will nonetheless be treated as cross-listed courses. See the Assistant Dean of Academic Affairs or the Director of the Tax Law and Policy Program for more information.

For additional information on non-College of Law graduate courses, whether or not they are cross-listed, see [Section 2-107 of the Faculty Bylaws](#).

## **9. Cap on Courses Exempt from Any Mandatory Curve or Mean**

Students may only take up to 14 units of courses that are uncurved pursuant to Courses Exempt from Any Mandatory Curve or Mean. Such courses taken in excess of 14 units will not be counted in the student's GPA or be counted towards the requirement of 37 graded units after the 1L year but may be taken as pass/fail notwithstanding any other unit caps on those courses. Substantial papers are not subject to this section. A student who wishes to take more than 14 graded units in these non-curved courses may petition for special permission from the Executive Committee. The Executive Committee may grant the petition for good cause.

## **10. Work Required Per Unit**

Pursuant to ABA Standard 310, courses require a certain amount of work for each unit earned. For most substantive lecture courses, one unit is equal to one hour of class time and two hours of out-of-class work per week. Out-of-class work typically consists of reading, studying, preparing, writing, and homework.

For courses that do not fit this typical model (e.g. externships, clinics), students must do at least fifty hours of work per unit earned over the course of the semester. It is the student's responsibility to complete the hours required for these types of courses. Failure to complete the hours requirement will result in a failing grade or an incomplete grade until the student completes the hours required.

## 11. Online Courses

Pursuant to ABA Standard 306, students may take up to 15 units of online courses offered by the College. Online courses are approved by the school the same as in-person classes are. 1Ls may never take online courses. Students who take online courses agree to any measures the College deems necessary to establish identification verification.

### F. Exams & Grades

#### 1. Examination Procedures

New midterm and final examination numbers are distributed each semester. These examination numbers are randomly generated and replaced twice each semester. The purpose of this process is to insure anonymity during grading.

On examination day, you should report to the room assigned for your exam at least thirty minutes before your examination is scheduled to begin. You must furnish your own laptop or examination bluebooks unless you have made arrangements to use a law-school computer. You should check the College of Law website to see complete instructions for taking examinations on a computer. You should take **only** your laptops, bluebooks, and necessary writing instruments into the examination room unless otherwise instructed and/or permitted.

Examinations may be taken only in the rooms specified on the examination instruction sheet or in the examination computer room (if prior arrangements were made). Students are not allowed to take examinations in the library or any other location. If for any reason you must leave a classroom during an examination, the bluebooks and all examination materials must remain in the classroom. **All students are individually responsible for knowing the correct time as governed by the room clock and for stopping when time is up.** Where space permits, students are to take alternate seats in the examination rooms. Before writing, all students must place their examination number, the course name, and the instructor's name on their bluebooks.

Do not start reading or writing the exam until the proctor assigned to the exam instructs you to begin. When he or she does so, you must immediately type "begin" if you are using Exam4. Failure to do so constitutes an Honor Code violation. You must stop writing your exam and upload it when the proctor tells you the exam is over. If you are hand-writing your exam, you should begin reading and writing the exam when the proctor instructs you to begin, and you must immediately stop writing when the allotted time expires. Each student is responsible for keeping track of time. You may not make deletions or corrections after the time has expired. Anyone who does so is in violation of the Honor Code. Upon expiration of the examination time, hand in your examination questions and answers. If you finish before the expiration of the allotted examination period, you may hand in your examination questions and answers and leave quietly so as not to disturb those still taking the examination. Please refrain from discussing the examination in or around the classroom area before the allotted time has expired, even if you finished the examination and turned in your examination answers. After time has expired, if anyone is still uploading or handing in their examination questions and answers, everyone should refrain from discussion. The examination does not officially end until all students have handed in their examination answers. **Once the exam has ended students must refrain from any discussion with the professor about the exam, scores, or grades until after the Registrar has posted grades to UAccess.**

## **Examination Schedule**

Examination schedules are released prior to registration each semester or summer session. Any changes to the examination schedule are also posted on the College of Law website.

## **Use of Computers and Other Devices to Write or Calculate Answers on Examinations**

Students may write examinations by computer or in longhand, subject to the following rules:

- If an examination is written in longhand, ink should be used and answers should be written on only one side of each page, unless the professor specifies otherwise. Students generally are required to provide their own examination blue books, available for purchase at the University Bookstore.
- If an examination is written with the use of a computer, students must use software selected by the College of Law, where the software disables a computer's programs for the duration of the exam except those programs authorized for the exam by the professor, and must perform in a timely manner all necessary steps for obtaining, downloading, and becoming familiar with the software in a timely manner. The Assistant Dean of Academic Affairs may require students to perform a mock exam on the software prior to being allowed to take the test on a computer.
- Students who do not own their own laptop computers may use College of Law computers, on an as-available basis, provided they comply in a timely manner with the College of Law's procedures governing requests for using College of Law computers and, before the exam, undertake the necessary steps to become familiar with the required software. See IT prior to the examination for more information. The Assistant Dean of Academic Affairs may require students using a College of Law computer to perform a mock exam on the software prior to being allowed to take the test on a computer.
- Unless an instructor specifies otherwise, the use of mechanical or electronic calculating devices are permitted to calculate answers on examinations, but models with programming capacity are not permitted. Cell phone calculator apps are not permitted.

## **Examination Time Policy**

Instructors may schedule examinations other than the final exam but should obtain the approval of the Associate Dean for Academic Affairs before doing so.

## **Change of Final Examination Time**

An instructor may not change the time for which his or her final examination is scheduled without the approval of the Associate Dean for Academic Affairs. A student may not change the time of his or her final examination without the approval of the Assistant Dean for Student Affairs or Executive Committee, which may only be granted in extraordinary circumstances. For purposes of this section, examinations on consecutive calendar days does not constitute "extraordinary circumstances." A student's petition to the Assistant Dean for Student Affairs or Executive Committee to change an examination time may not be acted upon until the instructor involved has been informed about the petition and had an opportunity to confer with the Assistant Dean or appear before the Committee.

### **Conflicting Examination Schedule**

If a student has more than one examination scheduled at the same time, or more than one examination on any calendar day, a petition setting forth these facts will be granted. Examinations on two successive days shall not be sufficient ground for a change of schedule. No accommodation will be made for personal inconvenience, travel complications, or similar matters. Any examination which is deferred from its scheduled date must be taken on the next open date in the student's final examination schedule. All deferred and rescheduled examinations must be taken no later than the end of the relevant semester's (or summer session) examination period. Any time a student has received a deferral to take an examination and fails to complete that examination by the end of the relevant semester's (or summer session term's) examination period, the Assistant Dean for Student Affairs shall refer the matter to the Executive Committee for its determination. The Executive Committee may take whatever action it deems appropriate. If the Executive Committee determines that the examination should have been taken within the examination period at the time the examination was scheduled for that student, the student shall receive a W in that course.

### **Illness or Other Emergency**

Students having an illness that is sufficiently serious to warrant deferring an examination must bring to the Assistant Dean for Student Affairs a written note from a doctor that documents the illness before the examination time will be changed. Students who are unable to report for a final examination due to illness or other emergency circumstances should contact the Assistant Dean for Student Affairs or, in his or her absence, the Registrar, the Associate Dean of Academic Affairs, the Assistant Dean of Academic Affairs, or the Chair of the Executive Committee prior to the start of the examination. A student who has an examination time changed because of illness or other emergency must take that examination at the earliest practicable time.

### **Documented Disabilities**

Students with documented disabilities who will require special examination accommodations should first contact the [University Disability Resource Center](#) and then make the necessary arrangements with the Assistant Dean for Student Affairs. Notwithstanding reasonable examination accommodations, all examinations must be taken on the date of the regularly scheduled examination. Any deferred or rescheduled examination must be taken no later than the last day of the relevant semester's (or summer session's) examination period. Any time a student has received a deferral to take an examination and fails to complete the examination by the end of the relevant semester's (or summer session's) examination period, the Assistant Dean for Student Affairs shall refer the matter to the Executive Committee for its determination. The Executive Committee may take whatever action it deems appropriate. If the Executive Committee determines that the examination should have been taken within the examination period at the time the examination was scheduled for that student, the student shall receive a W in that course.

### **Failure to Take Examination**

A grade of E or F shall be awarded to a student who fails to take an examination unless the Executive Committee is convinced that extraordinary circumstances, which could not have been communicated to the Executive Committee, its Chair, or the Assistant Dean for Student Affairs prior to the scheduled exam, prevented the student from taking the exam. The instructor for the

course involved does not have any discretion to award a grade under the circumstances covered by this rule. If a prior request to be excused from taking an examination is refused by the Executive Committee, its Chair, or the Assistant Dean for Student Affairs, and the student still elects not to take the examination, he or she may appeal the refusal to the full Executive Committee on the ground that the requisite extraordinary circumstances did exist. If the student elects to take the examination, however, there shall be no right to appeal the refusal to the Executive Committee in order to obtain relief from the grade received.

### **Failure to Complete Examination**

If a student feels that he or she cannot complete an examination after the examination has started, the Assistant Dean for Student Affairs, after consultation with the instructor whose examination is being given, has complete discretion to grant relief in the event of extraordinary circumstances or to deny relief if the Assistant Dean determines that such circumstances do not exist. There is no right to appeal the decision of the Assistant Dean.

## **2. Grade Reporting and Grading Procedures**

### **Grade Reporting and Posting**

Grades for a course involving a final examination shall be reported to the Registrar no later than three weeks after the examination is completed unless other arrangements are made with the Associate Dean for Academic Affairs. Grades for courses not involving a final examination shall be reported to the Registrar no later than three weeks after the end of the official final examination period.

Grades are posted on UAccess at a schedule specified by the Registrar.

### **Grading Procedures**

The following procedures for identifying and grading examinations at the College of Law shall be observed for classes graded anonymously:

Each law student is assigned an individual examination number before each midterm and final examination period.

Each student shall use only the examination number assigned to the student to identify his or her final examination and shall not in any other manner reveal his or her identity to the instructor.

All examination papers shall be read, graded, and identified by the instructor solely through the use of student examination numbers.

Awarding grades inclusive of such factors as class preparation, performance on quizzes, outside written work, or class participation must be accomplished in a manner to ensure student anonymity.

Faculty members who wish to award credit in the grading process for class participation should consult with the College of Law Registrar to devise a method of anonymous grade adjustment. For example, an instructor may submit raw examination scores assigned by student examination

numbers to the Registrar along with a list of names of students who are to receive extra credit, expressed in points, for class participation. The Registrar may then add the points to the students' raw examination scores and return the list of all scores by examination number to the instructor, who then may calculate and award the final grades. Faculty members may not adjust for class participation after grades are no longer anonymous in any class based on anonymous grading. Any adjustment of grades because of class participation or other basis must be done before applying the mandatory curve or the mean GPA requirement, whichever is applicable.

Once the instructor has submitted final grades, the Registrar shall furnish to the instructor a list of the students in the class that shows the grades awarded to the students by names and examination numbers.

### **Grading Policy for Second-Year Students Taking First-Year Courses**

The grading policy for second-year students taking first year courses is as follows: (a) all exams are graded anonymously as a group; (b) the curve is established on the basis on this anonymous grading; (c) second-year students then are identified by the Registrar and are taken out of the curve; (d) the curve is adjusted for first-year students only; and (e) the second-year students receive the grade initially awarded to them, although the student is still entitled to any increase in grade which was made while the grading process was still anonymous.

### **Grading Policy Regarding Class Participation**

An instructor who intends to make class participation a specific percentage of the final grade in a course shall indicate to the class at the beginning of the semester what percentage of the final grade will be based on class participation. If a given percentage is not established and announced at the beginning of the semester, class participation may only be taken into account for purposes of raising the final grade of a particular student or students; in that case, the student's grade may be raised by one grade increment only. For example, a B- may be raised only to a B and a B+ only to an A-. The mandatory curve or mean GPA requirement shall be applied after taking class participation into account, even though adjustments for class participation may have the indirect effect of lowering some students' grades.

### **Review of Performance in Course**

Each faculty member shall discuss with and disclose to each individual student, upon request, the factors that entered into the determination of the student's final grade. Such discussions should be made within a reasonable time after the release of grades following the close of each semester. A faculty member is not required to review examination papers in detail with individual students but should be available for a private discussion with a student who requests a review of the student's performance in the course. If a faculty member expects to be away from the College of Law during the period immediately following the release of grades or it is inconvenient or impossible for a faculty member to discuss grades with students, the faculty member shall leave with Faculty Services the students' examination papers with detailed comments or a copy of model answers or the best student answers with an explanation of the process by which the faculty member arrived at the students' final grades in the course. This data will be made available to inquiring students. Students should not attempt to discuss an examination, scores, or grades with a professor until after the Registrar posted the final grade for the class to UAccess.



## **Change of Grade**

An instructor may change a final grade only if there has been an error in computation or for an equally justifiable reason. A grade may not be changed as the result of re-examination. A change of grade must be submitted in writing to the Registrar and approved by the Associate Dean for Academic Affairs and the Registrar. The change of grade request must specify the error in detail.

### **3. Grade Grievance Procedure**

#### **Step 1: Consultation with Faculty Member**

A student who wishes to appeal a grade must first discuss the grade with the faculty member who assigned the grade. Upon request, the instructor shall review the matter with the student, explain the grading procedure, and state the manner in which he or she arrived at the grade. Except for correcting a mathematical or transcription error in grading, however, the faculty member is not authorized to change the grade assigned. The consultation requirement of this paragraph may be waived by the Associate Dean for Academic Affairs if, for example, the faculty member is unavailable for or refuses the consultation request.

#### **Step 2: Grievance**

If consultation with the instructor who assigned the grade does not resolve the matter, the student may thereafter appeal the grade by written petition to the Associate Dean for Academic Affairs. An appeal shall be lodged within sixty days of the start of the next regular term following the term to which the appeal relates or sixty days after the grade is first posted, whichever occurs later. (Thus appeal of a spring or summer semester grade must be filed no later than sixty days after the first day of classes of the following fall semester unless the grade appealed was posted after the first day of fall classes, while appeal of a fall or winter semester grade must be filed no later than sixty days after the first day of classes of the following spring semester unless the grade appealed was posted after the first day of spring classes.) The time requirements of this paragraph may be waived if the student demonstrates to the Associate Dean for Academic Affairs extraordinary circumstances warranting a waiver.

- (a) The grade appeal petition must recite with particularity the specific grounds for the appeal. Grade appeals must be based on actions by the faculty member in the grading process. Events that happen during the teaching of the course and administration of exams, by themselves, cannot constitute grounds for a grade appeal.
  - (1) For a course not graded anonymously, the only grounds for appeal are a grade alleged either to be affected by the faculty member's personal bias or animus toward the appealing student or to have been assigned by the faculty member in an arbitrary and capricious manner.
  - (2) For a course graded anonymously, the only grounds for appeal is a grade alleged to have been assigned by the faculty member in an arbitrary and capricious manner. A course designed to be graded anonymously will be treated as an anonymously graded course unless the student can establish by a preponderance of the evidence that anonymity was compromised such that the course should be treated as not anonymously graded.

- (b) The Associate Dean for Academic Affairs may dismiss any appeal that, after consideration of the petition, the Associate Dean for Academic Affairs determines to be unfounded.
- (c) If the Associate Dean for Academic Affairs finds that the petition states a ground for appeal, the Associate Dean for Academic Affairs shall, prior to taking any action, first discuss the matter with the faculty member involved. Thereafter, the Associate Dean for Academic Affairs may refer the appeal to a committee comprised of three members of the faculty of the Associate Dean for Academic Affairs' choosing or take whatever other action the Associate Dean for Academic Affairs deems appropriate, including rendering a decision on his or her own. The evidentiary burden concerning all factual allegations supporting a ground for appeal shall be on the student, and evidence must meet the clear and convincing evidence standard. In the absence of substantial independent evidence of personal bias or animus, review on appeal shall be limited to the examination or paper of the appealing student and the grade assigned to it plus information, if relevant, concerning the instructor's grading process, without consideration of any other examination or paper, and shall not involve an inquiry into the involved faculty member's academic judgment concerning the academic quality of the work in question or otherwise discharging his or her responsibility for assigning grades.
- (d) The Associate Dean for Academic Affairs shall notify both the appealing student and the faculty member involved of the final decision in writing.

### **Step 3: Student Appeal**

If the student remains dissatisfied with the outcome after having followed the procedures herein set forth, the student may file a written appeal to the Dean. The appeal to the Dean must be submitted within seven days of receiving the notice of the final decision from the Associate Dean for Academic Affairs. The appeal must indicate with specificity the reasons why the final decision reached by the Associate Dean for Academic Affairs or faculty committee appointed by the Associate Dean for Academic Affairs was not satisfactory.

- (a) Based on a review of the written appeal, the Dean will decide whether or not to hear the appeal. If the Dean decides that there are not sufficient grounds for review, the Dean will notify the student by letter. If the Dean decides that there are sufficient grounds for review, the Dean will conduct a hearing at which the Dean will interview both the student and the involved faculty member. The Dean may choose to interview other involved persons as well.
- (b) After the Dean has conducted a hearing, the Dean shall promptly issue a final decision, with copies to the student and the faculty member involved.

### **Step 4. Faculty Appeal**

If a faculty member whose grade has been appealed believes that his or her academic freedom or academic responsibilities have been affected by any administrative ruling in the process, the faculty member may appeal or grieve in accordance with the applicable procedures set forth in the [University Handbook on Appointed Personnel](#) or the [Arizona Board of Regents Policy Manual](#). That appeal must be made within ten days of the action provoking it.

#### 4. Grading System

##### Grades

The College of Law employs the following letter grading system:

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Meaning</u>
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Fair
C-	1.67	
D+	1.33	
D	1.00	Poor
D-	0.67	
E	0.00	Fail

<u>Letter Grade</u>	<u>Meaning</u>
S	Superior
P	Pass
F	Fail
I	Incomplete
W	Withdraw

##### **Mandatory Plus and Minus Grades**

Under the mandatory grading system described above:

- (a) A grade of A+, E+, or E- may not be awarded;
- (b) The grades of D+, D, and D- reflect varying degrees of unsatisfactory work. A grade of E reflects work that is so unsatisfactory as not to merit credit for the course.

- (c) For purposes of raising grades on the basis of class participation, an instructor's discretion is limited to raising a grade by one grade increment only. For example, a B- may be raised only to a B and a B+ only to an A-.

### **Incomplete Work**

A grade of I may be awarded if a student has not completed all the course work required for a grade. The grade of I may not be awarded if the student is expected to repeat the course; in such case, a grade of E or F shall be awarded. A grade of I is not calculated in GPA but shall be automatically changed to a final grade of E or F unless removed by a final grade within one year after the I is given. A student who receives a grade of I in a course may not audit or repeat the course before removing the incomplete. A student with an incomplete will not be placed on the Dean's List even if the requirements are met.

### **Grades upon Withdrawal**

A student may drop or add courses by following instructions and adhering to deadlines on the [University Registrar's website](#) each semester. For course withdrawals filed after the set deadline (typically around the end of the fourth week of classes), a grade of W will be awarded to a student who is passing at the time of withdrawal; whereas a grade of E or F may be awarded if the student is not passing at the time of withdrawal. The grade awarded shall be shown on the student's permanent record. Check with the Registrar for exact dates for the current or upcoming semester. Students are responsible for keeping track of these dates. Failure to adhere to add and drop dates may result in consequences such as late fees.

### **Cumulative Grade Point Average**

Cumulative grade point averages shall be computed by multiplying the unit value of each course completed or attempted by a student by the number equivalent of the grade received in the course and dividing the sum of these products by the sum of the units completed or attempted. Only the grades of A, A-, B+, B, B-, C+, C, C-, D, D- and E have number equivalents, which are specified above. Other grades, such as S, P, F, I, and W have no number equivalents and are not used in calculating cumulative grade point averages. Except as otherwise provided in this Handbook, the cumulative grade point average may be based only on courses within the College of Law.

## **5. Class Grade Distributions (Grade Curve), Dean's List, Class Ranks, Graduation with Honors, and Order of Coif**

### **Class Grade Distributions**

The following rules apply with respect to class grade distributions at the College of Law:

- (a) Mandatory Curve for First-Year Classes

Except as otherwise provided below, grades must be distributed in the following manner: 15 percent As, 15 percent A-s, 25 percent B+s, 25 percent Bs, 10 percent B-s, and 10 percent C+s or lower.

(b) Permitted Deviations From Mandatory Curve for First-Year Classes

Faculty may not deviate more than plus or minus 2.5 percent from the mandatory grade curve prescribed above, except in extraordinary circumstances. Additionally, the combined number of As and A-s awarded must be 30 percent of the total grades awarded, plus or minus 2.5 percent, and the combined number of B+s, Bs, and B-s awarded must be 60 percent of the total grades awarded, plus or minus 2.5 percent.

For example, a professor can give out anywhere between 12.5 percent and 17.5 percent As. But if the professor gives out 16.3 percent As, he or she can only give out between and 12.5 percent A-s (the minimum allowed) and 16.2 percent A-s (because any higher would be above 32.5 percent combined As and A-s).

Faculty who believe that extraordinary circumstances justify a deviation of more than 2.5 percent for a particular class may seek permission to do so in writing, explicitly stating the reasons for the request, from the Associate Dean for Academic Affairs. Unless the grades are accompanied by written approval signed by the Associate Dean for Academic Affairs, the Registrar may not record grades that deviate except as permitted in this section. There is no automatic permitted deviation, even in small classes.

(c) First-Year Classes Excepted from the Mandatory Curve

Legal Research, Analysis & Communication and upper-level courses offered to first-year students as electives shall be graded as upper-level classes, described below.

(d) Upper-Level Classes

For all upper-level classes other than substantial paper seminars and other courses excepted by this handbook or by a duly-passed faculty resolution, the target mean grade point average shall be 3.35. If the mean falls above or below the target mean, it shall in no event be greater than 3.5 or less than 3.2. Faculty may not deviate from this requirement except in extraordinary circumstances. Faculty who believe that extraordinary circumstances justify a mean grade point average that falls outside the prescribed range may seek permission to deviate in writing, explicitly stating the reasons for the request, from the Associate Dean for Academic Affairs. Unless the grades are accompanied by written approval signed by the Associate Dean for Academic Affairs, the Registrar may not record grades that deviate from the grade point average prescribed in this paragraph. There is no automatic permitted deviation, even in small classes.

(e) Courses Exempt from Any Mandatory Curve or Mean

There is no mandatory mean GPA for substantial papers, in-house clinics, or graded fellows (such as writing fellows). Students who sign up for a substantial paper seminar under LAW 696N are not graded on a mandatory mean GPA, but students who are enrolled in the seminar class not numbered under LAW 696N will be graded using the mandatory mean GPA.

(f) **Cross-Listed Courses**

A JD student who takes a cross-listed course in another department is subject to the policies above, including the mandatory mean. A student outside the College of Law who takes a cross-listed course from the College of Law is not subject to the mandatory curve or mean and should reference the professor's syllabus and University policies for information on grading.

**Dean's List**

A student who enrolls for and completes a minimum of 10 **graded** units of law credit in any semester and who receives at least a 3.30 average for that semester shall be placed on the Dean's List.

**Ranking Methodology**

The College of Law ranks students in the top 50% of the class. Students in the top 25% will be given a numerical ranking, while other ranked students will either be top 30%, top 33%, or top 50%. The school publicly publishes the GPA for the following bands: top 10%, top 20%, top 25%, top 30%, top 33%, and top 50%.

**First-Year Class Ranking**

The first-year class shall not be ranked until the end of the academic year. Advanced-admissions students are ranked with the students they take first-year classes with.

**Second and Third-Year Class Ranking**

The second- and third-year classes shall be ranked at the end of each semester. No new rankings are calculated following the summer or winter semesters. Students may be added or removed from a particular class ranking under special circumstances (such as students pursuing a dual-degree, transfers, or leaves of absence). Advanced admissions students who graduate in two years remain in the rankings for the purpose of ranking the three-year students that they entered law school with.

**Procedure for Ranking Dual-Degree Students**

The following procedures for class rankings shall apply to any student who is considered a dual-degree student by the College of Law:

(a) **First-Year Rank**

Only after a dual-degree student begins to take law courses shall the student be ranked. A dual-degree student shall be ranked with the first-year class that the student takes her or his first-year classes.

(b) Second-Year Rank

After completing the first year, a dual-degree student shall be ranked with the College of Law class that is currently completing its second year and with whom the student is taking courses. The student shall be ranked with the same class until the student has completed 56 units.

(c) Third-Year Rank

Once a dual-degree student has completed 56 units, the student shall be ranked with the College class that is currently completing its third year and with whom the student is taking courses. The student shall be ranked with that class until the student graduates, at which time the student shall be ranked with the other graduates in the class.

**Graduation with Honors**

JD graduates of the College of Law that rank within the highest 25 percent of the grade point averages for those in a graduation class (a graduation class consists of the current year’s May graduates and the previous year’s August and December graduates) may be awarded degrees with honors. Only in the event that two or more graduates may have identical grade point averages that produce ties in rankings, more than 25 percent of those in the graduating class may be awarded degrees with honors.

1. Summa Cum Laude	Highest Distinction	Top 7% of the class
2. Magna Cum Laude	High Distinction	Next 7% of the class
3. Cum Laude	Distinction	Next 11% of the class

As outlined above, those who rank within the highest 7 percent are eligible to receive the honor of Summa Cum Laude - Highest Distinction; those who rank within the next highest 7 percent are eligible to receive the honor of Magna Cum Laude - High Distinction; and those who rank within the next 11 percent are eligible to receive the honor of Cum Laude - Distinction.

For students graduating in August or December, honors are granted based on rankings at the time of the student’s graduation, not on the final class rankings at the end of the following spring semester.

**Order of the Coif**

The College of Law is one of a select number of law schools holding membership in this prestigious national order. The faculty of the College of Law, in its discretion, awards this honor to JD graduates who are within the top 10 percent of the graduating class and who have completed at least 66 graded College of Law units.

A student admitted as a transfer student at the College of Law is eligible for consideration to membership in the Order of the Coif. However, such transfer students must meet two specific requirements:

- (a) A transfer student must take, in his or her time at the College of Law, at least 75 percent of his or her course units in graded courses.
- (b) A transfer student, based on his or her graded courses taken at the College of Law, will be compared with students he or she will be graduating with, using only those students' GPAs for their second and third years here. Only if a transfer student is in the top 10 percent of the class based on this computation is the student eligible for Coif membership.

## **G. Career Development Office**

The Career Development Office (CDO) is located in the Robert Carroll Stubbs Career Development Suite. The Career Development Suite is in the southwest corner of the College of Law, adjacent to the Jennings Strouss & Salmon Student Lounge. The CDO provides students with a wide array of resources including individualized counseling, CareerCAT and other online services, and state-of-the-art video-conferencing capabilities.

The CDO serves as your legal-career-resource center. In addition to our Tucson staff, our Phoenix office provides hands-on assistance for connecting with metropolitan Phoenix employers. We provide counseling to help you define your professional goals, develop career search skills, and identify and connect you with potential employers. We are an energetic and engaged team, and we take pride and pleasure in making ourselves accessible to you on an individualized basis, using modern tools and techniques to assist you in meeting your needs.

Throughout the year, the CDO organizes several events that take students directly to employers. In the fall, 2Ls, 3Ls, and alumni are invited to participate in on-campus interviewing in Tucson and regional interviewing programs in Phoenix, Los Angeles, Denver, Albuquerque, and Las Vegas. Fall 2014 was the inaugural Phoenix Interviewing Program, which consisted of twenty law firms, primarily from Metropolitan Phoenix but also interviewing for positions in areas such as Flagstaff, Los Angeles, and Detroit. In the spring, students, including 1Ls, and alumni are welcome to participate in on-campus interviewing events as well as the Sonoran Desert Public Sector Career Fair, where government agencies, judges, non-profits, and other public interest groups are looking to secure law students for summer and, sometimes, fall and spring work.

The CDO also organizes other events that connect students with employers. In July, we host the Meet the Phoenix Employers reception for Arizona Law students and recent graduates to meet attorneys practicing in Phoenix. The CDO connects students to career fairs hosted by national organizations. For students interested in other geographic markets, such as Chicago or New York, the CDO can arrange reciprocity with a law school located in that area.

In the spring, 3L students must complete a Graduate Employment Survey. The Survey can be found on CareerCAT. The CDO holds a Grad Fair for each class in the CDO Suite where students who completed their survey can pick up their graduation regalia, a gift from the CDO, and celebrate their accomplishments. Students should meet with their counselor to discuss their post-graduate



employment objectives. Your counselor can inform you of the resources we have available and will assist you with your job search.

The CDO also hosts a variety of events throughout the school year that are of significant value to students. We provide workshops for students to work with CDO counselors on cover letters, judicial clerkship applications, and resumes. The CDO hosts speakers including experienced law-firm recruiters, local practitioners, and judges to assist students in their professional development and job search process. We are pleased to be able to provide an array of programming for students so that they can make the most of their time at the College of Law.

### **CDO Policies and Procedures**

The CDO requires that students utilizing the office's resources abide by the following policies and procedures. These policies are based on principles of professionalism that students should follow while they are in law school. Students are beginning to develop a professional reputation not only with employers but also with colleagues and members of the law-school community.

By complying with these policies and procedures, you allow the CDO to continue to offer quality opportunities to current students, future students, and alumni. Our office focuses on helping individual students; however, we cannot do so without maintaining strong ties with employers, judges, and others in the local legal community. These policies and procedures are designed to ensure that these relationships continue to be positive and provide opportunities for students.

The CDO also adheres to rules and guidelines set by the ABA and by the National Association for Law Placement (NALP). Two such rules relate to 1Ls: 1Ls may not receive counseling until October 15 during their first semester, and 1Ls are not permitted to apply for jobs until December 1.

Students and graduates who do not comply with these policies may be subject to loss of CDO privileges at the discretion of the CDO.

### **Requests for Information**

Students must promptly and completely respond to requests made by the CDO for student information. Such information includes personal contact information and the name and location of summer and post-graduate employers. It also includes requests concerning whether and where a student has received offers of employment, whether the student continues to be seeking employment, and any related inquiries.

### **Appointments**

The CDO asks that students schedule appointments using CareerCAT. We welcome students to stop in with quick questions, but if you think that your question will take longer than five minutes for a counselor to answer, it helps us to better serve you if you make an appointment.

### **RSVPs for Events**

The CDO is pleased to host a variety of events for students throughout the year, including workshops and speakers as discussed above. We ask students to RSVP for these events through

CareerCAT in order to obtain accurate attendance information since, in many instances, food is provided for students.

In order to best maximize our resources and avoid waste, we ask that students who RSVP for an event attend the event. If you are unable to attend, please cancel using CareerCAT or alert the CDO to any unanticipated circumstances that arise the day of the event. Repeated failure to attend events that you RSVPed for may result in the loss of ability to attend future events at the discretion of the CDO.

## **Interviewing**

The CDO works hard to maintain positive relationships with employers so that they continue to recruit our students. These relationships can be compromised when students do not exhibit professional behaviors. In order for the CDO to facilitate strong employer relations, students agree to the following procedures:

- (a) Students must only apply for interview opportunities when they have a legitimate interest in accepting the interview. They must factor in the costs of attending regional interviewing programs in Albuquerque, Denver, Las Vegas, Los Angeles, and Phoenix when making determinations about submitting materials to employers who are recruiting in these locations.
- (b) A student who accepts an interview invitation with an employer is obligated to interview with that employer. Students may not cancel interviews after they have already accepted them. The only exceptions are if the student has already affirmatively accepted another job offer or if there is an emergency circumstance that arises. Students must alert the CDO to any emergency circumstance as soon as possible.
- (c) Students who are late for or miss their interviews must understand that the CDO is under no obligation to provide them with a make-up opportunity.
- (d) Students must be aware that the best way to contact employers participating in on-campus and regional interviewing programs during the fall and spring recruiting seasons is by submitting their materials through CareerCAT for employer consideration.
- (e) Students who cancel interviews for an emergency circumstance or because they have accepted another offer of employment may be required to write a letter of explanation to the interviewer (with a copy to the CDO, which may be left with our Administrative Associate) within three days of the missed interview. It must briefly explain the reason the student failed to appear.
- (f) Students who cancel interviews absent an emergency or other offer of employment will be considered to have an 'Unexcused Absence.' One or more Unexcused Absences may lead to the suspension of the student's interview privileges at the discretion of the CDO. Students with Unexcused Absences must write a letter of explanation to the interviewer (with a copy to the Career Development Office, which may be left with our Administrative Associate) within three days of the missed interview. It must briefly explain the reason the student failed to appear.

## Offers

- (a) A student who receives an offer and has no intention of accepting it must promptly decline the offer.
- (b) A student who needs additional time to decide on an offer should immediately thank the employer for the offer. The student should verify with the employer how long the offer will be open and then advise the employer of their intended response date.
- (c) When a student has made a decision as to an offer of employment, he or she must notify the employer as soon as possible of the decision.
- (d) If a student accepts an offer of employment and has other outstanding offers, he or she must promptly notify those employers of their decision to decline their offer.
- (e) Once a student has accepted an offer, absent extraordinary circumstances, he or she may not rescind such acceptance. To do so is considered highly unprofessional and can negatively impact your professional reputation to the detriment of your legal career.

Students should consult with their Career Counselor with any questions regarding negotiating time to consider offers and how best to communicate with employers.

## H. Working During Law School and Externships

### Jobs

The College of Law does not offer a part-time JD, LLM, or SJD program. **During the first year, the College of Law strongly recommends that students devote themselves entirely to their studies and suspend any outside work.** During the second and third years, students may choose to work on a part-time basis; however, the classroom educational experience and the preparation necessitated by the rigors of law coursework demand that academic work take primary importance in a student's pursuits.

### Externships

[Important note: due to upcoming rule changes by the American Bar Association, the externship program at the College of Law is currently working on adopting new externship rules. The following information and rules are effective through at least the end of Fall 2016. See the Director of Advocacy or the Externship Program Coordinator if you have any questions.]

An externship is the placement of a student in a practice setting off-campus where the student studies law practice in action under the oversight of an on-site field supervisor and with the assistance of a law-faculty supervisor. The College of Law provides academic credit to students studying law through a variety of externship placements. These externships can usefully be grouped into "Pre-approved Externships," "Ad Hoc Externships" (including placements in government, non-profit, corporate, and for-profit legal offices) and "Post February Bar Externships."

## **Reasonable Out-of-Pocket Expenses Related to an Externship**

Pursuant to ABA Standard 305 and Interpretation 305-2, students may not receive credit for participation in an externship for which the student receives compensation. Students may only receive reimbursement of reasonable out-of-pocket expenses related to the field placement (e.g., the organization providing a stipend for travel to and parking at the work site). **Regular salaries, hourly wages, and scholarships for the student are never permitted.**

## **Units**

A student who enrolls for externship credit must work a minimum of 50 externship hours per unit enrolled. For example, a student who registers for 3 units must work at least 150 hours. Nothing precludes a student from working more than the required hours. Students may take up to 10 units of externship. In a single semester, students are capped at 6 units. Students seeking to take more than 6 units must obtain permission from the Assistant Dean of Student Affairs.

## **Pre-approved Externships**

Pre-approved externships have been approved as individual courses and have the same faculty and field supervisors each semester. Each pre-approved externship has its own course number, listing, and description that do not change. Pre-approved externships have the prefix LAW.

Students apply for pre-approved externships in accordance with the procedures provided in the course description. Before registering for the course, students must get permission to enroll from the faculty and field supervisors.

## **Ad Hoc Externships**

Students may initiate their own field placement or apply for an existing “ad hoc” externship which refers to any non-pre-approved externship. Ad hoc externships use the same course number as pre-approved externships: LAW 693. All ad hoc externships must be pre-approved by the faculty and field supervisors and the Curriculum Committee. Students must fill out an ad hoc externship application form (available on the College of Law intranet) and submit to the Director of Externships who will review and forward to the Curriculum Committee for approval. There are separate forms for Corporate & For-Profit and Government & Non-Profit.

## **Post February Bar Externships**

Post February bar externships are available to both 3L February bar takers and non-February bar 2Ls and 3Ls. February bar pre-approved externship placements do not need to be pre-approved, but student-initiated ad hoc placements must be approved in the same way as described above. Students taking February Bar externships must enroll in LAW 698C for their credits.

## **Legislative and Executive Externships**

The College of Law currently offers two types of legislative externships: (1) externships offered in the Arizona Legislature each spring semester and (2) externships that a student might procure in another state or federal legislative office.

## **Arizona Legislative Externships**

Each year, the Arizona Legislature chooses several second- and third-year law students to serve as legal interns during the spring semester. These legal interns are chosen from participating Arizona law schools. A GPA of 2.75 or higher is required for participation in the Program. Each legal intern selected receives a waiver of tuition and fees for up to 6 units in the spring and a stipend as a contribution to the student's out-of-pocket costs. Note that any existing scholarship will be proportionally reduced by the tuition waiver. The Legislative Session usually begins in mid-January. The work consists primarily of research and writing with an opportunity to experience the legislative process. Legal interns will work 20 hours each week at the Capitol.

## **Ad Hoc Externships for State or Federal Legislators**

Students may work with the Associate Dean for Academic Affairs to arrange an ad hoc externship in Washington, D.C., Arizona, or any other state during a given semester. Students wishing to do this should follow the procedures for applying for and enrolling in an ad hoc externship.

## **Governor's Office Externship**

The State of Arizona Governor's Office of General Counsel accepts externs in the fall, spring, and summer semesters. The Office advises the Governor on laws impacting the State of Arizona and other legal matters. Externs work on all aspects of litigation affecting the Governor's office and issues that directly affect the State of Arizona. The externship is open to 1L, 2L, and 3L students. Offers will be subject to successful completion of background check. Applicants must submit a cover letter, resume, writing sample, and unofficial law school transcript.

### **I. Summer Study and Early Graduation**

JD students not enrolled in another degree program are generally expected to graduate within three years of the date of matriculation. The course of study may be accelerated by summer study, but the earliest that a student is eligible for graduation is the end of the fall semester of the third academic year. Students must obtain permission from the Assistant Dean of Student Affairs to enroll in more than 6 units during any one summer. Students should be aware that the JD program of study is intended to take three years and that summer school offerings at the College of Law are not designed to provide for accelerated graduation.

### **J. Studying Abroad**

JD students at the College of Law may be eligible to participate in semester visits under formal home-and-home exchange programs in which the College of Law is a participant. Interested students should consult with the Director of Global Programs for an updated list of foreign partner institutions at which a student may be able to complete a study-abroad opportunity.

## **General Requirements**

JD students enrolled at the College of Law who have completed the first year of law studies, are in good academic standing, and have a grade point average of 3.0 or higher should confer with the Director of Global Programs and the Registrar to visit for a semester through one of the exchange

programs. Students may not visit at an exchange-program school except pursuant to the formal exchange program.

Students may transfer a maximum of 29 units earned toward their JD degree.<sup>2</sup> Participation is not guaranteed due to the limited number of opportunities available. Exchange visitors receive a graded transcript from the host school upon completion of the term. Transfer credit will be awarded only for graded courses, and the grades, if C (or its equivalent) or above (pass/fail classes are not accepted), are posted to the student's official transcript as P. These units will not be considered graded units for purposes of satisfying the requirement that each student earn 37 graded units beyond the first year, although the number of graded units required for graduation will be reduced according to the chart below.

### **Application Process**

The number of students participating in these exchange programs is limited, so early application is advisable. Application for the fall or spring semester of the following academic year generally must be made by March 1 of the previous academic year. Application materials are available from the Director of Global Programs.

### **Financial Matters for Exchange Programs**

Because these are home-home exchange programs, College of Law students continue to pay their regular College of Law tuition and remain eligible for most financial aid but do not pay tuition at the foreign institution, although they are likely to be responsible for paying certain fees at the host institution and, in some instances, health service costs. Students are also responsible for their travel and living expenses.

### **Ad Hoc Visits to Foreign Law Schools**

JD students enrolled at the College of Law who have completed the first year of law studies and have maintained a cumulative grade point average of 3.0 or higher may, subject to the approval of the Assistant Dean of Student Affairs, apply to the Associate Dean for Programs and Global Initiatives to attend classes at a foreign law school or program located in a country where the College does not have an existing exchange program and to transfer credit earned at that school toward their JD degree. If the Associate Dean for Programs and Global Initiatives, considering the merits of the student's petition and applicable accreditation criteria, provisionally approves a visit, the student must then obtain approval from the Assistant Dean of Student Affairs before enrolling in courses in order to confirm that credit for those courses may be transferred. The faculty of the foreign school must possess academic credentials and experience in the legal profession similar to faculty at the College of Law. The principal issue is likely to be the quality of the education proposed at the proposed host school.

A student seeking to study at an institution which does not have an Exchange Agreement with the College of Law remains responsible for his or her regular College of Law tuition, and remains

---

<sup>2</sup> Students who have additional transfer credit, including foreign law degrees, must see the Registrar. Students may not exceed a combined 29 units for transfer units brought in under ABA Standard 505(b)-(d), which includes students who are admitted with advanced standing.

eligible for financial aid (including any funds awarded as scholarship). Students are also responsible for their travel and living expenses. The College will, however, credit against this obligation the amount, if any, of the tuition and mandatory fees that the student is required to pay at the foreign institution--not to exceed the amount of UA tuition. In the case of such a partial reduction of the UA tuition, the student's scholarship award for that semester will also be reduced proportionately.

**Graded Unit Requirement for Foreign Exchange Students and Foreign Dual-Degree Students**

The number of graded units required for the JD degree for students who study abroad as part of a law-school-approved foreign exchange, approved ad-hoc foreign visit, or foreign dual-degree program shall be adjusted as provided below:

<u>Approved Foreign Study Units</u>	<u>Graded Units Required for Graduation</u>	<u>Approved Foreign Study Units</u>	<u>Graded Units Required for Graduation</u>
2-3	36	16-17	27
4	35	18	26
5-6	34	19-20	25
7	33	21	24
8-9	32	22-23	23
10	31	24-25	22
11-12	30	26	21
13-14	29	27-28	20
15	28	29	19

**Faculty Oversight**

In the case of an approved visit under either North American Consortium on Legal Education (NACLE) or Universitat Jean Moulin, Lyon, the Director of the International Trade Law Program, in consultation with the student, will identify a College of Law faculty member who is responsible for approving course work and monitoring the study undertaken by the student at the foreign law school, including reviewing course materials and the written work of the student. A student

participating in a foreign visit must, in consultation with the assigned faculty member, work out an approved course of study for which the student may be awarded a maximum of 10 credits. The course of study must be related to the socio-legal environment of the foreign school's country or have an international or comparative focus and must, in advance of the visit, include a written plan that defines the educational objectives of the student and the methods that will be used to evaluate the student's attainment of those objectives. The foreign school must also appoint an advisor for the student who supervises and monitors the student's study at the foreign school.

### **Educational Objectives**

The principal objectives of affording JD candidates the opportunity to spend a semester studying at a foreign law school include: (a) exposure to a different legal culture, including understanding the roles that lawyers play in other countries; (b) exposure to different educational methodologies and approaches to legal problems; (c) opportunities for the rigorous study of civil law systems going well beyond those available at most American law schools; (d) opportunities to become acquainted with lawyers and law students in other jurisdictions; and (e) opportunities for students to enhance their foreign language capabilities and their ability to communicate across cultures. For ad hoc visits, the foreign school must provide written assurance that these educational objectives can be achieved at the foreign school.

### **Summer Abroad Programs**

JD students enrolled at the College of Law who have completed the first year of law studies, are in good academic standing, and wish to attend a summer-abroad program sponsored by an ABA-approved law school must receive permission from the Assistant Dean of Student Affairs. If the Assistant Dean of Student Affairs approves attendance at a summer-abroad program, the student must then obtain approval from the Associate Dean for Academic Affairs before enrolling in courses in order to confirm that credit for those courses may be transferred. Students may earn no more than 1.5 credit hours per week, and no more than 6 units total. Transfer credit will be awarded only for graded courses where the student obtains a grade of C (or its equivalent) or higher and will be recorded as P on the student's official transcript. Grades for transfer credits will not be included in the student's cumulative GPA and will not be considered graded units for purposes of satisfying the requirement that each student earn 37 graded units beyond the first year. Students who participate in a summer-abroad program must still complete all required courses at the College of Law.

College of Law scholarship and grant funds may not be used and will not be disbursed during the period of time that a student is participating in a summer abroad program. Students who participate in an ABA-approved summer-abroad program may be eligible to receive financial aid in the form of loans and should coordinate with the Financial Aid Office.

### **K. Studying at Another ABA Accredited Law School**

Students must generally complete all three years of study at the College of Law in order to receive a JD degree from the College of Law. In rare cases and for good cause, the Assistant Dean of Student Affairs may permit a student who has completed all required courses and who is in good academic standing to take no more than 30 credits at another ABA-accredited law school. Good cause may include, for example, a spouse with a job in a city in close proximity to the law school at which the



student wants to visit or the serious illness of a close family member which would require the student's presence and care. Good cause would not include, for example, placement or job search opportunities or the desire to save money. If the Assistant Dean of Student Affairs finds good cause and approves such a visit, the student must then obtain approval from the Associate Dean for Academic Affairs before enrolling in courses in order to confirm that credit for those courses may be transferred. Transfer credit will be awarded only for graded courses where the student obtains a grade of C (or its equivalent) or higher. Grades for transfer credits will not be included in the student's cumulative GPA and will not be considered graded units for purposes of satisfying the requirement that each student earn 37 graded units beyond the first year. Students who visit away at another law school must still complete all courses required by the College of Law.

College of Law scholarship and grant funds may not be used and will not be disbursed during the period of time that a student is visiting at another ABA-approved law school. Students who visit at another ABA-approved law school are eligible to receive financial aid in the form of loans as long as the host school agrees to enter into a consortium agreement with the College of Law. In order to be eligible for financial aid as a visiting student, students are required to timely:

- (1) Receive permission from the Assistant Dean of Student Affairs to visit another ABA-accredited law school;
- (2) Obtain an official letter of admission as a visiting student at another ABA-accredited law school;
- (3) Work with the Financial Aid Office to complete the appropriate paperwork including the consortium agreement.

## **L. Dual-Degree Requirements**

The College of Law offers a number of dual-degree programs through which students may work toward and earn the JD degree and another non-law degree at the same time. Dual degrees are governed by [Section 2-305\(b\)-\(k\) of the Faculty Bylaws](#). (For convenience, non-law programs will be referred to as "other programs" or "other degrees" throughout this section.)

Dual-degree students must take several unique steps to enroll and must be aware of special considerations applying to dual-degree students. It is very important that any student enrolled in a dual-degree program plan his or her program with these considerations in mind:

### **Admission**

Students who wish to enroll in a dual-degree program must apply independently to both the College of Law and the other program.

### **Advising in the College of Law**

Students will be matched with a College of Law advisor by the Associate Dean for Academic Affairs or his or her designee.

### **Advising in Other Programs**

Students must consult with an advisor in the other program to be sure all requirements in the other program are met.

### **Notification of College of Law Registrar**

Students must inform the College of Law Registrar immediately upon acceptance into the other program; failure to do so may jeopardize the student's ability to obtain the benefits of the dual-degree program.

### **First Year of Each Program**

All dual-degree students, like all other JD students, must complete the entire required first-year law program, and must do so in one academic year. A typical dual-degree program requires a student to participate full time in one program for one year and full time in the other program for the next year. After these first two years are complete, students may enroll in courses in both programs simultaneously.

### **Non-College of Law Units Applied to the JD**

Each dual-degree program allows a student to apply units from graded courses from the other program to the JD. To apply the other units to the JD, the other units must have been earned after the student was admitted to the College of Law. Other units earned before a student has been admitted to the College of Law will not be applied to the JD. In addition, the other units will not be applied to the JD unless the other degree is awarded before or in the same semester as the JD is awarded. It is critical that students make sure that they understand the number of units that may be double-counted to both degrees and that they confirm with the other department and the Graduate College to ensure that they are counting units accurately.

### **Graded Unit Requirement for Dual-Degree Students**

The number of graded units required for the JD degree for students who are in a dual-degree program shall be adjusted as provided below:

<u>Approved Non-Law Units</u>	<u>Graded Units Required for Graduation</u>	<u>Approved Non-Law Units</u>	<u>Graded Units Required for Graduation</u>
2-3	36	18	26
4	35	19-20	25
5-6	34	21	24
7	33	22-23	23
8-9	32	24-25	22
10	31	26	21
11-12	30	27-28	20
13-14	29	29	19
15	28	30 or more	18
16-17	27		

### **Calculating Law GPA for Dual-Degree Students**

A dual-degree candidate's grades in courses taken in the other program that are applied to the JD degree are shown on the official transcript, but the grades from the other program will not be included in the cumulative law GPA. The College of Law will record a student's grades in law courses on the official transcript in the same manner as for all other law students and compute law course grades into the cumulative law GPA.

### **Enrollment in College of Law for Minimum of Five Semesters**

Every dual-degree student must enroll as a student in the College of Law for at least five full semesters and may enroll in the other program for the remaining semesters during which the student is working toward the two degrees. Students in any of the dual-degree programs may take courses simultaneously in both programs after completing the first full year of law studies and the first full year of the other program.

Exception: Because of the structured nature of the three-year JD/MBA program and the high number of classes that must be taken in the summer, the above requirement is waived for students in that program.

### **Registration**

Registration for dual-degree students is particularly complex, and dual-degree students should closely consult with the Registrar and the faculty advisor to insure as smooth a registration process as possible.

### **Graduation**

To have the units from a non-law program applied to the JD degree, students must submit, within the first three weeks of the graduating semester, a list of courses the student wishes to have applied to the JD. This list must be submitted to the Registrar.

Any dual degree student who receives the JD before receiving the other degree will only be able to apply up to 6 other units toward the JD.

### **Order of the Coif**

Even if a student has a reduced graded unit requirement for the purpose of graduation, the requirement of 66 graded units taken at the College of Law is not waived for membership in Order of the Coif.

### **Financial Aid**

A dual-degree student who applies for financial aid will be considered for need-based scholarships from the College of Law during those semesters in which the student is enrolled as a law student in the College of Law and meets all of the other criteria for receipt of need-based scholarship aid approved by the faculty. For additional information about Financial Aid, see Financial Aid and Health Insurance or the Associate Director of Financial Aid and Scholarships.

### **M. February Bar Exam Option**

Qualified third-year students may take the February Arizona Bar Exam or the February bar exam of the state they wish to gain admission to so long as that state allows law students who have not graduated to take its bar exam. Taking the bar exam during your third year of law school is not for everyone, and certain requirements must be met. For more detailed information regarding the February bar exam option, please see [A Student's Guide to the February Arizona Bar Exam](#).

### **N. The Bar Exam**

You should familiarize yourself with the requirements for admission to practice in every jurisdiction in which you intend to practice. **In particular, you should be familiar with the character and fitness requirements of each jurisdiction.**

The [National Conference of Bar Examiners](#) maintains a website with comprehensive information about bar admission requirements for all of the United States and its territories. Hard copies of the booklet are often available in the CDO. The NCBE booklet, which is also available as a free PDF at the website, contains contact and website information for every US bar exam.

Information about admission to the practice of law in Arizona can be found on the [Attorney Admissions page](#) of the Arizona Courts website.

The Arizona Supreme Court has adopted the Uniform Bar Examination (UBE). Applicants are allowed to transfer a passing score earned in Arizona to other UBE jurisdictions without testing, subject to the rules of that jurisdiction. UBE rules vary from state to state; please contact specific jurisdictions if you wish to seek admission based on UBE.

Most states require that bar applicants pass the Multistate Professional Responsibility Examination (MPRE). Students often take the MPRE while they are still in school, although this is not required.

Other bar exams, such as to practice before tribal courts or to work in Patent Law, have their own timelines, guidelines, and requirements. You should review these as early as possible to ensure that you are able to practice as soon as you can.

## **O. Student Complaints**

As an ABA-accredited law school, the University of Arizona James E. Rogers College of Law is subject to the ABA Standards for Approval of Law schools. Any student at the College of Law who wishes to bring a formal complaint to the administration of the College of Law of a significant problem that directly implicates the College's program of legal education and its compliance with the ABA Standards should take the following steps:

- (1) The student complaint should be submitted in writing to the Dean, the Associate Dean for Academic Affairs, or any Associate Dean of the College.
- (2) The writing should describe in detail the behavior, program, or process complained of and demonstrate how it implicates the program of legal education and the school's compliance with a particular identified ABA Standard.
- (3) The writing must provide the name of the student submitting the complaint, the student's official University of Arizona email address, and a street address for further communication about the complaint.

### **Procedures for Addressing Complaints**

The Dean to whom the complaint is submitted should acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, mail, or personal delivery.

Within two weeks of acknowledgment of the complaint, the Dean, Associate Dean, or a designee shall either meet with the complaining student or respond to the substance of the complaint in writing. The student should either receive a substantive response to the complaint or information

about what steps are being taken by the College of Law to address the complaint or further investigate the complaint.

Appeals may be taken to the Dean, or, if the Dean has decided the merits of the complaint, to the Executive Committee of the College of Law.

Any decision made on appeal by the Dean or the Executive Committee shall be final.

A copy of the complaint and a summary of the process and resolution of the complaint shall be kept by the Office of the Dean for a period of eight years.

### **III. LLM and SJD Programs in Indigenous Peoples Law and Policy**

General policies applicable to JD students—including the Honor Code, Attendance and Class Participation, and other College of Law Policies—equally apply to LLM and SJD students unless otherwise specified.

#### **A. LLM/SJD Requirements**

##### **LLM**

The LLM in Indigenous Peoples Law and Policy (IPLP) is a full-time in-residence academic program. LLM students are required to successfully complete 24 units over the course of one academic year in order to graduate. See Section C for course requirements.

The LLM candidate must be a JD graduate of an American Bar Association approved law school in the United States, or possess the first law degree from a foreign law school approved by the government or other accrediting authority in the nation in which it is located.

##### **SJD**

SJD candidates will spend one year in residence with the program, taking part in course work equal to a minimum of 24 units. With the guidance of the candidate's faculty advisor and IPLP Faculty Chair or Co-Chair or IPLP faculty member designated as the IPLP Faculty Ca, each SJD student is expected to enroll in courses related to his or her specialization. Coursework may include independent study credits, clinical courses, or any other courses approved by the IPLP Faculty Chair or Co-Chair. Students are permitted to choose from law-school courses and, with prior written permission of the IPLP Faculty Chair or Co-Chair, may also take up to one related graduate-level class each semester from another department on campus. See Section C for course requirements.

Upon completion of the one-year residency requirement, candidates spend one to two years completing their dissertation and related research. Students must fully complete all degree requirements no later than three years after the end of their year in residence. SJD students must also comply with the IPLP Program's Dissertation procedures, detailed in Section G. For SJD students who have completed their course work and are in the dissertation phase of the program, full-time status is 3 units per semester of dissertation enrollment only. International students should check with the University's International Students Office to be sure that their registration complies with their visa status.

SJD applicants must be JD graduates of an ABA approved law school in the United States, or possess the first law degree from a foreign law school approved by the government or other accredited authority in the nation in which it is located. A completed LLM or foreign equivalent is also required.

## B. Changing From LLM to SJD

Students enrolled in IPLP's LLM program who apply for admission to the SJD prior to graduation may choose to forego receipt of the LLM and directly apply previously earned units toward the SJD. Students interested in this option should consult with the IPLP Faculty Chair or Co-Chair.

## C. Courses

The IPLP graduate law programs are intended to be flexible in order to match the College of Law's diverse academic strengths with the particular interests of each LLM and SJD student. Students are strongly encouraged to enroll in IPLP courses to complete the units required to earn the LLM and SJD degrees, although the IPLP Faculty Chair or Co-Chair will work with each student to design a course of study that will help each student fulfill his or her academic or career goals. Students are permitted to take other law classes. With prior permission of the IPLP Faculty Chair or Co-Chair, students may also take up to one related graduate-level class each semester from another department. Students may not apply units earned in classes below graduate level to the LLM or SJD degree. Only classes taken at the University of Arizona may be applied toward the credits required for the LLM and SJD degree; no credits from courses taken at other law schools or universities may be used to fulfill those degree requirements.

Students enrolling in the Indigenous Peoples Law & Policy LLM and SJD Degree must complete the following courses as part of their 24-unit, one-year course study:

- Federal Indian Law
- International Human Rights and Indigenous Peoples

International LLM and SJD students are also required to complete:

- Introduction to the U.S. Legal System
- Legal Writing, Analysis, and Research

With prior permission of IPLP Faculty Chair or Co-Chair, either or both of these requirements for international LLM and SJD students may be waived. It is the responsibility of each student to ensure that he or she meets these course requirements.

## D. Independent Study

Students may take 1 to 3 units, depending upon the magnitude of the project, each semester for investigating and writing on special legal problems under the supervision of a member of the faculty. Prior to registration, the student must obtain **written approval** to register for independent study from the IPLP Faculty Chair or Co-Chair and from the professor who will supervise the student's work. Students who intend to enroll for Independent Study should contact the Registrar to get an authorization form that must be signed by the sponsoring faculty member. Students may apply up to 6 units of Independent Study toward the LLM or SJD degree.



## **E. Grading**

LLM and SJD students are graded on the same scale as JD students but are not subject to the mandatory curve or mean.

## **F. Employment During Law School; Externships**

The educational experience involved in the LLM and SJD programs and the preparation necessitated by the rigors of law coursework demand that academic work take primary importance in a student's pursuits. However, the College of Law recognizes that certain financial situations may call for employment. While outside employment is discouraged for students enrolled in the LLM and SJD programs, students are permitted to engage in up to twenty hours of employment per week.

### **Externships**

A student in the LLM or SJD program may earn up to 6 units for an externship. LLM and SJD students wishing to obtain academic credit for an externship must arrange the placement and obtain prior approval from the College of Law. A copy of the conditions for approval may be obtained from the IPLP Faculty Chair or Co-Chair. One requirement is that the student submit a proposal to the IPLP Faculty Chair or Co-Chair demonstrating that all conditions for approval of the externship have been met. If the IPLP Faculty Chair or Co-Chair approves the proposal, it will then be submitted to the Committee. The Curriculum Committee shall make the final determination of whether the student may obtain academic credit for the externship and the number of academic credit hours to be awarded. A student interested in applying for an ad-hoc externship should submit a proposal as early as possible in the semester preceding the intended placement to allow the Curriculum Committee to fully consider the student's proposal. Students must be prepared to demonstrate to the satisfaction of the Curriculum Committee that arrangements for any required site visit and classroom component have been made.

## **G. SJD Dissertation**

SJD students must have a designated Faculty Dissertation Committee Chair determined by the end of their year in-residence. The remaining Faculty Dissertation Committee Members must be determined by the end of the student's first year in dissertation status. A minimum of three (3) committee members is required, and no more than a total of five (5) committee members are permitted. The minimum and maximum include the Chair.

### **Final Oral Dissertation Defense Examination**

Students must have a complete draft of their dissertation reviewed and approved by all members of their Dissertation Committee before a dissertation defense will be scheduled. A complete draft includes all chapters and supporting material, such as table of contents, end/footnotes, tables, maps, illustrations, references, and bibliography. The Dissertation Committee commonly requires multiple revisions before approving the defense; few dissertations gain approval with the first complete draft. Students should allow time for revisions when planning for final submission and for graduation. Once the Dissertation Committee agrees the full draft of the dissertation meets the required standards of scholarship, the defense can be scheduled.

The defense must be scheduled and passed by November 15 for students intending to graduate in December and by April 15 for students intending to graduate in May. Students who do not meet the April deadline will not be allowed to participate in May commencement. No defenses will be scheduled in the summer (between the last official day of classes for the spring semester and the first official day of classes for the fall semester).

The exact time and place of the oral defense will be scheduled using the Announcement of Oral Defense form, which must be obtained from and filed with the IPLP Program Coordinator at least two weeks prior to the date of the defense. The student must provide the necessary information to the IPLP Program Coordinator so that the Program Coordinator can publicly announce the defense.

The defense includes an oral examination in defense of the dissertation, as well as any general questioning which may develop related to the field of study. The examination is conducted by the Faculty Dissertation Committee and consists of two parts: (1) A presentation by the candidate of the dissertation in the first hour, which is open to the public. The presentation should be approximately 30-35 minutes, leaving sufficient time for questions from the audience. (2) A closed meeting of the Faculty Dissertation Committee and the candidate, where faculty pose questions pertinent to the dissertation and the general field of study.

An overall Pass for the defense requires three (3) passing votes, or a majority (51%) of passing votes if the Faculty Dissertation Committee is larger than three (3) members. Failure may result in termination of the degree program, or an option for the student to re-defend (at least one month after the failed defense), at the discretion of the Faculty Dissertation Committee. All actions of the Faculty Dissertation Committee regarding degree termination or re-defense require a 51% majority vote, with a minimum consensus of three (3) votes.

### **Dissertation Elements**

The required elements of the dissertation include a few principles to follow. Please review the information below when you are preparing your dissertation.

#### **Required Pages**

- Page 1 – Title Page (If you are filing for copyright, include the copyright notice under your name as the author. If you are not copyrighting, do not include this notice.)
- Page 2 – Committee Approval Page (to be obtained from the IPLP Program Coordinator)

- Page 3 – Statement by Author with Copyright<sup>3</sup> or Page 3 – Statement by Author without Copyright<sup>4</sup>
- Table of Contents
- List of Figures/Illustrations and Tables (if applicable)
- Abstract – You must include your abstract prior to the first chapter of the dissertation.

### **Formatting**

- Minimum 150 pages (approximately 50,000 words)
- Fonts – 12 point, standard serif font.
- Spacing – Double-spaced.
- Margins – Please use margins appropriate for binding, 1” at the top and bottom and 1.5” on the left.
- Page Numbers – Page numbers should appear on all pages (although the title page does not need to display its page number). The Title Page is considered page 1.
- Citations – You should use the citation style appropriate for your discipline, following the guidance of your committee.

### **Filing for Copyright**

Your dissertation is your own intellectual property; however, you may choose to file a copyright with the Library of Congress to secure additional legal protection. For information about copyrighting, please visit <https://copyright.columbia.edu/>.

---

#### <sup>3</sup> STATEMENT BY AUTHOR

This dissertation has been submitted in partial fulfillment of the requirements for an advanced degree at the University of Arizona and is deposited in the University College of Law Library to be made available to borrowers under rules of the Library.

Brief quotations from this dissertation are allowable without special permission, provided that an accurate acknowledgement of the source is made. Requests for permission for extended quotation from or reproduction of this manuscript in whole or in part may be granted by the copyright holder.

SIGNED: Type your name here

#### <sup>4</sup> STATEMENT BY AUTHOR

This dissertation has been submitted in partial fulfillment of the requirements for an advanced degree at the University of Arizona and is deposited in the University College of Law Library to be made available to borrowers under rules of the Library.

Brief quotations from this dissertation are allowable without special permission, provided that an accurate acknowledgement of the source is made. Requests for permission for extended quotation from or reproduction of this manuscript in whole or in part may be granted by the head of the Indigenous Peoples Law and Policy Program at the College of Law when in his or her judgment the proposed use of the material is in the interests of scholarship. In all other instances, however, permission must be obtained from the author.

SIGNED: Type your name here

## H. Fulfilling Requirements

Students must fulfill all the requirements of the LLM degree within two academic years. Students who do not complete the requirements of the degree within two academic years may be dismissed without a degree.

Students must fulfill all the requirements of the SJD degree, including the year in-residency and successful defense of their dissertation, within three academic years. In exceptional circumstances, SJD students may request an extension of up to one academic year to complete their SJD dissertation. Students seeking an extension must submit, in writing, the reason for the extension to the IPLP Faculty Chair or Co-Chair.

Following completion of the year in residency, SJD students must keep the IPLP Faculty Chair or Co-Chair apprised of the status of their dissertation through successful completion of periodic dissertation reviews. Dissertation reviews shall consist of sending the IPLP faculty co-chairs an up-to-date draft of the dissertation to show satisfactory progress and responding to inquiries related to their research.

Requirements for completion of the IPLP course of study may change from time to time as a result of changes required by the ABA or any changes otherwise approved by the College of Law faculty. Students will be notified of these changes by email or by posting on the College of Law website. Students should check the current version of this Student Handbook on the College of Law website for changes that may be made during the student's matriculation. At the end of the student's LLM or SJD course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason, students must remain currently informed about all policies and other information that bears directly on completing a degree program. **Students are responsible for checking their University of Arizona email accounts and information provided on the College of Law and University of Arizona websites.**

## I. Financial Aid for SJD Students

Financial aid, when offered to IPLP SJD students, will cover tuition for the first year in residency, along with up to two years of the student's dissertation phase. Continued funding beyond the first year in residency will be contingent on satisfactory progress toward completion of the SJD dissertation, as exhibited by participation in dissertation reviews with IPLP Faculty Chair or Co-Chair and a grade of superior (S) or pass (P) on dissertation units.

In exceptional circumstances, SJD students may request an extension of up to one year of financial aid beyond the year in residency and 2 years of dissertation status to complete their SJD dissertation.

## **IV. LLM and SJD in International Trade and Business Law**

General policies applicable to JD students—including the Honor Code, Attendance and Class Participation, and other College of Law Policies—equally apply to LLM and SJD students unless otherwise specified.

### **A. LLM/SJD Requirements**

#### **LLM**

The LLM in International Trade and Business Law (ITBL) is a full-time in-residence academic program. LLM students are required to successfully complete 26 units over the course of one academic year in order to graduate. The following courses are required: Introduction to American Law; Legal Analysis, Research, and Writing; Business Organizations; International Trade Law; and either International Commercial Transactions or Comparative Commercial Law. Each student must also sign up for 3 thesis units in the fall or spring semester or in some combination of the two. The thesis will be a work of independent research and writing on a topic of the candidate's choice, completed under the direction of a faculty advisor. It is the responsibility of each LLM student to ensure that he or she meets these course and thesis requirements.

#### **SJD**

SJD candidates will spend one year in residence with the program, taking part in course work equal to a minimum of 24 units. With the guidance of the candidate's faculty advisor and the ITBL Program Director, each SJD student is expected to enroll in courses related to his or her specialization. Coursework may include independent study credits, clinical courses, or any other courses approved by the ITBL Program Director. Students are permitted to choose from law school courses and, with prior written permission, may take up to one related graduate-level class each semester from another department. Upon completion of the one-year residency requirement, candidates will typically spend one to two years completing their dissertation and related research. Students must fully complete all degree requirements no later than three years after the end of their year in residence unless that requirement is waived for good cause by the Program Director. SJD students must also comply with the ITBL Program's dissertation procedures.

### **B. Changing From LLM to SJD**

Students enrolled in ITBL's LLM program who apply for admission to the SJD prior to graduation may choose to forego receipt of the LLM and directly apply previously earned credits toward the SJD. Students interested in this option should consult with the ITBL Program Director.

### **C. Courses**

The ITBL's post-graduate programs are intended to be flexible in order to match the College of Law's diverse academic strengths with the particular interests of each LLM and SJD student. Students are strongly encouraged to enroll in ITBL courses to complete the credits required to earn the LLM and SJD degrees, although the ITBL Program Director will work with each student to design a course of study that will help each student fulfill his or her career goals. Students are

permitted to take other law school classes and, with prior permission of the IBTL Program Director, may take up to one related graduate-level class each semester from another department.

#### **D. Grading**

LLM and SJD students are graded on the same scale as JD students but are not subject to the mandatory curve or mean.

#### **E. Fulfilling Requirements**

Requirements for completion of the IBTL course of study may change from time to time as a result of changes required by the ABA or any changes otherwise approved by the College of Law faculty. Students will be notified of these changes by email or by posting on the College of Law website. Students should check the current version of this Student Handbook on the College of Law website for changes that may be made during the student's matriculation. At the end of the student's LLM or SJD course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason, students must remain currently informed about all policies and other information that bears directly on completing a degree program. **Students are responsible for checking their University of Arizona email accounts and information provided on the College of Law and University of Arizona websites.**

## **V. MLS Program**

General policies applicable to JD students—including the Honor Code, Attendance and Class Participation, and other College of Law Policies—equally apply to MLS students unless otherwise specified.

### **A. Degree Requirements**

The Master of Legal Studies (MLS) program is a 30-unit degree program that may be pursued on a full-time or part-time basis. Students pursuing a general MLS take 14 units of foundational courses in core substantive areas of the law encompassing contracts, torts, property, constitutional law, procedure, and legal research and writing. For the remaining 16 units, students may choose from a wide range of electives, including up to 6 units of related courses offered by other schools or departments at the University of Arizona and 6 units of internship credit. Students pursuing a particular specialization have additional required courses and a defined range of electives. Students may begin their coursework in the fall or spring semester.

#### **Full-Time Program**

Full-time students complete their degree requirements in two consecutive semesters in one academic year. Full-time course work typically includes completing 15 units each semester.

#### **Part-Time Program**

The part-time MLS program accommodates working professionals who cannot complete their degree requirements in one academic year. Most MLS students who work full-time take between 5 and 6 units of courses per semester. Part-time MLS students must complete their degree requirements within four years of enrolling in the program.

### **B. Courses and Specializations**

The MLS degree is designed to provide students with a thorough introduction to fundamental areas of law and legal practice. Academically successful MLS students may select electives from the full range of classes at the University of Arizona James E. Rogers College of Law. The Program Director assists MLS students in tailoring their curriculum plan, choosing courses, and pursuing a specialization.

#### **Specializations and Concentrations**

MLS students may choose to concentrate in a specific area through a specialized program or pursue a self-designed program in their area of interest.

MLS Program specializations include the following:

- Legal Compliance and Legal Risk Management
- Indigenous Law and Policy
- Mining Law and Policy

- Environmental Law and Policy
- Tax Law and Policy
- Trade and Business Law
- Criminal Law and Policy
- Family Law

Self-designed MLS concentrations might emphasize coursework in a number of areas besides the structured specializations, such as immigration or human rights. For more information regarding specializations and concentrations, please consult the MLS Program website or the Program Director.

### **Non-Law Credits and Credits at Other Educational Institutions**

Of the required 30 units, students in the MLS program may take up to 12 non-law, graduate-level, units of related coursework at the University of Arizona or, with the approval of the Associate Dean for Academic Affairs, at another educational institution.

### **C. Grading**

MLS students are graded off the curve according to a separate scale from JD students. The scale is as follows:

<b><u>Letter Grade</u></b>	<b><u>Meaning</u></b>
A	High Pass
B	Pass
C	Low Pass
D or E	No Pass
W	Withdraw

Students earning a D or E in a course will not receive credit for the course toward the required 30 units of study for completion of the degree.

### **D. Employment During School; Externships**

MLS students may earn up to 6 internship units (fifty working hours per unit) toward MLS degree requirements. MLS students wishing to obtain academic credit for an externship must arrange the placement and obtain prior approval from the Program Director and MLS Committee. The MLS Committee shall make the final determination of whether the student may obtain academic credit for



the externship and the number of academic credit hours to be awarded. A student interested in applying for an ad-hoc externship should submit a proposal as early as possible in the semester preceding the intended placement to allow the Committee to fully consider the student's proposal. The student, the faculty supervisor, and the externship supervisor must complete the MLS Externship Application form to enable the student to register for course credit.

**E. Independent Study**

Students may receive 1 to 3 units, depending on the magnitude of the project, each semester for investigating and writing on special legal issues under the supervision of a member of the faculty. Prior to the registration, the student must obtain written approval to register for independent study from the Program Director and from the professor who will supervise the student's work. Students may apply up to 6 units of independent study toward the MLS degree.

**F. Fulfilling Requirements**

Requirements for completion of the MLS course of study may change from time to time as a result of changes required by the ABA or any changes otherwise approved by the College of Law faculty. Students will be notified of these changes by email or by posting on the College of Law website. Students should check the current version of this Student Handbook on the College of Law website for changes that may be made during the student's matriculation. At the end of the student's MLS course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason, students must remain currently informed about all policies and other information that bears directly on completing a degree program. **Students are responsible for checking their University of Arizona email accounts and information provided on the College of Law and University of Arizona websites.**

**G. Graduation with Academic Distinction**

MLS students will be awarded the following honors based on GPA at graduation as follows:

1. Summa Cum Laude	Highest Distinction	GPA is 3.900 to 4.000
2. Magna Cum Laude	High Distinction	GPA is 3.700 to 3.899
3. Cum Laude	Distinction	GPA is 3.500 to 3.699

## VI. Other Policies of General Application

### A. Attendance Policy for All Degree Programs

The College of Law expects students to attend classes regularly, complete assignments in a timely manner, and be prepared for class. A student may be dropped from a course or refused permission to continue to be enrolled in a course, to take the final examination in a course, or to otherwise complete a course for any of the following reasons: (a) an excessive number of absences, (b) an excessive number of instances of not completing class assignments or not completing them in a timely manner, or (c) an excessive number of instances of not being prepared for class. **Unexcused absences in excess of 10 percent of the regularly scheduled classes in a course shall be considered an excessive number of absences for purposes of this section.**

Before a professor drops a student from a course or refuses a student permission to continue to be enrolled in a course, to take the final examination, or to otherwise complete a course, the professor shall provide adequate notice to the student. A professor may provide adequate notice to the student in either one of two ways: (1) by giving a reasonably detailed notice to the entire class at the beginning of the semester that students may be dropped from the course or denied permission to take the final examination or otherwise complete the course for any of the reasons listed above, or (2) by providing notice to an individual student who is in danger of being dropped from the course or refused permission to otherwise complete the course.

Notice to the entire class may be given by a written statement in the course syllabus explicitly notifying students that failure to attend class, to be prepared for class, or to complete assignments in a timely manner may result in a professor's dropping the student from the course or in the student being refused permission to take the final examination or otherwise complete the course. In such case, no further notice is required, and no individual notice is necessary.

If a professor has given notice to the entire class as provided above, the professor may, but is not required to, give individual notice to a student before dropping that student from the course. Notice to an individual student may be provided by sending the student a notice by email indicating that the student will be dropped from the course if the student has not, within three days from the date of emailing of the notice, demonstrated to the professor's satisfaction the student's intention to participate fully in the class activities for the remainder of the semester. Thereafter, no additional notice is required before dropping the student from the course if the student fails to complete any requirement for the course, including attending class.

When a student is dropped from a course before the end of the third week of class in the fall or spring semesters or the first week in a summer course, the course will be deleted from the student's record at the end of the semester or term. When a student is dropped or refused permission to take the final examination or otherwise complete the course later than that, a grade of W shall be entered on the student's record.

A professor may adopt a more stringent policy on class attendance than that provided above if the students are given notice.

Unless approved by the appropriate University or College official as a reasonable accommodation of a disability, illness, or emergency, students may not audiotape or videotape, stream, or by any other method (electronic, digital, or otherwise) capture or transmit class sessions without the prior approval of the course instructor. Even when approved, in no case shall students make copies of, distribute to others, or otherwise disseminate in any manner such capture or transmission of class sessions without the further express written permission of the instructor.

## **B. Accommodations for Students with Disabilities**

The College of Law is committed to equal educational opportunities for students with disabilities.

The Disability Resource Center (“DRC”) at the University of Arizona is the office designated by the University to receive requests for reasonable accommodations. A student who, because of disability, seeks a reasonable accommodation for, among other things, attendance, class preparation, or class participation, or who anticipates barriers related to the format or requirements of the course, must provide documentation of the disability to the DRC and meet with a DRC Access Consultant to discuss accommodations. If the DRC determines that a disability-related accommodation is necessary, this will be communicated to the Assistant Dean of Student Affairs who will make the necessary arrangements with all affected faculty.

Students who have temporary disabilities, illnesses, or other emergencies that require some accommodation in order to meet class requirements should consult with the Assistant Dean of Student Affairs who will determine what, if any, accommodation is necessary. The Assistant Dean of Student Affairs will make the necessary arrangements with all affected faculty.

Students may contact the Disability Resource Center at 520-621-3268 or [drc-info@email.arizona.edu](mailto:drc-info@email.arizona.edu).

## **C. Registration**

### **First-Year JD Registration**

First-year students are assigned to both courses and instructors for all classes with the exception of one elective course in the spring semester. Students may not request specific professors or schedule assignments. The Registrar will enroll students in all first-year courses with the exception of the elective course in the spring semester. Students will be notified of these assignments at least two weeks before the beginning of the fall and spring semesters.

### **Transfer JD Students**

Upon admission, students transferring in must make an appointment with Assistant Dean of Student Affairs and the Registrar to confirm transfer-in units and any requirements remaining from the first year of law school.

### **Upper-Level JD Registration**

Course schedules, registration dates and deadlines, and procedures for second- and third-year students will be distributed in late October or November for spring and in late March or April for

fall. All upper-class students receive a priority registration time that lasts one week. During this time, only students in that class are permitted to register for courses. These priority registration times are posted on the UAccess Student Center, and students should consult this schedule to ensure that they make use of their priority status. Subsequently, all upper-class students will be allowed to register for courses during the open enrollment period which lasts through the first week of classes. Please note that the Honor Code applies to course registration.

### **Procedures for MLS, LLM and SJD Registration**

New MLS, LLM, and SJD students will work closely with their respective program director or the director's designee to choose their first semester courses. For subsequent semesters, students should review the schedule of classes, determine their preferences, and e-mail them to their program director or graduate advisor. MLS students should consult with the MLS Program Director about graduate-level core courses and electives which do not appear on the JD schedule of classes.

- IPLP Program Directors: James Anaya and Robert A. Williams, Jr.
- ITBL Program Directors: David Gantz and Sergio Puig
- MLS Program Director: Joanna Medrano

The Program Director will review the student's preferences, contact the student with any questions or suggestions, and provide the student with information about the next steps in the registration process. Please note that new students will not be allowed to register until they provide proof of immunization. Students will also not be allowed to register until the Program Director approves the student's schedule.

### **Enrollment Timing**

Students must be enrolled by the 7th day of classes, and no late registrations will be accepted after the 21st day of class. Registration is not complete until registration fees and tuition, if appropriate, are paid. Failure to pay by the 21st day will result in the student not being allowed to enroll, even if the student has been attending classes. Late registration after this date will not be accepted unless the student submits a written appeal to the Registrar and can document extenuating circumstances such as medical problems (physically incapacitated and not able to be present), legal problems, or some other academic commitment which precluded enrolling prior to the 21st day.

### **Legal Residency**

A student classified as a nonresident who desires to obtain legal residency for tuition purposes must present proof of his or her manifested intention to become an Arizona resident. For information about the procedure to be followed, please visit the [main campus Registrar's Office website](#). For any questions please call 520-621-3636.

### **Release of Information**

The University and the College of Law comply with all provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) dealing with the release of education records. **Any student who**

**does not wish to have directory information made public should personally notify the Registrar and the main campus Registrar's Office.**

### **Degree Candidacy**

Candidates for the JD, LLM, SJD, and MLS degrees are required to file a Degree Application Form, which may be obtained from the Registrar. A \$50 fee will be billed to your student account. **Degree applications must be submitted to the Registrar no later than the first week of school of the graduating semester.** Graduation may occur in May, August, or December. (Degree applications must be filed in August for December graduation, in January for May graduation, and in June for August graduation. Late degree applications may result in a delay in awarding of degree until the next graduation.)

Clearance of indebtedness to the University is required before a student will be certified for a degree. Student indebtedness records are maintained by the Accounts Receivable Section of the Business Affairs Office.

A certificate of completion of the JD is sent to the State Bar of Arizona by the Dean of the College of Law after grades have been recorded at the end of the graduating semester. Students who need a certificate of completion sent to other state bars must contact the Assistant Dean of Student Affairs.

### **D. Financial Aid and Health Insurance**

For further information on all issues concerning financial aid not addressed here, please contact the Financial Aid Office.

#### **Financial Aid**

The University of Arizona offers a variety of financial aid including scholarships and loan opportunities. Most students are eligible to receive sufficient financial assistance to cover direct and indirect educational expenses.

Information about available scholarships and other financial aid may be found on the Arizona Law website.

In order to apply for most types of financial aid, students must submit a [Free Application for Federal Student Aid](#) (FAFSA). The priority processing date for a FAFSA is March 1. In order to meet this deadline, students should submit their completed FAFSA by mid-February.

#### **Emergency Loans**

Under special circumstances, students may borrow money on a short-term basis from the University of Arizona. These short-term loans cannot exceed a set amount (typically \$750), and must be repaid no later than the end of the semester in which the loan is granted, unless the loan agreement expressly provides otherwise. In no event shall a short-term loan be extended beyond a student's graduation date.

## **G.I. Benefits**

Educational benefits are available for eligible veterans. For more information, contact the Veterans Services Office.

## **Student Health Insurance Policy**

For information about student health insurance, health care options, and University health insurance policy governing students, visit the [Campus Health website](#).

## **E. Leaves of Absence, Probation, & Disqualification**

### **1. JD Policies**

#### **Approved Leaves of Absence from the College of Law**

Leaves during First Year: A first-year student may petition for a leave of absence before completion of the first year. The petition must be filed with the College of Law Assistant Dean for Student Affairs and must include the reasons for the leave. To receive the leave, the student must show that there is an extraordinary need to delay his or her legal education. The Executive Committee shall decide whether to grant the petition.

Leaves during Second or Third Year: A second- or third-year student who is not subject to disqualification may file a petition with the College of Law Assistant Dean for Student Affairs seeking permission to take a one-semester or one-year leave of absence. The Assistant Dean for Student Affairs may grant such petition if the student shows good cause for the leave. Petitions for a leave of absence of longer than one year shall be decided by the College of Law Executive Committee. Such requests shall be granted only upon a showing of an extraordinary need to delay legal education for longer than one year.

#### **Conditions for Leave during Course of Semester**

If a leave of absence is granted either by the College of Law Assistant Dean for Student Affairs or the Executive Committee during the course of a semester, the student must file a formal request to withdraw from the University and meet all University requirements for withdrawal. Failure to file a formal withdrawal from the University by the last day of classes shall result in a grade of E being awarded for each of the courses in which the student is enrolled. If a leave of absence is granted either by the Assistant Dean for Student Affairs, or by the Executive Committee during the course of a semester, the student may return without re-applying.

#### **Withdrawal from University**

Withdrawal from the University of Arizona must be arranged through the University Registrar. The effective date of withdrawal shall be the date the formal application is filed in the Office of the University Dean of Students, located on the main floor of the Old Main Building. Formal withdrawal from the University of Arizona is required. A student may not withdraw from the University after the last day of classes unless approved by the College of Law Executive Committee.

The Executive Committee may not approve such requests unless the student demonstrates that there are extraordinary circumstances that would justify such action.

### **Suspension and Dismissal**

All students enrolled in the College of Law are subject to University rules and regulations regarding student behavior and reprehensible conduct. Failure to comply with these or any other University rules and regulations may result in a student's suspension or dismissal from a course or from the University at any time. Such action shall be posted on the student's academic record. Students suspended from the University are denied student privileges during the period of suspension, may not register for correspondence work except with permission of the dean of the college in which they were previously registered, and may not enroll for continuing education courses or establish credit by examination during the period of suspension.

### **Medical Withdrawal**

A student may withdraw from the University for medical reasons. However, to be eligible for any refund of fees paid, the student must obtain approval for a medical withdrawal from the University Health Center and otherwise meet University requirements for fee refunds. Students who withdraw from the University for medical reasons must have their readmittance approved by the University Health Center.

### **Withdrawal without College of Law Approval or Failure to Request Extension of Leave**

A student must re-enroll in the College of Law at the beginning of the first semester, excluding summers, immediately following the expiration of the period of an approved leave of absence. A student who fails to do so or otherwise withdraws from the College without the approval of the Assistant Dean for Student Affairs or Executive Committee and later wishes to re-enroll in the College of Law shall file a petition for readmission with the Executive Committee. The Executive Committee may act on the petition or, in appropriate circumstances, refer it to the Admissions Committee for action. Petitions for readmission must be filed no later than one month prior to the beginning of the semester for which re enrollment is requested. For purposes of this section, a student withdraws from the College of Law if the student formally withdraws from the University as described above, or fails to continuously enroll in the College for the minimum course load required each semester, excluding summers, after beginning her or his matriculation in the College until the requirements for graduation are completed.

A student who does not re-enroll following the approved leave of absence will be considered discontinued and reported to the National Student Clearinghouse. Students who have taken out loans will typically be required to start repaying them at this time.

### **Probation with Conditions and Disqualification by Executive Committee Action**

#### **Probation**

A student whose cumulative grade point average is less than 2.0, but not less than 1.629, at the end of the first year or any semester thereafter shall be placed on probation with conditions.

## **Conditions**

A student who is on probation with conditions shall:

- Obtain approval of the Assistant Dean of Student Affairs of a course schedule that consists of at least 13 units, unless the student qualifies for a reduced load, in which case the rules regarding reduced course loads govern the number of required units;
- Repeat, during the second year of law studies, any first-year course in which the student received a grade of E;
- Not enroll in any course on a pass/fail basis, except for the first semester, first-year Legal Research, Analysis & Communication course as required; not take an incomplete or withdraw from any course without the approval of the Executive Committee;
- Achieve a semester grade point average of at least 2.0 for the next semester in which the student is enrolled and a cumulative grade point average of at least 2.0 by the end of the subsequent semester in which the student is enrolled; and
- Meet such other reasonable conditions as the Executive Committee may impose on the student as a requirement for continuing in law school.

Failure of a student on probation with conditions to satisfy any one or more conditions imposed above shall subject the student to disqualification.

## **Automatic Disqualification**

First-Year Students: A student who fails to achieve a cumulative grade point average of at least 1.629 at the end of the first year or any semester thereafter is disqualified from the College of Law.

Students on Probation with Conditions: A student on probation with conditions who fails to achieve any grade point average specifically required as a condition of probation for any semester or other period is disqualified from the College of Law.

## **Readmission**

### **Petition for Readmission**

A disqualified student may seek readmission by filing a petition with the Assistant Dean of Student Affairs no later than two weeks prior to the semester for which readmission is sought. The Executive Committee shall decide whether to grant the petition. A student may appear before the Executive Committee at the meeting at which the student's petition is heard.

### **Criteria for Readmission**

A disqualified student may be readmitted to the College of Law only if:

- The student has not already received credit for 88 or more hours of course work toward the JD degree;



- The student persuades the Executive Committee that there were extenuating circumstances, not related to the student's capacity to perform academically, that resulted in the disqualification and that the circumstances have changed; and
- The Executive Committee is persuaded that there is a high probability that the student will be able to meet the conditions imposed for readmission.

### **All Readmitted Students on Probation**

All readmitted students are on probation and, except as otherwise provided immediately above, must meet the conditions specified for students on probation.

### **Limitation on Readmission**

A student who, after having been readmitted is disqualified a second time, may not again petition for readmission, and the Executive Committee has no authority to readmit the student.

### **Finality of Executive Committee Decisions and Reporting Requirements**

Decisions of the Executive Committee on all matters of probation, disqualification, and readmission are final. The Executive Committee shall report its decisions on these matters to the faculty at the end of each semester.

### **Grade Replacement Opportunity (GRO)**

#### **Students not on Probation**

A student may elect to repeat any course in which the student receives a grade below a C. The grade received as a result of repeating the course shall replace the grade originally received in the course. In such a case, only the second grade may be used in calculating the student's cumulative grade point average and only the units for which credit was received in repeating the course count towards the 88 units required for a JD degree. However, the original grade shall remain on the student's transcript. The election to repeat a course may be exercised during the student's matriculation at the College of Law only for a maximum of 10 units or, if the courses contain a greater number of units, three courses. **However, a single course may only be repeated once.**

#### **Students on Probation**

Any student required to repeat a course as a condition of probation may elect to replace the grade received in the course on the first attempt with the grade received as a result of repeating the course. In so electing, only the second grade may be used in calculating the student's cumulative grade point average, but the original grade shall remain on the student's transcript. Only the units for which credit was received in repeating the course count towards the 88 units required for a JD degree. The election, however, must occur prior to the first day of class in the repeated course and may be exercised during the student's matriculation at the College of Law only for a maximum of 10 units or, if the courses contain a greater number of units, three courses. **However, a single course may only be repeated once.**

## **All Students Electing or Required to Use GRO**

Students electing or required to use GRO must speak with the Registrar before registering to retake the class for details on the procedure governing this election. Any student repeating a class and pursuing GRO will be assigned to repeat the class with another instructor whenever possible.

### **Definition of Semester**

For the purpose of the rules governing probation and readmission, particularly as they relate to the 2.0 GPA requirement, work undertaken during the summer or winter semesters will be counted together with work undertaken in the following full semester.

### **Appeal**

There is no appeal process beyond the Executive Committee.

## **2. LLM/SJD/MLS Policies**

### **Continuous Enrollment Requirement**

Unless excused by an official Leave of Absence, all LLM, SJD, and MLS students are subject to the Continuous Enrollment Policy and must pay applicable tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, he or she will be required to apply for re-admission, pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. Tuition or registration waivers cannot be applied retroactively.

### **Enrollment Requirements**

Because both the LLM and SJD programs are full-time programs, students must maintain full-time enrollment during each of the fall and spring semesters. During the fall and spring semesters, full-time status during their year of residency consists of enrollment for a minimum of 9 units of graduate credit each semester. For SJD students who have completed their course work and are in the dissertation phase of their program, full-time status is 3 units per semester of LAW 920 enrollment only. LLM and SJD students are not required to register for summer hours unless they are 1) graduating during the summer term; or 2) plan to utilize faculty time or university resources. If either of those situations applies, the student must enroll for a minimum of 1 unit of graduate credit in the applicable summer session. These rules regarding full-time status are University policy.

MLS students may pursue their degree either part-time (domestic students only) or full-time. Part-time students must be enrolled in at least one course per semester during the fall and spring semesters. Full-time students must pursue a minimum of 9 units each semester during the fall and spring semesters.

Students who are receiving financial aid or scholarships from non-University sources are responsible for consulting with their financial aid provider to ensure that enrollment complies with the funder's regulations. International students should check with the University's International Students Office to ensure that their registration is in compliance with their visa status.

## **Leave of Absence Policy**

During the course of their enrollment in the LLM, SJD, or MLS program, students may be eligible for a leave of absence for academic, medical or personal reasons. Students interested in a leave of absence should consult the applicable Graduate College Policies and with the appropriate [Program Director](#).

Leaves of absence may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency or academic unit prior to applying for a leave of absence. Failure to obtain a leave of absence or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy.

## **Withdrawal from Courses and from the Program**

Withdrawal from a course within the first four weeks after registration will result in the deletion of the course from the student's academic record. After the fourth week and through the end of the eighth week of classes, the grade of W may be awarded to students earning a passing grade at the time of the official withdrawal.

A student who elects to withdraw from the University by dropping all classes after having paid registration fees must initiate such a procedure by contacting the Program Director. A withdrawal may not be initiated after the last day of classes of any semester and must be completed before the beginning of the final examination period. Under extraordinary circumstances, a student may petition for withdrawal after completion of classes for a term. If the student has experienced severe physical or psychological stress of such nature as to prevent satisfactory completion of course work in the semester or term in question, the student may petition for retroactive withdrawal from all courses taken that semester or term. This petition must be accompanied by adequate documentation.

## **Probation**

If a student in any LLM, SJD, or MLS program fails a class, the Program Director may place the student on probation and consult with the appropriate College of Law administrators regarding the scope and conditions of that probation. Failure to meet the terms of probation may result in additional probationary terms or dismissal from the program.

## **Additional Rule for IPLP LLM and SJD Programs**

Students in the IPLP LLM and SJD programs must maintain a semester and cumulative GPA of at least 2.0. Failure to maintain this minimum GPA may result in probation as above.

## **F. University Policies and Links**

The following is a list of links University of Arizona policies and procedures. This is a non-exhaustive list of main campus policies that governs students, employees, and faculty. Students are bound by rules adopted by the College of Law in this handbook and the [College of Law's bylaws](#) and by University of Arizona policies.

[2015-16 Academic Policies and Procedures](#)  
[Accommodation of Religious Observance and Practice](#)  
[Alcoholic Beverages Policies and Permit](#)  
[CatCard Office](#)  
[Catering and Food Service Policy](#)  
[Code of Academic Integrity](#)  
[Counseling and Psych Services](#)  
[Disruptive vs. Threatening Behavior](#)  
[FERPA](#)  
[Nondiscrimination and Anti-Harassment Policy](#)  
[Safe and Drug Free Campus Website](#)  
[Smoking and Tobacco Policy](#)  
[Student Code of Conduct](#)  
[Student Disciplinary Procedures](#)  
[Student Email Policy](#)  
[Student Employment Manual](#)  
[Survey Guidelines](#)  
[Threatening Behavior by Students](#)  
[University of Arizona Police Department](#)  
[Weapons on Campus](#)  
[Workplace Violence](#)

## **VII. Student and Campus Life**

### **A. Student-Faculty Committees, Organizations, and Activities**

#### **1. Student-Faculty Committees**

There are a number of student-faculty committees. With the exception of the Executive and Admissions Committees, these committees do not take formal action but do make recommendations to the faculty. Brief descriptions can be found on the College of Law website.

#### **2. Faculty Meetings**

The President of the Student Bar Association (SBA), the Chairperson of the Board of Governors, and one other student, selected by the student body in the manner it may determine, are invited to participate as non-voting student representatives at all regular faculty meetings, or certain portions thereof, at which the Dean deems their attendance appropriate.

One or more other students may be invited to attend a particular faculty meeting when it is determined that the students may contribute significantly to the resolution of a specific issue before the faculty.

#### **3. Student Committees**

The SBA President recommends students to the Dean for appointment to the student committees. The functions of each of the committees are set out briefly below.

##### **Election**

The responsibility of this committee is to insure compliance with the SBA Constitution during student elections. The Election Committee will publish the candidacy and election procedure prior to each election. Contact the SBA President or the Assistant Dean for Student Affairs to obtain a copy of the SBA Constitution.

##### **Executive**

This committee is comprised of the five SBA officers and the Chairperson of the Board of Governors. The Executive Committee is responsible for the administration of the SBA. It has authority to allocate SBA funds for projects it deems worthwhile.

##### **Orientation**

This committee assists in developing and implementing the orientation programs for new law students.

## **4. Student Government and Organizations**

### **Student Bar Association**

The purpose of the Student Bar Association (SBA) is to provide a vehicle through which students may collectively participate in enhancing their law school experience. The SBA is designed to introduce students to the many facets of the legal profession, to encourage a thorough legal education, to provide both social and educational extracurricular activities, and to promote professional responsibility within the student body.

The Student Bar Association is a member of the American Law Student Association, the student affiliate of the American Bar Association. While all regularly enrolled law students automatically become members of the SBA, annual dues are requested.

### **SBA Officers**

The student government is comprised of the following elective officers: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and the seven members of the Board of Governors. Selection for these officers consists of a nominating primary and election held in the spring. A student seeking candidacy must comply with the procedure established by the SBA Constitution.

### **Board of Governors**

The SBA Board of Governors is elected by the student body and consists of seven law students. The Board's most important function is to create a professional atmosphere by making students aware of their responsibilities to themselves and to fellow students.

### **Organizations**

Student organizations are listed on the [College of Law website](#).

## **5. Journals, Law Review and Moot Court**

### **Arizona Journal of Environmental Law & Policy**

The Arizona Journal of Environmental Law and Policy (AJELP) is a student-run scholarly journal dedicated to publishing academic work on the most important environmental issues of the day in addition to providing students an environment in which they can enhance their legal skills and having their work published for a global audience. Students are selected to the journal based on their performance in the write-on competition. For the academic year, a student receives 1 unit for writing a comment or 3 units for writing a note. AJELP's progressive online publication format allows it to publish more timely pieces through its rolling publication schedule, keeping both readers and its student editors abreast of pressing environmental issues. Students interested in AJELP membership or in general are encouraged to visit [www.ajelp.com](http://www.ajelp.com) to learn more.

## **Arizona Journal of International and Comparative Law**

The Journal is a scholarly law review that analyzes international legal issues and provides student writers with an intensive atmosphere to develop their legal writing skills. It publishes two volumes per year with articles from authors around the world and students at the University of Arizona. Student writers receive an invitation to join after a Write-On Competition in the spring of their first year. By satisfactorily completing a note of publishable quality and earning a total of four Journal units, Journal writers satisfy the College's Substantial Paper graduation requirement. No more than 3 units may be earned in one academic year. The final decision for award of credit rests with the Faculty Advisor to the Journal.

## **Arizona Law Journal of Emerging Technologies**

The Arizona Law Journal of Emerging Technologies (JET) is a new journal started in Spring 2016. Additional information will be available after the founding students and faculty establish bylaws and membership. In the meantime, interested parties should contact JET's faculty advisor, Derek Bambauer.

## **Arizona Law Review**

The Arizona Law Review is a scholarly journal under the control of an editorial board comprised entirely of third-year students. Published quarterly, the Law Review contains student notes and comments on legal topics, as well as articles by attorneys, professors, and judges.

Students are selected for the second-year writing staff during their second semester in law school. Candidates are selected on the basis of grades and through a "write-on" program. By satisfactorily completing a note of publishable quality and earning four Law Review units, Law Review writers may satisfy the College's Substantial Paper graduation requirement. No more than 3 units may be earned in one academic year. The final decision for award of credit rests with the Faculty Advisor to the Law Review.

## **Bylaws for Law Review, Journal, AJELP, and JET**

Bylaws for the Law Review, Journal, AJELP, and JET shall be adopted by the respective Editorial Boards, subject to the approval of the faculty. Any change in approved bylaws shall be submitted to the faculty for approval. Bylaws shall include: (1) criteria and processes for selection of staff writers; (2) criteria and processes for selection of editors; (3) rules for the award of academic credit; and (4) rules governing the commitments of staff and editors to the publication including any rules prohibiting or limiting any inappropriate outside activities.

## **"Grading On"**

At the discretion of the publications, students may "grade-on" according to their first-year grades. A student who requests selection for one or more of the publications may give his or her permission for the Registrar to provide ranking information regarding whether the student is above or below the ranking threshold (e.g., top 30%) as determined by the publications. The Registrar will not provide the student's grade-point average or a numerical ranking; only whether the student is above or below the threshold will be shared with the publications. Publication leadership is expected to use

the ranking information only for the purpose of making the “grade-on” determination and may not share the information with anyone not involved in the acceptance of students into the publication. After selections have been made, publications are expected to destroy the ranking information.

## **Moot Court**

Law students are introduced to oral and written appellate advocacy in the Moot Court programs. Each spring, second-year students can enroll in the second-year Moot Court competition, known as the Samuel M. Fegtly Moot Court Competition. LAW 653A, Advanced Legal Writing and Introduction to Appellate Advocacy, is a prerequisite to Fegtly Moot Court, Jessup Moot Court, and Pace Environmental Moot Court. Editing assistance and practice oral arguments are provided by the Moot Court Board (third-year students who excelled in the second-year competition the previous year). Each student writes a brief and argues before local attorneys, judges, faculty members, and members of the Moot Court Board. The briefs and preliminary oral rounds are scored, with the students scoring highest moving to the semifinals and finals. The finals are usually judged by a panel consisting of outstanding judges and practitioners. Past judges in the competition have included judges from the U.S. Court of Appeals, the Arizona Supreme Court, the Arizona Court of Appeals, and the Arizona Superior Court.

Third-year students are allowed to participate in Moot Court but are not eligible for honors awarded in the Fegtly competition. The second-year finalists in the Fegtly competition are eligible in their third year to be members of the national Moot Court Team and the Moot Court Board. The national team represents the College of Law in the national competition held each spring by the American Bar Association. The two- or three-person teams write briefs and argue in the regional competition against teams from other schools, with winners of the regional competition advancing to the finals. The members of the Moot Court Board supervise the second year competition, administer the competition, edit briefs, select judges, and judge practice rounds. Unit credit is available for the national team and for Moot Court Board work.

Qualified, selected students may participate in either the National Moot Court Competition or the Jessup International Law Moot Court Competition for 2 units. However, students may not participate in either competition more than once. Further, students will not be permitted to participate in both the National Competition and the Jessup Competition.

## **6. Student Reimbursement Guidelines**

Students of the University of Arizona who incur expenses while on official business for the College of Law may be eligible for reimbursement. Eligibility is at the sole discretion of the Dean, Assistant Dean of Finance, or designees. The Student Bar Association and the Chairs of the Skills Competitions have been designated authority to award travel grant funds and funding for moot court and skills competitions, respectively.

When in doubt, prior to spending your money, check with the College Finance Office first to ensure reimbursement requirements.

The following is a non-exhaustive set of basic procedures for reimbursement. The College of Law operates under significant public oversight and scrutiny, and is subject to numerous federal, state,



University, and College of Law policies. **Failing to comply with all applicable policies and time deadlines could result in denial of reimbursement requests.**

Please see the College of Law policies for information on how to receive reimbursement for costs related to student-organization events. Not following the procedures properly may result in denial of reimbursement. If you have questions about reimbursements the Finance Office.

### **General Guidance**

All reimbursements should be reasonable and have a clear and obvious business purpose.

Submit original itemized receipts or invoices; credit-card statements are never allowed as proof of payment by the IRS or the University.

**Payments using gift cards and reward points are not considered out-of-pocket expenses and cannot be reimbursed.**

Alcohol may never be reimbursed.

**All students are responsible for their own expenses.** If sharing hotel rooms or cab fares, please contact the Finance Office to discuss how to be reimbursed. **Submit reimbursement documents no later than 10 days following the date of the event for prompt payment.** All reimbursement requests paid more than 60 days after the date of the receipts may be considered taxable income to the requestor by the IRS.

The University's fiscal year ends on June 30. **In order to comply with University fiscal year closure deadlines, reimbursement requests must be submitted no later than June 10 of each year.** If you will return after June 10 from your event, please contact the Finance Office prior to leaving for trip to ensure timely reimbursement. You are required to physically sign the reimbursement, which may take several days from the date of submission. Please plan accordingly. Failing to submit a complete reimbursement request by the appropriate date could result in denial of reimbursement. Dates are subject to change to comply with University deadlines.

### **Incur Expenses before Requesting Reimbursement**

The College of Law policy is that students should incur the expense prior to a reimbursement being processed. Students who incur costs for an official event but then do not attend said event are not eligible for reimbursement, except in rare and extenuating circumstances as determined by the Dean or Assistant Dean of Finance. In limited hardship cases, the Assistant Dean of Finance or designee will allow the student to use the College of Law credit card to pre-purchase airfare, conference registration, and transportation costs.

### **Events**

Invited guest speakers being paid for services or expenses paid on their behalf require special guidance. Please consult with the Finance Office prior to obligating personal or College of Law financial resources.

Food purchases must comply with the University's purchasing policy. Please coordinate with the Finance Office prior to holding event. Catering over \$750 requires catering services by the University of Arizona Student Union. All food reimbursements must be accompanied by an event brochure or invitation, list of attendees, and an itemized original receipt.

### **Travel and Airfare**

**All travel on official College of Law business requires pre-travel authorization.** This approval places students on travel status for Risk Management and emergency issues, pre-approves travel purpose, and allows money to be identified to fund the trip.

Complete a Travel Authorization form for each traveler. Travelers must have a separate travel authorization form and unique T number assigned for each person and each trip. <https://eforms.fso.arizona.edu/createPdf/5/> and submit it in hardcopy to the Finance Office located in room 201 of the main law building at least two weeks prior to your departure.

### **Failure to comply could result in denial of reimbursement.**

The University will reimburse for the lowest economy class airfare only. Up to one day prior to and after the event is considered reimbursable as a business expense. Outside this is considered personal and not reimbursable. You must include the purchased and business only itineraries and will be reimbursed the lesser of the two.

### **Airfare**

Reimbursements are based on lowest economy round trip cost. When purchasing tickets via the internet, the confirmation and receipt must indicate the name of the traveler, itinerary and show payment method.

### **Lodging**

To the extent feasible, hotel rooms must be shared. Reimbursement amounts assume double occupancy. Lodging must be with a commercial establishment. The designated conference hotel is the best option, even if it is more expensive than alternatives. Please provide the conference or competition brochure showing conference room rates. If you decide to book a room at a non-conference hotel, it must be within the lodging per diem rates set by the University (rates vary by location): <http://policy.fso.arizona.edu/fsm/1400/1471>.

Personal expenses like movies, room service, spa and fitness center expenses, etc. cannot be reimbursed.

Hotels must be booked using personal credit cards. The original itemized receipt is required, showing the establishment's name, address, telephone number, the dates of lodging, daily room charges and single room rates. A credit card receipt is not acceptable alone. The original receipt must show a zero balance.

## **Rental Cars (When Approved)**

Additional purchased insurance cannot be reimbursed unless the student-driver/purchaser is under 25 years of age or the rental takes place in a foreign country. State Risk Management provides damage/liability coverage for students operating on official University business. Limitations apply. Report any accident or loss to the rental agency and University of Arizona Risk Management as soon as possible.

Vehicle reimbursement policies limit upgrade and additional feature charges. The renter accepts responsibility for denial of reimbursement if the College of Law has not pre-approved exceptions to these policies. The Assistant Dean for Finance has final approval over exceptions.

High Occupancy Vehicle (HOV) rentals cannot be reimbursed unless the driver has successfully passed the HOV training offered by University of Arizona Risk Management.

Submit the original rental agency agreement showing the dates of use, itemized total cost and proof of payment. Insurance, upgrades, and extra features will not be reimbursed.

## **Meals**

Students who spend the night on University travel status are eligible for reimbursement of meals based on original itemized receipts up to the allowable per diem rate per meal and location. Tips must be reasonable to be eligible for reimbursement.

Alcohol may never be reimbursed and will be deducted from receipts.

## **Requesting Reimbursement**

1. Complete a Travel Expense Report (TER) form  
<https://eforms.fso.arizona.edu/createPdf/6/>
2. Use your full legal first and last name (no nick names)
3. Enter your student ID number in the EMPLID field if you are not a UA employee
4. Enter your Travel Authorization Number
5. Be specific on what competition you attended in the "Business Purpose section"
6. Indicate what meals were provided to you during your trip (by plane/hotel/event/etc.) in the "Notes" section
7. Sign on the "Claimant Signature" line
8. Attach all original itemized receipts, by laying them flat on white paper and taping them down by category
9. Attach a copy of event or conference brochure, if available
10. Submit completed TER form and original itemized receipts in hardcopy to the Finance Office located in room 201G of the main law building

## **Original Itemized Receipts**

A valid receipt will have:

1. An itemized list of what was purchased,

2. The amount of the purchase,
3. The date(s) of the purchase, and
4. The name of the vendor

**A credit card slip is not a valid receipt by itself.**

## **B. Use of College of Law Building, Facilities, and Email**

### **1. Law Library**

With a collection of over 400,000 volumes and access to a host of legal and law-related online databases, the College of Law Library plays a vital role in fulfilling the College's dual mission of teaching and research.

Subject collections include the Foreign and International collection with a Mexican and Latin American emphasis, an Arizona collection, selected Government Documents, and a small Commonwealth collection. The Law Library also holds extensive water law and Native American law collections. Special Collections contains historical treatises, many one-of-a-kind items, documents relating to the Colorado River litigation, as well as books authored by current and former College of Law faculty. Special rules govern the use of these materials. The Law Library also has a microform collection of United States, Ninth Circuit, and some Arizona Supreme Court records and briefs, Code of Federal Regulations, Federal Registers, state session laws, Attorney General opinions, bar journals and legal newspapers, and American Law Institute materials.

An experienced staff of professional librarians and paraprofessionals offer faculty and students a variety of services; of the nine professional librarians, all have masters degrees in library science and six have JDs. Services include an online catalog for accessing university-wide collections and resources; a computer lab with Bloomberg, Lexis-Nexis, Westlaw, and wireless internet access; borrowing privileges; Interlibrary Loan service; a Reserve Collection providing ready access to frequently-used student materials; legal research classes; and individualized reference and research guidance. The library website, [www.law.arizona.edu/library](http://www.law.arizona.edu/library), contains links to legal information and more detailed information about the library.

The Law Library is open to law students 24 hours a day, seven days a week during the school year. Law students must register their CatCards at the administrative desk in the Law Library. Regular library hours are available at [lawlibrary.arizona.edu](http://lawlibrary.arizona.edu). Hours may vary during vacation and intersession periods. Notice of any change in hours will be posted on the website or you can call the Reserve/Circulation desk at 520-621-1413.

### **2. Computer Lab**

The Computer Lab, Room 015, is for the exclusive use of College of Law students. In order that we may enforce this policy, please be prepared to show your CatCard. No student may allow another student to have access to the computer equipment or to your password. Accessing any other user's material without the proper authorization of the owner of that material, or allowing others to use your password, may be deemed a violation of the honor code.

There is absolutely no eating, drinking, or smoking permitted in the lab or while using any of the college's computer equipment anywhere in the building. No drinks, cups, or bottles are permitted in the lab at any time. Violation of this policy will result in a loss of lab use privileges.

Students may not install any software, programs, or games on the lab computers without the permission of the Computer Services Librarian. Violation of this policy will result in a loss of lab use privileges.

Students may not make any changes to the Windows Desktop or changes to any program preferences without the permission of the Computer Services Librarian. Violation of this policy will result in a loss of lab use privileges.

The primary uses of the computer lab are approved class projects, information technology research, legal research, and word processing. Courses and exams have priority over the room, and when a class is going on, students should not use the computer lab without the express permission of the professor.

Students assume all risk of equipment failure or malfunction. The College of Law, its employees, and student lab assistants are not responsible for the performance of software or hardware, or for the destruction of data or media, including, but not limited to computer disks.

Students are responsible for any violation of copyright law. None of the copyrighted programs or manuals in the computer lab may be duplicated in any form.

To gain access to the computer equipment and to the College of Law network, students must acquire a University email account and a Net ID.

Students are responsible for knowing and understanding these policies, as well as any additional policies posted inside or outside the lab or published electronically over the computer network. The burden is on you—if you're not sure, ask before you act.

### **3. College of Law Email Policy**

#### **Use of Email**

Email is a mechanism for official communication within the University of Arizona. The University has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community.

#### **Assignment of Student Email**

Official University email accounts are required for all enrolled students. The addresses are all of the form [NetID]@email.arizona.edu. These accounts must be activated before the University can correspond with its students using the official email accounts. The official email address will be maintained in UAccess. The official email address will be directory information. As with other directory information, any student may request that his or her official email address be restricted in its access.

## **Redirecting of Email**

If a student wishes to have email redirected from their official @email.arizona.edu address to another email address (e.g., @gmail.com), they may do so at their own risk. The University of Arizona will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @email.arizona.edu account.

## **Expectations about Student Use of Email**

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my email,” an error in forwarding mail, or email returned to the University with “Mailbox Full” or “User Unknown” errors are not acceptable excuses for missing official University communications via email.

## **Authentication for Confidential Information**

It is a violation of University policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a University office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through UAccess Student, which is password protected. In these cases, students will receive email correspondence directing them to UAccess Student, where they can access the confidential information only by supplying their Net ID credentials. The confidential information will not be available in the email message.

## **Privacy**

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipients. Particular care should be taken when using the “reply” command during email correspondence.

## **Educational Uses of Email**

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This Official Student Email Policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students’ official @email.arizona.edu accounts are being accessed and faculty can use email for their classes accordingly.

## **4. Room Reservations and Planning an Event**

Rooms at the College of Law may be reserved for law-related activities by requesting space online through the room reservation system accessible on the Student Intranet. All College of Law campus areas, including both of the lobbies and the courtyard, must be reserved in advance of organized use. Any law student, staff, or faculty member may make a room reservation request using his or her NetID.

**Students and student organizations should not solidify plans with their guests, visitors, audience, or anyone else for a particular room, date, or time until after checking the calendar, requesting a room, and having the room confirmed by the College of Law. Failure to follow this policy may result in the room permission being revoked and the event being canceled.**

If you would like the Dean to speak at your event, contact the Dean's Office as far in advance as possible so your event is set on the Dean's calendar.

If you are inviting alumni to your event, contact the Director of Development so the Development Office is aware of who is visiting campus, where, and when.

If you are holding a large event and inviting the community to it, contact the Senior Program Coordinator of College Programming and Outreach for help with planning a successful event. The Programming and Outreach office is available to assist if you are new to event planning or otherwise have questions about organizing your event.

## **5. Parking**

The College of Law has no control over parking. Rules and regulations that apply to all members of the University community have been adopted for the control of motor vehicles and bicycles on University property in order to promote the safety, welfare, and convenience of faculty, staff, students and visitors and to facilitate the general operation of the University.

**Please read the current editions of the University of Arizona motor vehicle parking and traffic regulations and bicycle rules and regulations.** These publications are available from the University's [Parking and Transportation Services](#).

Bicycle racks located throughout the campus are provided for the use of faculty, staff, students and visitors. **Bicycles should be locked.** UAPD recommends that bicycles and mopeds be secured with an oversized U-shaped bicycle lock. The University of Arizona Police Department and Parking and Transportation Services sell "U" locks at cost during business hours. Bicycles should be parked at the racks provided and nowhere else.

## **6. Signage**

### **Official Notices**

All official notices regarding class schedules, examinations, registration, and law school regulations are posted on the College of Law website or sent to students at their official University email accounts. Students are expected to check this on a regular basis. In addition, official notices are posted pursuant to the following College of Law Signage Policy.

### **Signage Policy**

The purpose of this policy is to set forth guidelines for signs, posters, and written notices ("signage") in the College of Law. All signage in compliance with this policy shall be permitted as authorized.

No other signage shall be permitted and will be removed. Posting guidelines shall be located on approved bulletin boards and in the Student Handbook.

### **Locations and Uses**

Official signage from the College of Law administration of activities of interest and related to the College of Law (e.g. class announcements, special events) may be posted on:

- The tackable surface of the bulletin board in the student lounge (Lewis Roca Rothgerber Student Lounge)
- Stanchions and portable display banners with permission of the College of Law administrator responsible for the display
- Sign holders underneath room numbers outside classrooms
- The Events Guide Telescreen located in the lobbies (special events only)

Official notices from approved student groups of activities of interest and related to the College of Law (e.g. special events) may be posted on:

- The tackable surface of the bulletin board in the student lounge (Lewis Roca Rothgerber Student Lounge)
- Stanchions and portable display banners with permission of the College of Law administrator responsible for the display
- Sign holders underneath room numbers outside classrooms

Other announcements /personal notices may be posted on:

- The tackable surface of the bulletin board in the vending and kitchenette area of the student lounge above the mail folders
- Student lockers in the student locker room

Under no circumstances should signs be attached to glass, finished, or painted surfaces.

### **General Rules**

Official notices must be in the approved format and shall be no larger than 8 1/2" x 11".

Signage shall contain the date on which it is to be posted and the date on which it is to be removed. The individual or organization posting the signage is responsible for taking signage down by the day specified on the sign.

Signage shall not remain posted for more than 14 days.

Signage will not be permitted any place other than as described herein. In no case shall signage be posted on any glass or wooden surface. Prohibited locations include, but are not limited to, soundproofing on any classroom wall, rest room doors, hand rails, the floor or ground.



Exceptions may be authorized by any Assistant or Associate Dean. No posting is allowed in the library without the specific approval of the Associate Dean of Information Services or his designee, the Administrative Associate of the Library. The person authorizing the exception must initial the signage prior to posting and state the nature of the exception (e.g. oversize, alternate location, extended posting period).

Signage not in conformance with the above shall be removed and discarded.

Individuals or organizations found in repeated derogation of this policy may lose posting rights as determined by any Assistant or Associate Dean. The Associate Dean of Student Affairs shall have final review authority.

## VIII. Changelog

- 2018.08.03: Version 1.21
  - There is no automatic extraordinary circumstance for deviation from the curve
- 2018.07.09: Version 1.2
  - Changes to 1L curriculum
  - Changes to reimbursement guidelines
  - IPLP rules overhaul
- 2017.12.11: Version 1.1a
  - Added multiple clinic/externship rule
- 2017.11.29: Version 1.1
  - Added Advanced Legal Writing to substantial paper options
  - Removed grandfather notes for class of 2017 graduates
  - Added online classes rule pursuant to ABA standard 306
  - Including rule for filling out the graduation form
  - Updated name of LAW 609
- 2016.11.16: Version 1.0.2.0
  - Updated rules on study abroad
- 2016.10.05: Version 1.0.1.0
  - Matched Independent Study rules to Faculty Bylaws
- 2016.08.25: Version 1.0.0.5
  - Updated MLS Director
- 2016.08.12: Version 1.0.0.4
  - LAW 603P will be graded SPCDE starting in Fall 2017
- 2016.08.10: Version 1.0.0.3
  - Added 2.75 GPA requirement for non-cross-listed courses
  - Removed “spans full year” from 1L research
- 2016.08.08: Version 1.0.0.2
  - Clarified rule regarding credit for non-cross-listed courses
- 2016.07.28: Version 1.0.0.1
  - Added rules about probation in IPLP LLM/SJD programs and changed completion time to two years
- 2016.07.27: New Version 1.0
  - Credit for courses outside of the College of Law rules specified in Handbook
    - Exception added for ACCT courses in Tax Law and Policy
  - Substantial papers rules specified in Handbook
  - ABA Standard 310 and unit hours for coursework added
  - Externship rule change update (current rules good through at least Fall 2016)