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I. INTRODUCTION

Welcome to the University of Utah S.J. Quinney College of Law! This handbook collects our major University of Utah (“University”) and S.J. Quinney College of Law (“College of Law”) policies that are applicable to your professional degree program. All College of Law students and members of the University community who take classes at the College of Law are expected to familiarize themselves with these policies.

The academic rules and policies of the College of Law are established by the College of Law’s College Council through its Curriculum Committee. Questions regarding implementation of academic policies should be directed to the Dean of Student Affairs or the Registrar. For information on non-academic policies contained within the Student Handbook or other questions about the College of Law, please contact the Dean of Student Affairs.

Please keep in mind that the rules and policies described in this Student Handbook and other University publications are subject to revision at any time. Although we do our best to notify students of such changes in a timely manner, it always is best to check if you are unsure. To the extent that our information may appear to conflict with information in a University publication (e.g., AtTheU, University Code of Student Rights and Responsibilities, etc.), please contact the Dean of Student Affairs for a clarification. Please note that policies may change from year to year, so returning students are advised to read the Student Handbook at the start of each new academic year.

The College of Law is fully committed to policies of equal opportunity, affirmative action, and respect for members of all minority communities. Accordingly, the law school prohibits discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity and expression, age, status as a veteran or disabled veteran of the American Armed Forces, or person with a disability. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity, Affirmative Action, and Title IX.

The College of Law seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Although identifying yourself as a person with a disability is voluntary, the College of Law can accommodate only known disabilities. Students with documented disabilities will be accommodated as necessary if they have been certified by the Center for Disability Services. For more information or to discuss accommodations, contact the Dean of Student Affairs.

The College of Law strongly endorses the Student Right-to-Know and Campus Security Act. State laws on the University of Utah campus will be enforced at all times and adjudicated in a court of law. Infractions of the University Code of Student Rights and Responsibilities will be referred to the Academic Appeals and Misconduct Committee for sanctions and probation.

Information regarding University resources and services available to graduate students can be found in The University of Utah General Catalog.

This publication is not a contract between the College of Law and any person or entity.
II. COLLEGE OF LAW MISSION STATEMENT

The mission of the S.J. Quinney College of Law at the University of Utah is to achieve academic excellence in the professional education of lawyers, to advance knowledge through the dissemination of high quality legal scholarship, and to perform valuable public service to the University, the state of Utah, our nation, and the global community. It is the law school's further mission to maintain and enhance our national presence as a preeminent institution of legal education, while recognizing our special obligation as the state law school to the Utah community and the Utah State Bar.

III. COLLEGE OF LAW LEARNING OUTCOMES

The College of Law has identified the following institutional learning outcomes for students who obtain the J.D. degree:

Learning Outcome 1: Students shall demonstrate competence in core legal doctrinal subjects.

Learning Outcome 2: Students shall demonstrate competence in legal research, writing, and drafting.

Learning Outcome 3: Students shall demonstrate competence in legal reasoning and analysis.

Learning Outcome 4: Students shall demonstrate competence in applied lawyering skills.

Learning Outcome 5: Students shall demonstrate an understanding of the professional and ethical obligations of the legal profession.

Learning Outcome 6: Students shall demonstrate competence with legal concepts, policies, and values at a scholarly level.

College Council – April 18, 2017
ABA Standard 302

IV. JURIS DOCTOR DEGREE REQUIREMENTS

A. GRADUATION REQUIREMENTS

1. Credit Hours and GPA

A total of 88 semester hours of credit with a cumulative GPA of 2.50 is required for graduation. No more than 18 semester hours of ungraded credit in residence may be counted toward the required 88 semester hours for graduation.

For this purpose, “semester hours of ungraded credit in residence” means all work recorded in the student records on a pass/fail or credit/no-credit basis, but does not include transferred credit allowed for graded non-law school courses or graded courses taken at another law school.

College Council – College Council – September 29, 1993; March 26, 2019; April 27, 2022
2. Required Courses

First Year. The following courses are required for a total of 31 credit hours in the first year:

- Civil Procedure (4 credit hours, fall)
- Constitutional Law I (4 credit hours, spring)
- Contracts (4 credit hours, fall)
- Criminal Law (4 credit hours, spring)
- Introduction to Law (0 credit hours, fall)
- Legal Methods (6 credit hours, year long)
- Legal Research (1 credit hour, fall)
- Property (4 credit hours, spring)
- Torts (4 credit hours, fall)

Upper Level. The following courses are required for graduation and must be taken in the second or third years.

- Constitutional Law II (3 credit hours, offered fall, spring, and sometimes summer)
- Legal Profession (3 credit hours, offered fall, spring, and sometimes summer)
- Experiential Learning Requirement (6 credit hours in clinics, externships, or simulation courses)
- Seminar Writing Requirement (advanced legal writing in a seminar course)
- Portfolio Writing Requirement (advanced legal writing in a variety of settings)

Students must complete 64 credit hours in courses that require attendance at regularly scheduled classroom or synchronous online sessions or through direct faculty instruction. These 64 credit hours cannot include externships, teaching assistantships, competitions, publications, and graduate course credit earned outside the law school.

First year students may not register for upper division courses.

Introduction to Law. First year law students begin fall classes one week prior to the beginning of the regular fall semester with an Orientation and Introduction to Law Week. Orientation provides in-coming students with basic information of how the law school functions and includes mandatory sessions on setting up computer accounts, exam policies, academic discipline policies, and financial aid. Introduction to Law, taught by the law school faculty, is a pass/fail course which is required for graduation. Introduction to Law acquaints first year students with methods of legal study and provides them with a preview of the coming year. The week is rounded out with social events sponsored by the law school and student organizations.

College Council – December 9, 2014
ABA Standards 303, 311
3. First Year and Advanced Writing Requirements

Each student must demonstrate competence in legal research and writing by successfully completing: (1) the First Year Legal Writing Requirement; and (2) the Advanced Writing Requirement for Second and Third Year Students.

a) First Year Legal Writing Requirement

This requirement is satisfied by successful completion of the first year Legal Methods course.

b) Advanced Legal Writing Requirement for Second and Third Year Students

   (1) Seminar Writing Requirement

   - Students must write a seminar paper that meets the following criteria:
   - Address a significant issue or set of issues related to law;
   - Provide original, in-depth, and critical analysis of the issue(s), which includes doctrinal, comparative, institutional, interdisciplinary, theoretical, and/or policy analysis and does not merely describe, survey, or summarize legal materials or existing scholarship;
   - Demonstrate substantial legal research, evidenced by extensive, relevant, and supportive citations to diverse sources;
   - Be written logically, clearly, and concisely, with proper grammar and spelling;
   - Consist of at least 7,000 words, excluding footnotes, endnotes, and/or bibliography;
   - Meet all standards of academic integrity;
   - Receive a minimum grade of B for the course.

The student shall develop the paper topic in consultation with a faculty member. If the paper involves research on human subjects, the student shall obtain prior approval from the University of Utah Institutional Review Board (IRB). The faculty member shall review and comment extensively on at least one complete draft of the paper and should encourage multiple drafts. The student shall revise the paper in response to faculty review and comment. The faculty member shall require that the paper be reviewed using plagiarism detection software before submitting a final grade. The faculty member shall review and grade the final draft of the paper.

Students presumptively satisfy the Seminar Writing Requirement by writing the paper in a seminar course (LAW 7800). However, the Seminar Writing Requirement may also be satisfied by writing a seminar paper for a think tank, for a course taught by a full-time faculty member in which a Seminar Writing Requirement option is offered; or while enrolled in a Directed Research course that (i) replicates the rigor of a seminar paper; (ii) fills a clearly defined gap not otherwise met by the law school curriculum; and iii) has been approved by the Associate Dean of Academic Affairs.
Seminar papers written outside of a seminar course only satisfy the Seminar Writing Requirement when the supervising faculty member certifies to the Registrar that the student’s seminar paper meets all of the requirements included in this section.

The Seminar Writing Requirement is not satisfied with a paper written for publication in the Utah Law Review or other journals, briefs or other materials prepared for competitions, or work product produced in clinics, externships, or internships.

(2) **Portfolio Writing Requirement**

Students must have, at the time of graduation, a portfolio of written materials produced during the second and third years of law school for which the student receives academic credit. This requirement must be satisfied by completing three items from one or more of the following categories:

- A law journal comment or note that is accepted for credit;
- A significant transactional document, such as a business planning document, a contract, a financing instrument, a securities disclosure, a will, or a similar written product;
- A significant proposed legislative bill or agency regulation based on underlying research;
- A significant litigation document, such as a complaint, summary judgment motion and supporting memorandum, a motion to compel or resist discovery and supporting memorandum, a motion in limine on an evidence issue, a trial brief, proposed findings or fact and conclusions of law, or similar written work product;
- A brief or extensive legal analysis completed for a competition;
- Legal writing for a clinic or externships determined by the full-time faculty member overseeing the externship or by the Clinical Programs Director to be substantial work product;
- A significant research paper that is not used to satisfy the Seminar Writing Requirement.
- A paper written for a class in lieu of an exam;
- Other significant papers as may be approved by the Associate Dean of Academic Affairs.

Students shall obtain a written statement from the faculty member who supervised each particular item of writing that certifies the item constitutes partial fulfillment of this Portfolio Writing Requirement. To satisfy the Portfolio Writing Requirement, a student must submit to the Registrar formal notice that the Portfolio Writing Requirement has been fulfilled and shall submit the faculty certifications for each portfolio item.

*College Council – November 21, 2011*
4. Minimum and Maximum Periods of Study for J.D. Degree

**Maximum Time to Completion.** The College of Law offers only a full-time legal education program. Students are expected to complete the requirements for a J.D. degree within three (3) years. Failure to complete the requirements for the J.D. degree within four (4) years shall require submitting a Petition for Readmission to the College of Law Readmission Committee. In no event shall the J.D. degree be completed later than 84 months (seven years) after a student has commenced law study at the College of Law or a law school from which the College of Law has accepted transfer credit.

**Full Time Status.** A student must be enrolled for no less than nine (9) credit hours during each semester of the regular academic year to be considered a full-time student. (Full-time status for financial aid purposes may require additional credit hours.) Enrollment for less than nine (9) credit hours during the regular academic year requires the approval of the Dean of Student Affairs.

**Maximum Per Semester Credits.** A student may not be enrolled for more than 18 credit hours during any semester.

**Minimum Time to Completion.** Completion of the J.D. degree program requires enrollment in law school as a full-time student for not fewer than five (5) semesters in residence of the regular academic year (i.e., fall and spring). Students wishing to graduate in five (5) semesters should consult with the Dean of Student Affairs prior to making this decision.

ABA Standards 311(b), (c) & (e)
College Council – March 3, 2005; September 8, 2010

5. Maximum Allowed Credit Hours

**Externship Credit.** A student may earn a maximum of fourteen (14) credit hours in the repeatable Externship course.

College Council – April 7, 2020

**Directed Research and Directed Studies Credit.** A student may earn a maximum of six (6) credit hours in directed research (in any combination of Directed Research course LAW 7971 or Directed Studies course LAW 7972) and no more than three (3) credit hours in any semester in one or both of these courses.

**Credit for Ungraded Other Academic Study.** No more than twelve (12) semester hours of credit may be counted towards satisfaction of the J.D. degree requirements from any combination of ungraded teaching assistantships, competitions, and student publications.

College Council – May 7, 1997

**Non-Law School Credit.** No more than six (6) semester hours of credit for graduate-level, non-law school coursework, as approved by the Associate Dean of Academic Affairs (see Academic Policies and Procedures § 4, Non-Law School Credit), may be counted towards satisfaction of the J.D. degree requirements. (See Petition for Non-Law School Credit Form.) Moreover, such
credit earned outside the law school does not count toward the minimum of 64 credits required for graduation from courses requiring attendance at regularly scheduled classroom or synchronous online sessions or direct faculty instruction.

B. ACADEMIC POLICIES AND PROCEDURES

1. Credit Hours

The College of Law’s academic calendar runs on a semester basis. Credit for coursework is awarded only in compliance with ABA standards.

ABA Standard 310

2. Calculation of Course Time for Credits

All courses scheduled for direct instructional time in the classroom or through distance learning require that students be in attendance for the required time. Because they are not scheduled for direct instructional time in the classroom or through distance learning, the following courses and other academic study require a minimum of 50 hours of student work for each credit hour: Directed Research, Directed Studies, publications, competitions, and externships. Students seeking credit hours in any of these courses and other academic study must maintain and submit a record of their time devoted to the work to the supervising faculty or Director of Externships. This record may include time spent reading, researching, writing, attending structured group study, meeting with supervising instructors, or working in an externship.

ABA Standard 310
College Council – April 7, 2020

3. Registration
   a) Procedures

The Registrar will communicate to all students the current registration procedures, policies, and deadlines for each semester. Students are responsible for consulting the most current materials and for compliance with all registration, add-drop, and tuition payment procedures and deadlines.

Students may drop College of Law courses without penalty or permission during the add-drop period. After this point, a student may withdraw from a course(s) without permission, but a “W” will be recorded on the permanent academic record, and applicable tuition and fees will be assessed. The deadline for withdrawing from law courses coincides with the deadline to withdraw from term-length classes as determined by the University Registrar. The deadlines for add-drop and withdrawing can be found on the College of Law Academic Calendar.

If a student registers for a class but does not drop the class officially during the regular add-drop period, they are responsible for full tuition payment and assessed fees associated with the class regardless of failure to attend the class or to pay tuition. If a student drops or withdraws from a class or from the College of Law entirely after the add-drop period, they are responsible for paying any applicable tuition and fees for the course(s).
A student may add or drop classes without permission only during the regular add-drop period. After the add-drop period has run, a student may add classes only with the permission of the class professor and the Associate Dean of Academic Affairs based upon a totality of circumstances related to the instructor and College of Law, not just those related to the individual student. If a student adds classes after this period, they may be subject to late add fees.

College Council – April 17, 1979; April 16, 1986; March 19, 1997

Before an admitted student registers, or within a reasonable time thereafter, the law school shall have on file the student’s official transcript showing receipt of a bachelor’s degree and all academic work undertaken. “Official transcript” means a transcript certified by the issuing school to the College of Law or delivered to the College of Law in a sealed envelope with the seal intact. A copy supplied by the Law School Data Assembly Service is not an official transcript, although it is adequate for a preliminary determination of admission.

ABA Standard 502-1

b) Hold Policy

The University or the College of Law may impose a hold on a student’s registration for a variety of reasons often related to a student's failure to comply with a mandatory law school or University requirement. These may include, but are not limited to:

- Failure to have official transcripts from previous education on file with either the University or law school
- Failure to pay tuition
- Outstanding income accounting bills
- Failure to attend mandatory orientation meetings
- Lack of immunization records
- Library or parking fines

The consequences of a hold may include, but are not limited to:

- Inability to add/register for classes
- Inability to have scholarship or financial aid monies disbursed
- Loss of priority for classes
- Inability to receive bar certification letters and letters of good standing
- Issuance of grades, transcript, diploma, loan deferments

To find out if you have a registration hold, log into Campus Information Systems and click on “Tasks” on your student homepage. Students should check for holds before any registration period.
c)  **Failure to Register**

Failure to register for and to complete courses during any regular semester without prior approval from the Dean of Student Affairs will be deemed a voluntary withdrawal of the student from the College of Law, and any future enrollment in law courses will require approval from the Readmission Committee.

d)  **Retroactive Petition for Exception to Policy**

Retroactive petitions are used for withdrawals and for adds and drops that happen after registration deadlines or after the classes for the semester are over. Retroactive petition forms and related policy can be found here: [https://registrar.utah.edu/_pdf/exception-to-policy.pdf](https://registrar.utah.edu/_pdf/exception-to-policy.pdf).

The petition must be completed by the student stating the reasons for his or her request. If the Associate Dean of Academic Affairs approves the petition, the Registrar will attach a memorandum verifying and supporting the petition on behalf of the student and submit it to the University. A copy of the petition will be maintained by the Registrar in the student's file.

After the petition is either approved or denied by the University, the student must submit a copy of the letter of approval or denial to the College of Law Registrar.

e)  **Non-Law School Credit**

   (1)  **Joint Degree Programs**

The J.D. credit granted for coursework completed outside the College of Law pursuant to a University-approved joint degree program shall be governed by the rules applicable to the joint degree program. See, e.g., the rules regarding the J.D.-M.B.A, J.D.-M.P.A, J.D.-M.P.P., J.D.-M.C.M.P, J.D.-M.R.E.D. and the J.D.-M.S.W. programs [here](#). To participate in a joint degree program, a student must submit a [Joint Degree Enrollment Form](#) with the College of Law Registrar.

   (2)  **J.D. Credit for Coursework Completed in a Parallel Graduate Degree Program. See Parallel Degrees.**

   (3)  **J.D. Credit for Coursework Completed in Graduate Courses Outside the Law School.**

A student may receive up to six credits for courses completed outside the College of Law, provided:

- The courses eligible for J.D. credit must be designated graduate level courses in the offering college.
- The courses must be taken after the student has matriculated at the College of Law.
- The student must receive a grade of “B” or better in the courses, and such grades
will not be computed as part of the student’s law school grade point average.

- The student must petition and receive prior approval from the Associate Dean of Academic Affairs before enrolling in the course for which the student seeks J.D. credit. (See Petition for Non-Law School Credit Form.) The petition must demonstrate that each course the student proposes for J.D. credit is relevant to the student’s legal education and career planning goals and is sufficiently rigorous to justify the granting of J.D. credit. The petition must further demonstrate that no comparable course is available in the College of Law curriculum.

In no event may a student receive more than twelve (12) non-College of Law hours toward the J.D. degree. Graduate course credit earned outside of the College of Law does not count toward the minimum 64 credits required for graduation from courses requiring attendance at regularly scheduled classroom sessions and distance learning or through direct faculty instruction. 

*College Council – March 28, 2017*

4. **Transfer Students**

For students who transfer to the College of Law after successful completion of the first year at another law school (“initial institution”), credits will be transferred subject to the following limitations:

- Credits may only be transferred from law schools or programs that are provisionally accredited or fully accredited by the American Bar Association.
- The maximum number of transfer credits, including any law school credits earned at other institutions during the summer following the first year, shall not exceed the maximum number of required credits earned by the first year class at the College of Law for the preceding academic year.
- For individual courses, students will be awarded the same number of credits as were awarded for that course at the initial institution (even where a different number of credits are awarded for the same course at the College of Law).
- Grades earned for transfer credits will not be included in the student’s GPA calculation at the College of Law.
- Transfer credits that were graded at the initial institution will not be included in the maximum number of ungraded credits a student may count toward graduation (18).
- No transfer credits may be awarded for any course in which the student earned a grade lower than a C.
- Transfer students shall be required to take any first year course not completed at their initial institution as soon as practicable following their admission to the College of Law, and may not graduate until they complete all such courses. The Associate Dean of Academic Affairs shall have the discretion to determine whether any course completed at the student’s initial institution is equivalent to any course required for graduation at the College of Law, and if not, to determine what
additional courses will be required prior to graduation to account for any deficiency.

*College Council – January 29, 2009*

5. Visiting Students

For College of Law students who visit at another law school, credits will be transferred subject to the following limitations:

- Visiting credits will only be accepted from law schools or programs that are provisionally accredited or fully accredited by the American Bar Association.
- Absent extenuating circumstances and approval by the Dean of Student Affairs, the maximum number of visiting credits shall not exceed one third of the number of credits required for graduation at the College of Law.
- For individual courses, students will be awarded the full number of credits as awarded at the visited institution.
- Grades earned for visiting credits will not be included in the student's cumulative GPA calculation at the College of Law.
- Visiting credits that were graded at the visited institution will not be included in the maximum number of ungraded credits a student may count toward graduation (18).
- No visiting credits may be awarded for any course in which the student earned a grade lower than a C.
- Prior permission from the Dean of Student Affairs is required before a College of Law student may visit at another institution. All courses taken at the visited institution must be approved by the Dean of Student Affairs.

*College Council – March 5, 2009*

6. Leaves of Absence

In appropriate circumstances, a student may petition the Dean of Student Affairs for a leave of absence from the College of Law for up to one year. Certain medical problems, family emergencies and responsibilities, economic hardships, and mental health considerations may constitute such appropriate circumstances. A student seeking a leave of absence shall complete a [Petition for Leave of Absence](#) and meet with the Dean of Student Affairs to discuss the grounds for seeking the leave. The student may also be required to provide documentation substantiating their particular circumstances.

*College Council – April 27, 2000*

7. Limit on Student Work Hours

As a full-time law student, a student may not work more than twenty (20) hours per week during the academic year, including during any summer session in which a student is enrolled on a full-time basis.
8. Proof of Immunization

The University requires proof of immunizations for all new or transfer students born after 1956 and enrolling after Fall 1993 due to the resurgence of measles, mumps, and rubella infections on college campuses. Questions regarding compliance requirements may be directed to the Student Immunization Office: https://studenthealth.utah.edu/services/immunizations/.

9. Class Attendance and Punctuality

Consistent with our ABA accreditation requirements, all courses require regular and punctual attendance. An instructor may exclude a student from a course for unsatisfactory attendance or nonperformance of assigned course work. If excluded, the student shall receive no grade or credit for the course. Attendance is presumptively unsatisfactory if a student is absent from 20% or more of the classes or online synchronous sessions scheduled for the semester, including absences necessitated by illness, unavoidable conflicting curricular activities, or other imperative activity. Provided that written notice is given to the students in the course syllabus, an instructor may require a more rigorous attendance standard for any course.

Every course shall include in its syllabus a written statement indicating how both absences and punctuality will be treated for purposes of assessment in the class. Such statements shall address: (1) the level of attendance and punctuality required for the class; and (2) whether academic sanctions, including a grade reduction or involuntary withdrawal from the class, may be imposed if the instructor’s attendance and punctuality expectations for the class are not met. Every instructor must implement a system for monitoring both class attendance and punctuality and retain records of both.

Every instructor should make reasonable accommodation for absences or lateness necessitated by illness, unavoidable conflicting curricular activities, such as travel for moot court competitions or clinical program work when rescheduling would compromise obligations to a client, and other imperative activity.

If an instructor determines that a student has failed to attend 20% of the total class hours required for the semester or any higher stated attendance obligation, the instructor shall send written notice to the individual student to seek an explanation for their noncompliance with the attendance and punctuality requirements. After such notice and absent a satisfactory explanation for non-attendance, the instructor shall take any of the following steps: (1) advise the student regarding compliance with the attendance requirements; (2) impose a grade sanction for non-attendance, if one is given in the syllabus; or (3) notify the student that they are being involuntarily withdrawn from the course.

An instructor invoking an academic sanction for non-attendance shall provide the Registrar and the Dean of Student Affairs with copies of the course attendance requirement as provided in the syllabus and copies of all written notices regarding attendance given to students. The instructor shall notify the Registrar and the Dean of Student Affairs in writing of the exclusion of a student from a course for lack of satisfactory attendance or nonperformance of assigned
course work. The Registrar shall provide the affected student with a written notice of involuntary withdrawal from a course.

College Council – March 28, 2017 ABA Standards 304, 305(c)

Nothing in this section shall preclude the Dean or the Associate Dean of Academic Affairs from enforcing class attendance requirements or imposing appropriate sanctions if: (1) an instructor chooses to delegate responsibility for attendance policy enforcement to the Dean or the Associate Dean of Academic Affairs; or (2) an instructor fails to enforce the class attendance and punctuality requirements.

College Council – November 16, 2000

10. Religious Observances and Other Excused Absences

Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics), or government obligations (e.g., military duty), or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations.

The University expects its departments and programs that take students away from class meetings to schedule such events in a way that will minimize hindrance of the student's orderly completion of course requirements. Such units must provide a written statement to the students describing the activity and stating as precisely as possible the dates of the required absence. The involved students must deliver this documentation to their instructors, before the absence.

Except in cases of sudden illness or emergency, students shall in advance of the absence arrange with the instructor to make up assignments.

Unexpected University facility closures due to weather, emergency or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations; however, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.

University Policy 6-100 Instruction and Evaluation § §O – July 1, 2017

11. University E-Mail Communication

University e-mail is the official means of communication at the College of Law. Every student must have a University e-mail account and should check it at least once a day. Students are deemed to have notice of information that has been e-mailed.

12. Policy Regarding the Audio or Video Recording of Classes

Recording of classes at the College of Law may occur only with the permission of the faculty member teaching the course, consistent with the following considerations:

Faculty Responsibilities. Faculty members should accommodate legitimate student requests
to record a class to the extent consistent with educational goals and the notice and privacy interests of other students. Permission to record will be granted by each professor either by a blanket policy established in the syllabus or on a case-by-case basis. Faculty members are encouraged to include a recording policy statement in their syllabi and shall inform the class in advance when a class will be recorded. Unless the faculty member decides otherwise, the Information Technology Department will assist with the recording of classes. Students wishing not to be video-captured should be allowed to change seats or turn their digital cameras off during the class.

Student Responsibilities. When granted permission to record classes or given access to audio or video recordings produced by others a student may use such recordings solely for personal educational purposes. Unauthorized audio or video recording of classes, or unauthorized dissemination of such recordings in or through any medium, without the faculty member’s consent is forbidden. Failure to comply with this policy may be considered an honor code violation.

Recording Policies. The College of Law Information Technology Department will accommodate requests for recording and will implement appropriate confidentiality and security methods to restrict unauthorized dissemination. Information Technology Department recordings should be password protected. Each such recording shall contain a disclaimer stating that the recording was made solely for educational purposes, that the views expressed in it are in furtherance of that purpose, and that no recording may be forwarded to anyone. Student access to all Information Technology Department recordings shall be terminated 30 days after the end of the semester.

13. Class Syllabus

Faculty shall submit a class syllabus for posting on the Course Schedule page of the law school’s web site no later than the Thursday before the start of the semester.

C. CURRICULAR OFFERINGS

1. Experiential Learning Courses

All students must earn at least six credits in courses designated as “experiential.” Course descriptions identify whether a course fulfills the Experiential Learning Requirement. Experiential learning courses include clinics, externships, simulations, and labs. In accordance with ABA requirements, students may not use the same course to satisfy more than one of either the Legal Profession course requirement, the Seminar Writing Requirement, or the Experiential Learning Requirement.

The Registrar keeps a list of approved Experiential Learning courses. Courses may be approved as Experiential Learning courses on a case-by-case basis by the Associate Dean of Academic Affairs.

Compensation for externship credit is prohibited, with the following exceptions:
a) Students may accept reimbursements to offset travel expenses for work at any approved externship placement.

b) Students may accept compensation in the form of hourly wages, stipends, scholarships, fellowships, and grants for work at an approved public interest externship placement. Public interest includes work for governmental entities, 501(c)(3)-(5) organizations, and universities and other public institutions. Prior to accepting compensation, students must notify and receive approval from the Director of Externships.

c) Externship hours are not to be counted against the College of Law policy limiting full-time students to not working more than 20 hours per week.

College Council – December 9, 2014; April 7, 2020; April 26 2022

2. Directed Research

Objectives of Directed Research. Directed research enables the student to pursue a depth of knowledge in a discrete subject, tailored to the professional and intellectual interests of the student. This can be done either through a student developing a thesis and research agenda, culminating in a significant academic research paper (a “Track 1 Directed Research Project”, LAW 7971 Directed Research), or through conducting research in conjunction with a faculty member but without writing a significant academic research paper (a “Track 2 Directed Research Project”, LAW 7972 Directed Studies).

Supervision of Directed Research. Directed Research projects must be supervised by a full-time faculty member or by a full-time faculty member in cooperation with (1) a non-full-time College of Law faculty member, (2) a faculty member from another college at the University; or (3) a faculty member of another university.

a) Track 1 Directed Research Projects

Students who desire to explore a particular aspect of a subject may do so through a Track 1 Directed Research Project. Track 1 Directed Research Projects may be pursued on topics that are not regularly offered as a course in the College of Law, or on topics that the student wishes to pursue in greater depth than course coverage would ordinarily permit.

No single semester Track 1 Directed Research Project may be undertaken for less than 1 credit hour, nor for more than 3 credits hours. However, a student may register for a two-semester Track 1 Directed Research Project of up to 6 credit hours with a single project proposal.

A Track 1 Directed Research Project may not be used as a substitute for a regularly offered course that the student has not taken, even if the regularly scheduled course is full, nor may it be used as a mechanism for teaching assistance or for research assistance absent independent educational value otherwise consistent with this policy. A directed research project cannot fulfill the College of Law Experiential Learning requirement or consist primarily of skills-
based rather than scholarly work product.

A Track 1 Directed Research Project may only be used to satisfy the Seminar Writing Requirement if it (i) replicates the rigor of a seminar paper and complies with all requirements of a seminar paper, (ii) fills a clearly defined gap that is not otherwise met by the College of Law curriculum; and (iii) receives advance approval from the supervising faculty member and the Associate Dean of Academic Affairs that it satisfies requirements (i) and (ii) herein. §

A low-credit Track 1 Directed Research Project may be undertaken to accompany an externship and to serve as the classroom component for that externship. In this case, the writing will include a reflective journal regarding the work which will be periodically shared with the supervising faculty member(s) and the final written work product should arise out of the externship experience.

No student may undertake more than one Track 1 Directed Research Project in a single semester.

Prior to registration for a Track 1 Directed Research Project, the following requirements must be met:

- The student shall submit a written statement of thesis to the supervising faculty member that describes the scope and content of the project and the criteria to justify the credit to be granted. In the case of a directed research project accompanying an externship, the written statement will describe the nature of the externship and expected areas(s) of study.

- The supervising faculty member shall sign the statement of thesis to indicate approval of the project described and the credit to be awarded on completion.

- The statement of thesis with signed approval of the faculty member shall be submitted to the Associate Dean of Academic Affairs for approval. Approved projects shall be submitted to the Registrar and placed in the permanent file of the student at the College of Law.

While no absolute criteria for Track 1 Directed Research Projects are possible or desirable, faculty and students shall comply with the following guidelines in formulating and approving directed research projects:

- A substantial and scholarly paper reflecting approximately 50 hours of research or study, writing, and consultation with faculty for each credit hour of directed research is expected.

- Several written analyses of specific problems may be an appropriate substitute for a single paper. Legal research need not be confined to library research, but may include empirical research or study. Where appropriate, the supervising faculty member may use substantial tutorial discussion in lieu of research, but may not dispense with the requirement of a scholarly written product.

Track 1 Directed Research Projects either may be graded or taken on a credit/no credit basis, as determined at the outset by the supervising faculty member.
b)  Track 2 Directed Research Projects

Students who desire to explore a particular aspect of a subject while learning research skills but without completing a significant academic research paper may do so through a Track 2 Directed Research Project. Track 2 Directed Research Projects may be pursued on topics that are not regularly offered as a course in the College of Law, on topics that the student wishes to pursue in greater depth than course coverage would ordinarily permit, or on topics for which the supervising faculty member is conducting research or producing scholarship.

Prior to registration for a Track 2 Directed Research Project, the following requirements must be met:

- The student shall submit a statement that summarizes the Track 2 Directed Research Project to be performed, including the scope and content of the project and the criteria to justify the credit to be granted.
- The supervising faculty member shall sign the statement to indicate approval of the project described and the credit to be awarded on completion.
- The faculty-approved statement shall be submitted to the Associate Dean of Academic Affairs for approval. Approved projects shall be submitted to the Registrar and placed in the permanent file of the student at the College of Law.

While no absolute criteria for Track 2 Directed Research Projects are possible or desirable, faculty and students shall comply with the following guidelines in formulating and approving such projects:

- Work product reflecting approximately 50 hours of research or study, writing, and consultation with faculty for each credit hour of Track 2 Directed Research is expected.
- The student shall provide the faculty member with a weekly written log of hours worked and research performed.
- Students participating in a Track 2 Directed Research Project must complete contemporaneous journals of the work they perform, and at semester’s end submit either a summative self-reflection paper describing what they learned by conducting the research or such other written work (e.g., a memorandum summarizing their research) as agreed upon by the student and faculty member and approved in the initial application for Track 2 Directed Research credit by the Associate Dean of Academic Affairs.

Track 2 Directed Research Projects may not be taken for more than 2 credits per semester and must be taken on a pass/fail basis. Track 2 Directed Research Projects shall not satisfy the Seminar Paper requirement.

Credit Limitation on Directed Research Projects. No student may count more than 6 total credit hours of any type (Track 1 or Track 2) Directed Research Projects toward satisfaction of the J.D. requirements. (A student wishing to pursue directed research in excess of the maximum limits is free to do so; however, only the first 6 credit hours will be counted toward
3. Teaching Assistants

Applications. Students may apply to be Legal Methods Teaching Assistants or Academic Success Teaching Assistants for academic credit. Applications are taken during spring semester from the faculty supervising these programs.

Objectives of Service. Service as a teaching assistant enables the student to enhance his or her knowledge in a particularly effective manner; that is, the mastery of a subject or skill that comes only with the responsibility for teaching it to others. Academic credit for teaching assistantships will be given only where the student’s efforts further their legal education. To the extent there are other purposes for an assistantship (e.g., relieving faculty burdens or delegating administrative responsibilities), these shall be compensated in some form other than academic credit.

Requirements. Teaching assistantships are allowed subject to the following requirements:

- Any teaching assistantship other than for the Legal Methods and Academic Success programs shall receive monetary compensation rather than academic credit.
- For each credit hour granted, students are expected to work a minimum of 50 hours of preparing materials and methodology for teaching, consulting and reviewing with supervising faculty and teaching students.
- Supervising faculty shall have sole discretion in selecting students to serve as their teaching assistants.
- Credit may be awarded by the supervising faculty member on a graded basis for the Legal Methods program. Teaching assistants in the Academic Success program will receive upgraded credit.
- To receive credit for the Teaching Assistantship, the supervising faculty member must place in the student’s permanent file a memorandum that describes the student’s work and the nature and extent of the faculty supervision, and gives a general evaluation of the student’s performance as a teaching assistant.

4. Academic Success Program

First year students may choose to take part in the law school's Academic Success Program (“ASP”). ASP is a program designed to give additional support to students as they make the transition from undergraduate studies and personal responsibilities to the demanding life of a first year law student. ASP does this primarily through a structured series of small study groups led by upper level students. For more information on ASP, please contact its faculty director, Dave Hill.
5. Student Publications

The Utah Law Review is a journal of critical analysis and commentary on current legal problems. The summer competition and a student's cumulative College of Law GPA determine selection of Utah Law Review staff at the end of the first year. Second year students also have the opportunity to write-on to Utah Law Review at the end of their second year. Utah Law Review selection will be accomplished without disclosure to the Utah Law Review members of individually identifiable rank or GPA of the candidates. The Utah Law Review otherwise operates within its own governance structure under the supervision of a faculty advisor.

Students may receive non-graded credit for participating in accordance with the Utah Law Review’s requirements for members.

College Council - May 13, 1986, October 18, 1989

6. Competitions

Traynor Moot Court. Traynor Moot Court is a one semester one credit class open to all second and third year students during spring semester. Teams of two research and write an appellate brief and participate in multiple rounds of oral argument. Eight teams advance to the semi-final rounds. The two top scoring teams advance to the final round. Preliminary rounds are judged by members of the local bar and judiciary. The final round is judged by the College of Law's David T. Lewis Distinguished Jurist in Residence and two other prominent judges. Final rounds are generally held in April.

National Moot Court Team. The top six students from the Traynor Moot Court Competition are invited to represent the College of Law in a national advocacy competition as third year students. Team members may register for 1-2 credit hours for their participation in the national competition in their third year.

Other Appellate Advocacy Competitions. Participation in other appellate advocacy competitions is available to advanced students.

- Participation in appellate advocacy competitions is dependent upon appropriate faculty supervision, completion of pre- or co-requisite courses, and available funding. (Preference for participation in appellate advocacy competitions will be given to third year students.)
- Students who desire to participate in an appellate advocacy competition in a specific subject, such as environmental law or patent law, are required to take at least one course in the substantive area of law related to the competition.
- Students are strongly encouraged, but not required, to take Appellate Practice.
- Students participating in appellate advocacy competitions must complete the appropriate paperwork available from the Registrar's office. The Associate Dean of
Academic Affairs must approve and sign off on a student's request to compete.

*College Council – March 25, 1999; April 25, 2002*

**Other Competitions.** Other for-credit§ graded, and ungraded competitions are available to support students’ entry in a range of skills competitions available regionally and nationally. Participation in competitions have been offered, upon invitation by the supervising faculty member, to a limited number of students in the following areas: Trial Advocacy, Negotiation, Counseling, Mediation, Transactional LawMeet, Tax, Bankruptcy, and Patent Drafting.

Whether students are supported by the College of Law financially or with a supervising faculty member in any particular competition is offered will depend upon available funding for expenses related to the competition.

*College Council – March 25, 1999*

7. **Pro Bono Initiative**

The Pro Bono Initiative is a voluntary program offered by the College of Law to emphasize the importance of public service in the legal profession. The goal of the program is to create a greater awareness among law students of a lawyer’s ethical obligation to provide legal services at no fee or a reduced fee to public service, charitable, not for profit organizations, or individuals of limited means, and to introduce students to unexplored areas of law and methods of practice.

The Pro Bono Initiative encourages all students to perform fifty hours of law-related volunteer work under the guidance of a supervising attorney before graduation. The Pro Bono Initiative director will facilitate this work by developing pro bono placements with attorney supervision and matching students with appropriate assignments. First year students in their second semester and second and third year students are encouraged to participate.

8. **ABA-Approved Study Abroad Programs**

**Educational Objectives.** The College of Law encourages students who have academic or career objectives that will be served by participation in a program of legal study outside of the United States to pursue such a program. The study of foreign law and practice outside the United States can provide a practical as well as theoretical basis for comparing the American and foreign legal systems, including observing differences in professional responsibilities, practices and procedures. Three basic opportunities are available to College of Law students, all of which are limited to students who are second or third-year candidates for the J.D. degree:

- Study at a foreign, ABA-approved Semester Abroad Program with credit to be granted towards the J.D. degree.
- Study in a summer program conducted by an ABA-accredited American law school(s) at an overseas site.
An individual program of legal study at a foreign university.

**ABA-Approved Programs.** Qualified programs are approved annually by the American Bar Association Section on Legal Education. Any student in good academic standing may enroll in such a program and receive academic credit toward the J.D. degree. Prior to enrollment in such a program, a student is encouraged to consult with the Associate Dean of Academic Affairs to assure that the contemplated program has received the necessary approval from the American Bar Association Section on Legal Education and that all requirements for College of Law credit recognition are also met.

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**College Council - December 7, 1983**

**ABA Criteria for Approval of Semester Abroad Programs and Foreign Summer Programs**

A student participating in a study abroad program may receive credit only for courses in which the student receives a minimum grade of "C". Courses successfully completed will be credited on the students' transcript, but will not be computed into the students' GPA.

**a) Individual Programs at Foreign Law Schools**

Credit for an individual program of foreign study will be awarded in accordance with the ABA criteria and the following requirements:

- A student in good academic standing who has completed all first-year requirements may submit a specific program of study to the College of Law Curriculum Committee. No program of study may be undertaken without prior approval of the Curriculum Committee.

- In addition to obtaining Curriculum Committee approval, the student must be admitted to study at the chosen foreign law school and must meet its requirements for eligibility and registration. The chosen foreign institution shall be one that provides an academic program leading to a first degree in law. The institution shall be one that is (a) government sanctioned or accredited, if educational institutions are state regulated within the country, (b) recognized or accredited by an evaluation body, if such a body exists within the country, or (c) chartered to award degrees in law by the appropriate authority within the country.

- Individual programs will vary according to the individual student's goals in undertaking the program. The student's selection of courses must be approved in advance by the Curriculum Committee. The academic content of the course work and the methods employed to evaluate student performance shall meet the same standards employed at the College of Law. Credit for individual research shall not exceed the limits for directed research at the College of Law.

- An individual member of the College of Law faculty shall be selected by the student, in consultation with the Curriculum Committee, to supervise the work of the student. The faculty supervisor shall be responsible for determining the College of Law credit to be granted and shall provide such supervision to any individual...
research project as appropriate.

- Before the study abroad commences, a representative of the foreign institution must give written assurance to the College of Law that the student's proposed objectives can be achieved at the institution. The student must have full-time faculty supervisor at foreign institution. If a foreign law school advisor or faculty member is available pursuant to the foreign study program, it is contemplated that the College of Law faculty supervisor shall consult with the foreign law school advisor and/or faculty concerning these responsibilities.

- Before commencing study at a foreign institution, the student shall provide the College of Law faculty supervisor with a written plan defining the educational objectives sought by the student. The faculty supervisor shall review the student's written plan, and shall establish a method of evaluating the student's performance. Any grade accorded by the foreign law school shall be translated by the individual faculty supervisor in consultation with the foreign law school for the purposes of establishing pass/fail grade according to College of Law academic standards (if applicable).

- A student who participates in an individual study abroad program may not receive more than 12 semester hours of credit toward a J.D. degree for such study. Although a student may be permitted to take courses in foreign programs in both one semester and one summer, the total credits approved in such summer and semester shall not exceed 22 credits [twenty-five (25) percent of the 90 semester hours credits required for graduation]. The foreign study shall be considered as in residence study for the purposes of the J.D. degree requirements.

- At least forty-five (45) days prior to scheduled enrollment in the foreign institution, a pre-visit notification form, available from the Registrar, must be completed and submitted to the ABA for approval. In addition, a Petition for Study Abroad Credit, available from the Registrar, must be submitted and approved by the College of Law Curriculum Committee.

Absent a determination by both the ABA and the College of Law Curriculum Committee that the proposed course of study complies with the ABA and College of Law criteria, credit will not be given for work undertaken at a foreign institution.

\[\text{College Council - December 7, 1983; ABA Criteria for Approval of Individual Student Study Abroad for Academic Credit}\]

9. **Certificates of Specialized Study**

The College of Law offers **certificates** in the following areas of specialized study:

- Business Law
- Criminal Law
- Environmental and Natural Resources Law
- International Law
Students who intend to seek a certificate of specialized study should review the requirements in advance of planning their second and third years. For questions about certificate requirements or to obtain approval for courses offered in a specialized area but not enumerated in that area’s certificate, contact the Associate Dean of Academic Affairs.

College Council – January 12, 2016; February 11, 2016

V. EXAMINATION AND GRADING POLICIES

A. EXAMINATION POLICIES

1. Student Anonymity

The policy of anonymity on examinations is intended to protect the student taking the examination, the professor grading the examination, and all others who may be affected by grades given on the examination (including other students). Students share responsibility to maintain anonymity on examinations. Violation of the anonymity policy standing alone, however, will not be the basis for disciplinary action. Seminars, clinics, and other courses for which law school credit is offered but which do not require in-class exams will be exempt from anonymous grading procedures.

College Council – November 30, 1977

2. Reading Period

No classes (regular or make-up), exams, or other work can be scheduled or assigned for completion during the reading period, with the exception of voluntary review sessions.

3. Exam Numbers

Students will be issued an exam number each semester (or more frequently if midterms or other mid-semester exams are administered) to be used for identification purposes on exams in lieu of names. New exam numbers are assigned by the Registrar prior to the exam period. Students taking exams must obtain an exam number and sign an honor code statement each semester.

4. Access to Materials During Exams

Whether the exam is administered in person, using examination software (e.g., Examsoft), or
through a learning management platform (e.g., Canvas), the instructor should give clear notice to students in the course syllabus as to their exam procedures and allowable materials. If it is unclear as to what materials are allowed, students must seek clarification from the professor before taking an exam. Students must adhere to any instructions that accompany the exam. Students assume the risk of all technical difficulties that may arise during an exam administered using computers or other electronic devices. The law school is not responsible for technical support during exams.

*College Council - January 30, 2003; March 27, 2003*

5. **Day of Exam**

If an exam is administered in person, students should arrive in the designated exam room 15 minutes before the exam is scheduled to begin. Blue books and scratch paper will be provided for general use.

Students may leave the room at any time during the exam, but must not take any materials from the room and may not consult any materials outside the exam room. Students must follow the instructions given to them regarding how to use exam software or learning management platform to ensure proper identification and submission of their exams.

6. **ADA Accommodations**

Students who have medical, physical or cognitive disabilities may request that examinations be administered under special circumstances to accommodate their disability. Because of the variable nature and extent of individual disabling conditions, the Dean of Student Affairs will consider each request on a case by case basis.

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. Importantly, this is a two-step process for law students every semester:

*Get approval from the University Center for Disability and Access (CDA) 30 days before scheduled examination.* CDA offers the capability to complete new student intake forms and update existing files online using the CDA Client Portal. If students have questions, they can contact CDA by phone (801) 581-5020 or they can use this online form.

*Submit the College of Law ADA Form to Student Affairs Every Semester prior to the last day of classes for the semester; and for midterms, at least one week before the scheduled exam.* Once you have been cleared by CDA with approved accommodations, every semester you must submit the College of Law Petition for ADA Exam Reschedule and return to studentaffairs@law.utah.edu every semester so that Student Affairs and the Registrar can make the specific arrangements for exams and other classroom accommodations.

Students requiring special accommodations are encouraged to notify the Dean of Student Affairs.
Affairs at the beginning of each semester.

College Council – April 12, 1989; April 27, 2000

7. Requests to Change Exam Schedule

The following guidelines indicate circumstances that may justify modification of an individual's examination schedule, that are not related to ADA accommodations:

- The student is or has been ill or otherwise incapacitated or is disabled. Documentation of illness, incapacity, or disability must be provided with the Petition to Reschedule Exam(s).
- There are extraordinary personal circumstances that directly affect the student, such as the severe illness of a child or other immediate member of the family (documentation required);
- The student is scheduled to take two exams that are not separated by at least eighteen (18) hours from the scheduled end time of the first exam to the scheduled start time of the second exam;
- The student is scheduled to take examinations on four (4) or more consecutive days at any time during the exam period;
- The student presents other documented compelling factors similar to the above.

The above guidelines do not create an absolute right to reschedule, and administrative as well as faculty approval is necessary for a proposed change. In addition to the above guidelines, students have the right to not take exams on a religious holiday as provided in the University regulations.

Students who believe that they have individual circumstances that justify changing their final exam schedule shall complete and submit a Petition to Reschedule Exam(s) to the Dean of Student Affairs prior to the last day of classes for the semester. Students who believe that they have individual circumstances that justify changing a midterm exam shall complete and submit a Petition to Reschedule Exam to the Dean of Student Affairs at least one week before the midterm exam. Students should obtain the faculty member's approval and signature on the Petition prior to submitting the Petition to the Dean of Student Affairs. Rescheduling will be at the earliest time consistent with these rules, including if possible, time slots prior to the scheduled time. In an emergency, when prior notice is not possible, the Dean for Student Affairs may make appropriate accommodations.

Accommodation of routine travel arrangements is not considered to be a compelling factor unless the semester exam schedule was amended after the beginning of the semester and the amendment directly affects the student.

College Council – April 12, 1989; November 6, 1996; April 9, 1997; April 27, 2000
8. Emergencies

Students who, because of illness or exigent circumstances arising after the beginning of the exam period, believe they cannot take one or more scheduled exams shall notify (or have their representative notify) the Dean of Student Affairs prior to the start of any of their exams in order to explain the circumstance and obtain approval to be excused. Excused students will be allowed to reschedule the missed exam(s).

College Council – April 12, 1989

9. Late Arrival

A student who, without prior notification and excuse, arrives late at a required examination will not be allowed extra time to compensate for the late arrival unless the student demonstrates that there was good cause for the late arrival and that prior notification and excuse could not reasonably be given under the circumstances. A student who arrives late for an examination must notify the Dean of Student Affairs to receive exam materials and a determination regarding allowance of extra time to complete the examination.

College Council – April 12, 1989

10. Failure to Appear for or take a Required Examination

A student who, without prior notification and excuse, fails to appear for or take a required examination at the regularly scheduled time will not be allowed to reschedule the missed examination unless both the Dean of Student Affairs and course professor agree that the failure to appear was due to good cause, and that prior notification was not practicable under the circumstances. Students who are not allowed to reschedule a missed examination will receive an "E" as the grade for the missed examination.

College Council – April 12, 1989

11. Rescheduling of Make-Up Exams

Students are responsible to reschedule any examination from which they have been excused. The time and date for make-up exams will be set in consultation with the faculty and the Dean of Student Affairs. Students who wish to reschedule a make-up exam must submit a completed Petition to Reschedule Exam(s) to the Dean of Student Affairs.

College Council – April 12, 1989

12. Lost, Improperly Identified or Improperly Submitted Examination Answers

For each examination, students are responsible for submitting their entire exam answer in accordance with the exam instructions and within the time allowed. Administration. The College of Law Academic Appeals Committee will adjudicate any dispute arising under these circumstances. If a student meets their burden of showing that they submitted an exam answer
within the time allowed but the exam answer cannot be located, the student may elect to take a Credit (CR) for the exam or take a make-up exam for a grade. If the student fails to meet his or her burden, the student will receive an "E" for the exam grade.

A student for whom no exam can be located is presumed to have failed to appear unless prior notification and excuse was obtained.

The course professor reserves the right not to grade an exam that is improperly identified or improperly submitted.

13. Student Appeal of Examination Policy Decision

Students may appeal an administrative or faculty decision made under any College of Law Examination Policy that they believe is inaccurate or in violation of any of their rights by submitting a written petition to the College of Law Academic Appeals Committee.

14. Extended Examination Time for Foreign Candidates

First year law students whose native language is not English and who have not completed a post-secondary degree at a school in which the primary medium of instruction was English may apply to the office of the Dean of Student Affairs for additional time to complete in-class final examinations. The term “post-secondary degree” means a program of study which leads to the bachelor’s degree or its equivalent in any post-bachelor’s degree. Additional time up to twenty minutes for each hour of in-class examination may, in the discretion of the Dean of Student Affairs and instructor, be granted. Applications for additional time must be submitted prior to the last day of class each semester.

1. Timing for Grades

Faculty members shall submit grades to the Registrar within twenty (20) days following the last examination of the semester. For miscellaneous courses taught on a non-semester basis, faculty members shall submit grades to the Registrar within twenty (20) days following the last day of class for the course, or within twenty (20) days following the due date for any final exam, paper or other assignment in the class. In the event faculty members fail to submit grades within the twenty (20) day period, a public e-mail shall be sent listing those faculty members who are late with their grades, with discretion given to the Dean to exclude the names of those with a legitimate excuse.
2. Mandatory Mean

**General Rule.** Except as otherwise provided in paragraph 2 below, grades in all courses with enrollment of more than 15 J.D. students shall achieve a mean within the range of 3.10 to 3.30.

**Exceptions.** Notwithstanding paragraph 1 above, the mandatory mean shall not apply to the following:

a) Grades for Judicial Process, and for teaching assistants in the Legal Methods course and the Academic Success Program.

b) By petition of the instructor within one week after the add-drop deadline and approval of the Associate Dean of Academic Affairs, grades in courses meeting the following requirements:

   (1) in accordance with procedures set forth in the course syllabus, the instructor provides students with extensive formative assessment of their written work designed to result in excellent final work product, such as thorough instructor commentary on one or more successive drafts of a substantial research paper or other major written project upon which the instructor will base students’ final grades.

   (2) The Associate Dean of Academic Affairs may also exempt from the mandatory mean a subset of students in a course with respect to whom the requirements of paragraph (b) are met; and if the Associate Dean of Academic Affairs grants such an exemption and there are 15 or fewer other students enrolled in the course, the entire course shall be exempted from the mandatory mean policy.

   (3) Approval by the Associate Dean of Academic Affairs under paragraph (b) or (c) shall be effective only for the semester in which the petition is filed.

**1L Grades.** Before posting grades each semester, all instructors teaching sections of the same first-year course shall confer in an effort to achieve a comparable distribution of grades across all sections. A consistent distribution across sections is a goal, not a requirement, of this consultation.

In all courses to which the mandatory mean set forth in paragraph 1 does not apply, instructors are encouraged strongly not to deviate from the 3.10-3.30 mean GPA range unless actual student performance is either unusually strong or unusually weak, and application of the mean would result in grades that either understate or overstate the merits of actual student performance.

*College Council – March 5, 2009*

A faculty member may give Ds and Fs the same value as a C- solely for purposes of the mean calculation.
3. Pass/Fail and Credit/No Credit Option

Grades at the College of Law shall consist of the following:

**Letter Grades.** For all courses not included below, students shall receive letter grades.

**Pass/Fail (P/F).** Students shall receive a grade of pass or fail for externships, student-edited journals, and Traynor Moot Court Competition participation. For directed research and competitions, students shall receive either a letter grade or a grade of pass or fail, as determined by the instructor. For competitions, students shall receive a grade of pass or fail unless the instructor, in consultation with the Associate Dean of Academic affairs, elects to give letter grades to all students participating in the particular competition.

**Credit/No Credit (CR/NC).** Students may elect to take one (1) advanced non-required course for CR/NC. Students may not exercise the CR/NC option in any College of Law required course (e.g., Constitutional Law II, Legal Profession, courses taken to fulfill the Seminar Writing Requirement, experiential courses taken to fulfill the Experiential Learning Requirement, or any course that a student will count toward a certificate in specialized study. To receive credit, students must earn a grade of C- or better. Students must elect the CR/NC course using the College of Law form sent to the Registrar no later than 5:00 p.m. on the last regularly scheduled class day of the semester.

College Council – November 20, 2008

4. Class Standing and Percentile Reports

Class standings (numerical rank order of students) will not be maintained by the College of Law.

At the end of fall and spring semesters, students will be provided with a percentile report with cumulative GPA ranges for the top 5% (second and third year classes only), 10%, 15%, 20%, 25%, 30%, and 50% of students in their class.

College Council – December 1, 2005; April 16, 2010; April 5, 2016

5. Academic Success Program §

A student whose cumulative GPA is in the bottom 15% of the class at any time will be advised to meet with the Dean of Student Affairs for academic advising and other appropriate assistance. In the discretion of the Dean of Student Affairs, in consultation with the Academic Success Program faculty and the Associate Dean of Academic Affairs, the student will be advised to do some or all of the following:

- Participate in the Academic Success Program;
- Meet with designated faculty members to review exams;
§ Meet with a designated faculty member for curricular planning;
§ Register for and complete specified law classes;
§ Follow-through on other suggested coursework or conditions that the Dean of Student Affairs deems appropriate.

College Council – April 5, 2016

6. Academic Dismissal

A student with a cumulative GPA of less than 2.5 at the end of the first year or any semester thereafter will be automatically dismissed from the law school, but they may petition for readmission.

A student with a cumulative GPA of less than 2.7 at any time will be required to meet with the Dean of Student Affairs for academic advising and other appropriate assistance.

College Council – March 13, 2008

7. Repeating Classes

The University allows you to repeat any course still offered at the University. By way of process, once the second course is complete, you must ask the College of Law Registrar to send a “Repeated Class Notification” to the University Registrar. The first grade will still show on your transcript, but it will not be calculated into your cumulative GPA. The first credit hours will not count toward graduation credit. The University’s Repeated Course Policy allows students to repeat classes as many times as they would like, but after three times, they will be assessed repeated course fees. Notably, grades of I, NC, W, V, and T do not quality for removal of previous grades. Hours earned in repeated courses may be counted toward graduation only once, and the last grade received in the course is the one used in computation of the student’s GPA.

The College of Law follows the University’s Repeated Course Policy overall, except in two narrow circumstances:

- A student who has not completed the second year may retake only a first year course in which their grade was “C-” or less; and
- No College of Law class can be repeated more than once.

This policy does not apply to courses that are repeatable for credit. These courses currently include externships, competitions, Directed Research LAW 7971, Directed Studies 7972, Utah Law Review LAW 7981, and Law and Biosciences Colloquium LAW7889.

College Council – March 13, 2008
8. Awards and Honors at Graduation

**Awards Each Academic Year.** At the end of each academic year, the students in each class with the top five GPA’s will be provided with the following awards:

- Dean’s Award (awarded to student with highest GPA in each class)
- Faculty Award (awarded to student with second highest GPA in each class)
- College Award (awarded to student with third highest GPA in each class)
- Barrister Award (awarded to student with fourth highest GPA in each class)
- Quinney Award (awarded to student with fifth highest GPA in each class)
- In the case of ties, the students with the same GPA will receive the same award.

**Graduation Honors.** Students may graduate with honors based on cumulative GPA at graduation as follows:

- **Highest Honors** 3.8 and above
- **High Honors** 3.6 and above
- **Honors** 3.4 and above

9. Grading System and GPA Definitions

Cumulative GPAs are calculated based upon a 0.0 to 4.0 range. Below is a list of the standard letter grades that may be given for College of Law courses, along with their associated point values for those grades:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<td>C-</td>
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<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
</tbody>
</table>

To determine a cumulative GPA in the 0.0 to 4.0 range, the associated point value of the letter grade given for a course is multiplied by the number of credit hours for that course. This new value is referred to as the number of "grade points" that the student received for the course. All of the grade points that a student has, either by semester or cumulatively, are added up, then divided by the total number of credit hours used to determine the grade points.

In lieu of a standard letter grade, an instructor may assign the following for a particular course.
CR - Student receives non-graded credit for the course.

NC - Student receives no grade or credit for the course.

P - Student receives non-graded credit for the course.

F - Student failed the course. An F affects the student's GPA the same as an E.

EU - The grade EU is given to a student whose name appears on the Registrar's final grade report but for whom there is no record of attendance or other evidence of participation in the course. When the instructor enters no grade for such students, the Registrar records a grade of EU in the student's record. The EU grade, thereafter, is treated as an E in calculating the student's GPA.

I - The grade I (incomplete) may be given for work not completed because of circumstances beyond the student's control, provided the student is passing the course and needs to complete 20 percent or less of the work required for the course. Arrangements must be made between the student and the instructor concerning completion of the work. An I grade must not be used in a way that permits students to retake a course without paying tuition. Students who attend classes in a particular course during a subsequent semester in an effort to complete an incomplete must register (either as a regular student or for audit) for the course that semester. An “I” will turn into an “E” after one year.

T - The grade T (thesis/independent work) is given for thesis or other independent work in progress, but not for regular courses. The T grade remains in the student record until the work is completed and a letter grade is reported to the Registrar. There is no time limit governing removal of the T grade, other than that it must be completed prior to graduation, and if left unresolved in a required class, could impact eligibility for graduation.

W - The grade W (official withdrawal) is given when a student officially withdraws from a class or from school after the 7th calendar day of the semester. Official withdrawals from a course or school before the 8th calendar day of the semester results in the deletion of affected courses from the student's records. The grade W is not used in calculating a student's GPA. For official withdrawal policies and procedures consult current registration materials distributed from the Registration Office.

V - The grade V (audit) is given for enrollment in courses for instruction without credit. Regular class attendance without other participation is customary. Students indicate their desire to audit a class at registration and obtain instructors approval. Tuition and fees are assessed at the same rate as classes taken for credit.

Whether a course is letter graded or P/F is established by the Curriculum Committee. A student does not have the option to elect CR/NC or P/F in a required course that is graded.

10. Course Grade Distributions

A book containing course grade distribution with median grade and mean average, for classes
with eight or more students, shall be made available to students in the front office.

College Council – May 13, 1986; March 20, 2012

11. Grade Appeals

A student may appeal a grade received in any course in accordance with the grade appeal procedures found in the Student Code, Policy 6-400, Section IV-Student Academic Performance.

For the purposes of this policy, the Dean’s Designee is the Associate Dean of Academic Affairs.

12. Readmission

A student wishing to petition for readmission must submit the request in writing to the Dean of Student Affairs. The decision to readmit will be made by the College of Law Readmission Committee, which may require the petitioning student to interview with the Readmission Committee.

A student will be readmitted upon establishing:

- Past failure was due to circumstances beyond the student’s control or, in instances where a student has withdrawn or failed to complete J.D. requirements within four years, legitimate reasons for the student’s withdrawal or failure to timely complete the requirements, and
- There is a substantial likelihood of success if the student is readmitted.

Earlier committee decisions are res judicata, but a student who petitions for readmission after being denied readmission by an earlier committee need show a substantial change in circumstances that indicates a substantial likelihood of success.

In order to achieve continuity in the decision process, the Associate Dean of Student Affairs should be made a permanent member of the committee. The Associate Dean of Student Affairs is also responsible for keeping a file of committee decisions with a statement of considerations and reasons for each decision, including the committee’s vote, and for overseeing the implementation of conditions that the committee imposed as a requirement for readmission.

In every case where the committee readmits a student, the Associate Dean of Student Affairs will ensure that a statement explaining the considerations that led to the decision, including any conditions imposed by the committee on the student’s readmission, is placed and kept in the student’s file.

If a student registers and begins summer school classes before the committee has considered any disqualification resulting from pre-summer school grades, the committee will consider summer school grades for the purpose of determining the probability of successful completion of Law School requirements. If summer school grades bring the student’s cumulative GPA to
2.5 or above, the committee will not inquire whether the student’s earlier average was caused by circumstances beyond his or her control. In considering summer school grades, however, the committee may give reduced weight to those grades if it determines that the grading standards applied in the relevant summer school courses were clearly inconsistent with the usual standards applied in other courses at the College of Law.

The decision of the committee is final. No appeal to faculty, Dean, or College Council is provided.

VI. CERTIFICATE, DUAL DEGREES, PARALLEL DEGREES, AND THE LL.M. PROGRAM

A. J.D./M.B.A. DUAL DEGREE PROGRAM

The S.J. Quinney College of Law and the David Eccles School of Business have adopted the following program to enable students to pursue both a J.D. degree and an M.B.A. degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.B.A. program is based on the assumption that, because there is complementary intellectual benefit from studying law and business administration in a coordinated program, a student enrolled in the dual degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than were that student enrolled in each school or program independently. Accordingly, students enrolled in the dual degree program may count up to 12 credit hours of College of Law class work towards fulfilling the 62.0 credit-hour requirement of the M.B.A. degree, and may count up to 12 credit hours of M.B.A. class work towards fulfilling the 90 credit-hour requirement of the J.D. degree. Upon completion of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.B.A. degree awarded by the School of Business.

Because the overall credit requirements for both degrees are reduced by 24 credit hours, a student enrolled in the dual degree program can expect to complete the two degrees in approximately eight semesters of full-time study. However, as noted in § i. below, a student enrolled in the J.D./M.B.A. dual Degree Program must complete all J.D. and all M.B.A. requirements before either degree will be awarded.

2. Application to the J.D./M.B.A. Dual Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the Business School. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.
Applicants interested in pursuing the J.D./M.B.A. dual degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the M.B.A. program (and thus be eligible to earn a dual degree) prior to completion of the first year of law school. As noted in § iii. below, an M.B.A. student who enrolls in the law program after matriculating in the M.B.A. program will have limitations imposed on those M.B.A. credit hours that can count towards the law degree.

3. Completion of First Year at the College of Law as Prerequisite for Law Credit for M.B.A. Courses

The College of Law will not give law credit for an M.B.A. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the dual degree program by doing work in the M.B.A. program before completing the first year of law school must delay taking the specific M.B.A. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

The College of Law strongly recommends that an applicant not take any M.B.A. courses during the first year of law school. The first year of law school is demanding.

4. Enrollment in the J.D./M.B.A. Dual Degree Program and Appointment of Faculty Advisors in Both Programs

A student who has been admitted to both the J.D. and M.B.A. programs and who wishes to pursue the dual degree program opportunity must file a Dual Degree Enrollment Form with the Registrar of each program. Upon filing this form and its being approved by the Associate Dean of Academic Affairs in the College of Law and the M.B.A. Program Director in the School of Business, a Faculty Advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the dual degree program.

5. Requirements for Cross-Over Course Credit

To earn academic credit towards a law degree for coursework completed in the M.B.A. program:
(1) an M.B.A. course must be pre-approved by the College of Law Faculty Advisor, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form;
(2) the course must be a graduate level course and not part of the first-year M.B.A. curriculum; and (3) the student must receive a grade of 3.0 (“B”) or higher in the course.

To earn academic credit towards the M.B.A. degree for coursework completed in the College of Law: (1) the course may not be part of the law school’s first-year curriculum; (2) the student must receive a grade of 3.0 (“B”) or higher in the course; and (3) the course must be pre-approved by the M.B.A. Faculty Advisor.
6. Notification to Associate Dean of Academic Affairs of Enrollment Only in M.B.A. Courses

A student in the J.D./M.B.A. Dual Degree Program who during any semester is enrolled only in M.B.A. courses shall notify the Associate Dean of Academic Affairs of that fact.

7. Notification to M.B.A. Program Advisor of Enrollment Only in College of Law Courses

A student in the J.D./M.B.A. Program who during any semester is enrolled only in College of Law courses shall notify the M.B.A. Program Advisor of that fact.

8. College of Law Seminar Writing Requirement

The College of Law Seminar Writing Requirement will not be waived for students in the J.D./M.B.A. Dual Degree Program. No M.B.A. research paper or other work product will satisfy this requirement.

Students enrolled in the J.D./M.B.A. Dual Degree Program are encouraged to select a seminar at the College of Law that involves subject matter of relevance to business, but it is not required.

9. Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.B.A. Dual Degree Program who wishes to count credits taken in one program toward fulfilling the degree in the other program must complete all requirements of both programs before either degree will be awarded.

College Council – March 3, 2005

B. J.D./M.C.M.P. DUAL DEGREE PROGRAM

The S.J. Quinney College of Law and the College of Architecture + Planning have adopted the following program to enable students to pursue both Juris Doctor (J.D.) and Master of City & Metropolitan Planning (M.C.M.P.) degrees simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.C.M.P. program is based on the assumption that, because there is complementary intellectual benefit from studying law and city and metropolitan planning in a coordinated program, a student enrolled in the dual degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than were that student enrolled in each program independently. Accordingly, students enrolled in the dual degree program may count up to 12 credit hours of College of Law class work towards fulfilling the 49-51 credit-hour requirement of the M.C.M.P. degree, and may count up to 12 credit hours
of M.C.M.P. class work towards fulfilling the 90 credit-hour requirement of the J.D. degree. Upon completion of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.C.M.P. degree awarded by the College of Architecture + Planning.

Because the overall credit requirements for both degrees are reduced by 24 credit hours, a student enrolled in the dual degree program can expect to complete the two degrees in approximately 8 semesters of full-time study. However, as noted in Section iii. below, an M.C.M.P. student who enrolls in the law program after matriculating in the M.C.M.P. program will have limitations imposed on those M.C.M.P. credit hours that can count towards the law degree.

2. Application to the J.D./M.C.M.P. Dual Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the Department of City & Metropolitan Planning. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.

Applicants interested in pursuing the J.D./M.C.M.P. dual degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the MCMP program (and thus be eligible to earn a dual degree) prior to completion of the first year of law school. As noted in Section iii below, an M.C.M.P. student who enrolls in the law program after matriculating in the M.C.M.P. program will have limitations imposed on those M.C.M.P. credit hours that can count towards the law degree.

3. Completion of First Year at the College of Law as Prerequisite for Law Credit for MCMP courses.

The College of Law will not give law credit for an M.C.M.P. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the dual degree program by doing work in the M.C.M.P. program before completing the first year of law school must delay taking the specific M.C.M.P. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

The College of Law strongly recommends that an applicant not take any M.C.M.P. courses during the first year of law school. The first year of law school is demanding.

4. Enrollment in the J.D./M.C.M.P. Dual Degree Program and Appointment of Faculty Advisors in Both Programs.

A student who has been admitted to both the J.D. and M.C.M.P. programs and who wishes to pursue the dual degree program opportunity must file a Dual Degree Enrollment Form with the Registrar or Admissions Officer of each program. Upon filing this form and its being approved
by the Associate Dean of Academic Affairs in the College of Law and the M.C.M.P. Program Coordinator, an advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the dual degree program.

5. Requirements for Cross-Over Course Credit.

To earn academic credit towards a law degree for coursework completed in the M.C.M.P. program: (1) an M.C.M.P. course must be pre-approved by the student’s College of Law advisor, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form; and (2) the student must receive a grade of 3.0 (“B”) or higher in the course.

To earn academic credit towards the M.C.M.P. degree for coursework completed in the College of Law: (1) the course may not be part of the law school’s first-year curriculum; (2) the student must receive a grade of 3.0 (“B”) or higher in the course; and (3) the course must be pre-approved by the student’s M.C.M.P. advisor.

6. Notification to Associate Dean of Academic Affairs of Enrollment Only in M.C.M.P. Courses

A student in the J.D./M.C.M.P. Dual Degree Program who during any semester is enrolled only in M.C.M.P. courses shall notify the law school’s Associate Dean of Academic Affairs of that fact.

7. Notification to M.C.M.P. Program Advisor of Enrollment Only in College of Law Courses

A student in the J.D./M.C.M.P. Dual Degree Program who during any semester is enrolled only in College of Law courses shall notify the M.C.M.P. Program Coordinator of that fact.

8. College of Law Seminar Writing Requirement

The College of Law Seminar Writing Requirement will not be waived for students in the J.D./M.R.E.D. Dual Degree Program, and no M.R.E.D. research paper or other work product will satisfy this law school requirement.

9. M.C.M.P. Professional Project Requirement

The M.C.M.P. program requires that every student complete a professional project. This requirement will not be waived for students in the J.D./M.C.M.P. Dual Degree Program, and no JD research paper or project will satisfy this M.C.M.P.

10. Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.C.M.P. Dual Degree Program who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all
requirements of both programs before either degree will be awarded.

College Council – October 7, 2014

C. J.D./M.P.A. DUAL DEGREE PROGRAM

The S.J. Quinney College of Law and the Department of Political Science have adopted the following program to enable students to pursue both a J.D. degree and an M.P.A. degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.P.A. program is based on the assumption that, because there is complementary intellectual benefit from studying law and public administration in a coordinated program, a student enrolled in the dual degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than were that student enrolled in each school or program independently. Accordingly, students enrolled in the dual degree program may count up to 12 credit hours of College of Law class work towards fulfilling the 42 credit hour requirement of the M.P.A. degree, and may count up to 12 credit hours of M.P.A. class work towards fulfilling the 90 credit hour requirement of the J.D. degree. Upon completion of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.P.A. degree awarded by the Department of Political Science.

Because the overall credit requirements for both degrees are reduced by 24 credit hours, a student enrolled in the dual degree program can expect to complete the two degrees in approximately eight semesters of full-time study. However, as noted in § l. below, a student enrolled in the J.D./M.P.A. Dual Degree Program must complete all J.D. and all M.P.A. requirements before either degree will be awarded.

2. Application to the J.D./M.P.A. Dual Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the M.P.A. Program. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.

Applicants interested in pursuing the J.D./M.P.A. dual degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the M.P.A. program (and thus be eligible to earn a dual degree) prior to completion of the first year of law school. As noted in § c. below, an M.P.A. student who enrolls in the law program after matriculating in the M.P.A. program will have limitations imposed on those M.P.A. credit hours that can count towards the law degree.
3. Completion of First Year at the College of Law as Prerequisite for Law Credit for M.P.A. Courses

The College of Law will not give law credit for an M.P.A. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the dual degree program by doing work in the M.P.A. program before completing the first year of law school must delay taking the specific M.P.A. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

The College of Law strongly recommends that an applicant not take any M.P.A. courses during the first year of law school. The first year of law school is demanding.

4. Enrollment in the J.D./M.P.A. Dual Degree Program and Appointment of Faculty Advisors in Both Programs

A student who has been admitted to both the J.D. and to the M.P.A. programs and who wishes to pursue the dual degree program opportunity must file a Dual Degree Enrollment Form with the Registrar of each program. Upon filing this form and its being approved by the Associate Dean of Academic Affairs in the College of Law and the M.P.A. Program Director in the Department of Political Science, a Faculty Advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the dual degree program.

5. Requirements for Cross Over Course Credit

To earn academic credit towards a law degree for coursework completed in the M.P.A. program: 1) an M.P.A. course must be pre-approved by the College of Law Faculty Advisor, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form; 2) the course must be a graduate level course; and 3) the student must receive a grade of 3.0 ("B") or higher in the course.

To earn academic credit towards the M.P.A. degree for coursework completed in the College of Law: 1) the course may not be part of the law school's first year curriculum with exception of Constitutional Law I; 2) the student must receive a grade of 2.7 (B-) or higher in the course; the course must address topics directly related to public law, public administration, or public policy. The student should consult with the M.P.A. Director or M.P.A. Program Manager for approval.

6. Notification to Associate Dean of Academic Affairs of Enrollment Only in M.P.A. Courses

A student in the J.D./M.P.A. Dual Degree Program who during any semester is enrolled only in M.P.A. courses shall notify the law school's Associate Dean of Academic Affairs of that fact.
7. Notification to M.P.A. Program Manager of Enrollment Only in College of Law Courses

A student in the J.D./M.P.A. Program who during any semester is enrolled only in College of Law courses shall notify the M.P.A. Program Manager of that fact.


The M.P.A. program requires that a student complete a major research paper. A research paper completed in a College of Law course may satisfy the M.P.A. major research paper requirement if the student's M.P.A. Faculty Advisor determines that the paper meets the following requirements:

- The paper written in the law course meets all criteria for a major research paper set by the M.P.A. program in terms of length and significance;
- The law school paper receives a grade of "B" or better; and
- The subject matter of the paper has significance in the fields of both law and public administration.

In the event that a student in the M.P.A. program chooses to write the optional master's thesis instead of a major research paper, the M.P.A. program will appoint the student's College of Law Faculty Advisor as a member of the thesis committee.

9. College of Law Seminar Paper Requirement

The College of Law Seminar Writing Requirement will not be waived for students in the J.D./M.P.A. Dual Degree Program, and the M.P.A. major research paper will not satisfy this law school requirement. (However, as noted in Section 8 above, in certain instances the College of Law seminar paper may satisfy the M.P.A. major research requirement.)

Though students enrolled in the dual program are encouraged to select a seminar at the College of Law that involves subject matter of relevance to public administration, this is not required.

10. M.P.A. Comprehensive Oral Examination

The M.P.A. program requires that all dual degree students successfully complete a comprehensive oral examination during the last semester of their M.P.A. course work. The College of Law Faculty Advisor, or some other member of the College of Law faculty appointed by the College of Law's Associate Dean of Academic Affairs, will participate as an examiner in this examination.

11. Work at the College of Law Meeting Other M.P.A. Requirements

In choosing the 12 credit hours taken in the law school that count toward completion of the
required credit for the M.P.A. degree:

- The M.P.A. program will accept Administrative Law LAW 7300 as satisfying the M.P.A. core course requirement Political Science 6230 (Administrative Law).
- The M.P.A. program will accept Constitutional Law I LAW 6060 and Constitutional Law II LAW 7410 as satisfying the M.P.A. core course requirement Political Science 6220 (Constitutional Law M.P.A.). Because both courses are required for all students at the College of Law, in most cases these two courses will constitute six of the 12 credit hours taken at the College of Law that count toward fulfilling the M.P.A. degree requirements.
- M.P.A. students who have not had adequate practical experience in public administration are required to complete an internship. Students in the dual degree program who are required to complete such an internship may fulfill the requirement in any of the following ways (whether for pay or for credit, but not for both) with the prior approval of the M.P.A. Program Director:
  - Completion of a full time summer internship (three months) with a governmental agency or non profit organization;
  - Completion of a full time summer or semester legal clerkship with a public agency as part of a College of Law Clinical Program; or
  - Completion of some other internship or clinical course at the College of Law which the M.P.A. Program Director determines to meet the requirement.

12. Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.P.A. Dual Degree Program, who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all requirements of both programs before either degree will be awarded.

*College Council – April 24, 2003*

D. J.D./M.P.P. DUAL DEGREE PROGRAM

The S.J. Quinney College of Law and the College of Social and Behavioral Science Master of Public Policy program have adopted the following program to enable students to pursue both a J.D. degree and an M.P.P. degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.P.P. program is based on the assumption that, because there is complementary intellectual benefit from studying law and public policy in a coordinated program, a student enrolled in the dual degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than if that student enrolled in each school or program...
independently. Accordingly, students enrolled in the dual degree program may count up to nine credit hours of College of Law class work toward fulfilling the 40 credit-hour requirement of the M.P.P. degree, and may count up to twelve credit hours of M.P.P. class work toward fulfilling the 90 credit-hour requirement of the J.D. degree. Upon completion of all requirements of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.P.P. degree awarded by the College of Social and Behavioral Science.

Because the overall credit requirements for both degrees are reduced by 21 credit hours, a student enrolled in the dual degree program can expect to complete the two degrees in approximately eight semesters of full-time study. However, as noted in § k. below, a student enrolled in the J.D./M.P.P. dual Degree Program must complete all J.D. and all M.P.P. requirements before either degree will be awarded.

2. Application to the J.D./M.P.P. Dual Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the M.P.P. Program. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other. However, each program will inform the other as soon as it learns that an existing or prospective student has applied for or matriculated in the other respective program.

Applicants interested in pursuing the J.D./M.P.P. dual degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the M.P.P. program (and thus be eligible to earn a dual degree) prior to completion of the first year of law school. As noted in § c. below, a M.P.P. student who enrolls in the law program after matriculating in the M.P.P. program will have limitations imposed on those M.P.P. credit hours that can count towards the law degree.

3. Completion of First Year at the College of Law as Prerequisite for Law Credit for M.P.P. Courses

The College of Law will not give law credit for a M.P.P. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the dual degree program by doing work in the M.P.P. program before completing the first year of law school must delay taking the specific M.P.P. courses they intend to count towards their nine hours of law credit until after they complete the first year of law school.

4. Enrollment in the J.D./M.P.P. Dual Degree Program and Appointment of Faculty Advisors in Both Programs

A student who has been admitted to both the J.D. and to the M.P.P. programs and who wishes to pursue the dual degree program opportunity must file a Dual Degree Enrollment Form with the Registrar of each program. Upon filing this form and its being approved by the Associate
Dean for Student Affairs in the College of Law and the M.P.P. Program Director, an Advisor will be appointed in the College of Law. This College of Law advisor and the M.P.P. Program Manager will assist the student in planning an overall program of study that takes advantage of the goals of the dual degree program.

5. Requirements for Cross-Over Course Credit

To earn academic credit toward a law degree for coursework completed in the M.P.P. program: 1) an M.P.P. course must be pre-approved by the College of Law Advisor or be included in a list of pre-approved courses adopted by the College of Law’s Associate Dean of Academic Affairs, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form; 2) the course must be a graduate level course; and 3) the student must receive a grade of 3.0 (“B”) or higher in the course.

To earn academic credit towards the M.P.P. degree for coursework completed in the College of Law: 1) the course may not be part of the law school’s first year curriculum 2) the student must receive a grade of 2.7 (“B-“) or higher in the course; and 3) the course must address topics directly related to public law or public policy. The student should consult with the M.P.P. Director or M.P.P. Program Manager for approval.

If a student withdraws from either program, only credits completed within the remaining program will count toward that degree, unless those credits are independently approved for credit according to otherwise applicable policies.

6. Notification to Associate Dean of Academic Affairs of Enrollment Only in M.P.P. Courses

A student in the J.D./M.P.P. Dual Degree Program who during any semester is enrolled only in M.P.P. courses shall notify the College of Law’s Associate Dean of Academic Affairs of that fact.

7. Notification to M.P.P. Program Manager of Enrollment Only in College of Law Courses

A student in the J.D./M.P.P. Dual Degree Program who during any semester is enrolled only in College of Law courses shall notify the M.P.P. Program Manager of that fact.

8. M.P.P. Applied Policy Project

The M.P.P. program requires that a student complete an Applied Policy Project. A project completed in a College of Law course may satisfy the M.P.P. requirement if the student’s M.P.P. Advisor determines that the paper meets the following requirements:

- The paper written in the law course meets all criteria for an Applied Policy Project set by the M.P.P. program in terms of length and significance;
9. College of Law Seminar Writing Requirement

The College of Law Seminar Writing Requirement will not be waived for students in the J.D./M.P.P. Dual Degree Program. The M.P.P. Applied Policy Project will not satisfy this law school requirement unless it is part of an approved integrated project described below. (However, as noted in § viii. above, in certain instances the College of Law seminar paper may satisfy the M.P.P. Applied Policy Project.)

Students enrolled in the J.D./M.P.P. Dual Degree Program are encouraged to select a seminar at the College of Law that involves subject matter of relevance to public policy, but it is not required.

10. Integrated Project

Students may meet both the M.P.P. Applied Policy Project and the College of Law Seminar Writing Requirement by completing a single paper which is approved by and supervised jointly by one faculty member in the M.P.P. program and one faculty member in the College of Law. That paper should integrate aspects of law and public policy as relevant to the student’s dual degree program, and must be submitted through enrollment in an approved College of Law seminar.

11. Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.P.P. Dual Degree Program, who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all requirements of both programs before either degree will be awarded.

E. J.D./M.R.E.D. DUAL DEGREE PROGRAM

The S.J. Quinney College of Law and the David Eccles School of Business have adopted the following program to enable students to pursue both a J.D. degree and an M.R.E.D degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.R.E.D. program is based on the assumption that, because there is complementary intellectual benefit from studying law and real estate in a coordinated program, a student enrolled in the dual degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than were that student enrolled in each school or
program independently. Accordingly, students enrolled in the dual degree program may count up to 12 credit hours of College of Law class work towards fulfilling the 42 credit-hour requirement of the M.R.E.D. degree, and may count up to 12 credit hours of M.R.E.D. class work towards fulfilling the 90 credit-hour requirement of the J.D. degree. Upon completion of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.R.E.D. degree awarded by the School of Business. Tuition is due to the respective college from which credit is granted.

In order for the M.R.E.D. Program to facilitate the reduction in overall credit requirements, the following courses, which total 12 credit hours, are waived for J.D. students enrolled in the J.D./M.R.E.D. program: (1) the Land Use Law course (3 credit hours); (2) the Due Diligence course (3 credit hours) and (3) six elective credit hours. Alternative courses may be waived with M.R.E.D. program director approval.

Because the overall credit requirements for both degrees are reduced by 24 credit hours, a student enrolled in the dual degree program can expect to complete the two degrees in approximately 8 semesters of full-time study. However, as noted in Section iii. below, an M.R.E.D. student who enrolls in the law program after matriculating in the M.R.E.D. program will have limitations imposed on those M.R.E.D. credit hours that can count towards the law degree.

2. Application to the J.D./MRED Dual Degree Program.

Applicants interested in this program must submit separate admission applications to the College of Law and to the Business School. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other.

Applicants interested in pursuing the J.D./M.R.E.D. dual degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the MRED program (and thus be eligible to earn a dual degree) prior to completion of the first year of law school. As noted in Section iii. below, an M.R.E.D. student who enrolls in the law program after matriculating in the M.R.E.D. program will have limitations imposed on those M.R.E.D. credit hours that can count towards the law degree.

3. Completion of First Year at the College of Law as Prerequisite for Law Credit for M.R.E.D. courses.

The College of Law will not give law credit for an M.R.E.D. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the dual degree program by doing work in the M.R.E.D. program before completing the first year of law school must delay taking the specific M.R.E.D. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

The College of Law strongly recommends that an applicant not take any M.R.E.D. courses
during the first year of law school. The first year of law school is demanding.

4. Enrollment in the J.D./MRED Dual Degree Program and Appointment of Faculty Advisors in Both Programs.

A student who has been admitted to both the J.D. and M.R.E.D. programs and who wishes to pursue the dual degree program opportunity must file a Dual Degree Enrollment Form with the Registrar of each program. Upon filing this form and its being approved by the Associate Dean of Academic Affairs in the College of Law and the M.R.E.D. Program Director in the School of Business, an Advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the dual degree program.

5. Requirements for Cross-Over Course Credit.

To earn academic credit towards a law degree for coursework completed in the M.R.E.D. program: (1) an M.R.E.D. course must be pre-approved by the College of Law Faculty Advisor, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form; and (2) the student must receive a grade of 3.0 (“B”) or higher in the course.

To earn academic credit towards the M.R.E.D. degree for coursework completed in the College of Law: (1) the course may not be part of the law school’s first-year curriculum; (2) the student must receive a grade of 3.0 (“B”) or higher in the course; and (3) the course must be approved by the M.R.E.D. Academic Advisor. A list of pre-approved law school courses follows.

Corporate Financial Transactions (loan documentation), Drafting Contracts, Business Organizations (deals with organization of different forms of business), Drafting – Real Estate, Business Planning, Real Estate Transactions and Finance, Federal Income Tax (cover depreciation, 1031, 1033, gains and losses from sale of property), Partnership Tax, Corporate Tax, Conservation Easements, Land Use Control, Outdoor Recreation Law, Environmental Law, Environmental Conflict Resolution, Environmental Practice (clinic), Trust & Estates, Estate Planning, Seminar-Takings, Water Law. This list is subject to change due to changes in curriculum and scheduling.

6. Notification to Associate Dean of Academic Affairs of Enrollment Only in M.R.E.D. Courses

A student in the J.D./M.R.E.D. Dual Degree Program who during any semester is enrolled only in MRED courses shall notify the law school’s Associate Dean of Academic Affairs of that fact.

7. Notification to M.R.E.D. program Advisor of Enrollment Only in College of Law Courses

A student in the J.D./M.R.E.D. Dual Degree Program who during any semester is enrolled only in College of Law courses shall notify the M.R.E.D. Program Advisor of that fact.
8. College of Law Seminar Paper Requirement

The College of Law Seminar Writing Requirement will not be waived for students in the J.D./M.R.E.D. Dual Degree Program, and no M.R.E.D. research paper or other work product will satisfy this law school requirement.

9. Professional Projects Class

The M.R.E.D. Program requires that every student complete the Professional Projects or Capstone class. This requirement will not be waived for students in the J.D./M.R.E.D. Dual Degree Program, and no J.D. research paper or other work product will satisfy this business school requirement.

10. Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.R.E.D. Dual Degree Program who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all requirements of both programs before either degree will be awarded. In the event a student elects to pursue a single degree after being accepted into the dual degree program, both the law school and the business school must be notified and all of the requirements of the elected program must be met.

F. J.D./M.S.W. DUAL DEGREE PROGRAM

The S.J. Quinney College of Law and the College of Social Work propose the following program to enable students to pursue both a J.D. degree and an M.S.W. degree simultaneously.

1. Reduction in Overall Credit Requirement

The J.D./M.S.W. program is based on the premise that, because there is complementary intellectual benefit from studying law and social work in a coordinated program, a student enrolled in the dual degree program should be allowed to earn both degrees in less time and with a lower overall credit requirement than a student enrolled in each school or program independently. Accordingly, students enrolled in the dual degree program may count up to 12 credit hours of College of Law course work towards fulfilling the 60 credit-hour requirement of the M.S.W. degree, and may count up to 12 credit hours of M.S.W. course work towards fulfilling the 90 credit-hour requirement of the J.D. degree. Upon completion of both programs, the student earns two separate degrees, a J.D. degree awarded by the College of Law and an M.S.W. degree awarded by the College of Social Work.

Because the overall credit requirements for both degrees may be reduced by up to 24 credit hours, a student enrolled in the dual degree program can expect to complete the two degrees in
approximately eight semesters of full-time study. However, as noted in § 2.10 below, a student enrolled in the J.D./M.S.W. Dual Degree Program must complete all J.D. and all M.S.W. requirements before either degree will be awarded.

2. Application to the J.D./M.S.W. Dual Degree Program

Applicants interested in this program must submit separate admission applications to the College of Law and to the College of Social Work. Each program has its own independent admissions standards, and admission to one program does not ensure admission to the other. However, each program may inform the other when it learns that a prospective student has been admitted to its program.

Applicants interested in pursuing the J.D./M.S.W. dual degree are encouraged to apply to both programs at the same time. Nonetheless, a law student may apply to the M.S.W. program (and thus be eligible to earn a dual degree) prior to completion of the first year of law school. As noted in Section iii. below, an M.S.W. student who enrolls in the law program after matriculating in the M.S.W. program will have limitations imposed on those M.S.W. credit hours that can count towards the law degree.

3. Completion of First Year at the College of Law as Prerequisite for Law Credit for M.S.W. Courses

The College of Law will not give law credit for an M.S.W. course unless the applicant has first successfully completed the first year at the College of Law. This prerequisite means that applicants who start the dual degree program by doing work in the M.S.W. program before completing the first year of law school must delay taking the specific M.S.W. courses they intend to count towards their 12 hours of law credit until after they complete the first year of law school.

4. Enrollment in the J.D./M.S.W. Dual Degree Program and Appointment of Faculty Advisors in Both Programs

A student who has been admitted to both the J.D. and to the M.S.W. programs and who wishes to pursue the dual degree program opportunity must file a Dual Degree Enrollment Form with the Registrar of each program. Upon filing this form and its approval by the Associate Dean of Academic Affairs in the College of Law and the M.S.W. Program Director in the College of Social Work, a Faculty Advisor will be appointed in each program to assist the student in planning an overall program of study that takes advantage of the goals of the dual degree program.

5. Requirements for Cross-Over Course Credit

To earn academic credit towards a law degree for coursework completed in the M.S.W. program:

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a) an M.S.W. course must be pre-approved by the College of Law Faculty Advisor or be included in a list of pre-approved courses adopted by the College of Law’s Associate Dean of Academic Affairs, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form;
b) the course must be a graduate level course; and
c) the student must receive a grade of 3.0 (“B”) or higher in each course.

Pre-approved College of Social Work Courses that may be counted towards J.D. Requirements shall include up to four (4) credits for completion of the Social Work Advanced Field Practicum II, provided the practicum is completed in a pre-approved Law Clinic placement site and meets all requirements for the law school clinic and the M.S.W. field placement.

To earn academic credit towards the M.S.W. degree for coursework completed in the College of Law:

d) a College of Law course must be pre-approved by the College of Social Work Faculty Advisor or be included in a list of pre-approved courses adopted by the College of Social Work’s MSW Director, and that approval must be indicated on the “Petition for Non-Law School/Dual Degree Credit” Form;
e) the course must be a graduate level course; and
f) the student must receive a grade of 3.0 (“B”) or higher in each course.

In addition to the courses that are pre-approved under this provision, the following College of Law courses have been approved for M.S.W. degree credit and can be substituted for M.S.W. courses otherwise required for the M.S.W. degree:

g) Administrative Law (LAW 7300) will exempt the student from the M.S.W. requirement of Advanced Social Work Administration/Supervision (3 credits; SW 6132/42/52/62)
h) A College of Law seminar (LAW 7800) will exempt the student from the M.S.W. requirement of Advanced Social Work Policy (3 credits; SW 6231/41/51/61) and Advanced Social Work Research II (2 credits; SW 6432/42/52/62). The student must coordinate with the College of Social Work Faculty Advisor to ensure that the College of Law seminar project includes a social policy research focus.

If a student withdraws from either program, only credits completed within the remaining program will count toward that degree. The remaining program may approve credit earned from courses taken in other colleges according to the remaining program’s otherwise applicable policies.

6. Notification to Associate Dean of Academic Affairs of Enrollment Only in M.S.W. Courses

A student in the J.D./M.S.W. Dual Degree Program who is enrolled only in M.S.W. courses
during any semester shall notify the law school’s Associate Dean of Academic Affairs.

7. Notification to M.S.W. Program Manager of Enrollment Only in College of Law Courses

A student in the J.D./M.S.W. Program who is enrolled only in College of Law courses during any semester shall notify the M.S.W. Program Manager.

8. M.S.W. Major Research Paper or Thesis

The M.S.W. program does not currently require that a student complete a major research paper. If such a paper is required in the future for completion of the M.S.W. degree, a research paper completed in a College of Law seminar course or other directed research project or work product may satisfy the M.S.W. major research paper requirement if the student’s M.S.W. Faculty Advisor determines that the paper meets the following requirements:

   a) The paper written in the College of Law seminar course (L 7800) meets all criteria for a major research paper set by the M.S.W. program in terms of length and significance;
   b) The law school paper receives a grade of “B” or better; and
   c) The subject matter of the paper has significance in the fields of both law and social work.

If a student in the M.S.W. program chooses to write a master’s thesis, the M.S.W. program may appoint the student’s College of Law Faculty Advisor as a member of the thesis committee.

9. College of Law Writing Requirement

The College of Law Seminar Writing Requirement will not be waived for students in the J.D./M.S.W. Dual Degree Program, and the M.S.W. major research paper or other work product will not satisfy this law school requirement. (However, as noted in § viii. above, in certain instances the College of Law seminar paper may satisfy the M.S.W. major research requirement.)

10. Completion of Both Programs Required for Award of Each Degree

A student enrolled in the J.D./M.S.W. Dual Degree Program who wishes to count credits taken in one program toward fulfilling the degree in the other program, must complete all requirements of both programs before either degree will be awarded.

11. M.S.W./J.D. Dual Degree Typical Curriculum and Timeline

A student completing courses as indicated below should be able to satisfy both degree
requirements in four (4) years. The program will reduce approximately 24 credits (one full-time year) from completing a two-year M.S.W. program and a three-year J.D. program separately.

Graduation requirements:

          College of Social Work: 60 credits
          College of Law: 90 credits

1st Year: College of Law First year courses (31 credits)

2nd Year: College of Social Work foundation courses (including practicum) (30 credits)

3rd Year: Completion of Social Work 2nd year core requirements

Fall
SW 6431/41/51/61 Advanced SW Research I 2 credits
SW 6031/41/51/61 Advanced SW Practice I 3 credits
SW 6521 Advanced Field Placement I 4 credits

Spring
SW 6032/42/52/62 Advanced Practice II 3 credits
SW 6522 Advanced Field Placement II 4 credits

Completion of Constitutional Law II LAW 7410 in the College of Law

3rd and 4th Years

Completion of College of Law Advanced Legal Writing and Experiential Learning Requirements, Legal Profession LAW 7900, and completion of College of Law and Social Work electives

G.  LL.M. PROGRAM

The College of Law offers the Master of Laws (LL.M.) degree in environmental and resource law for students wishing to pursue postgraduate study in the legal aspects of natural resources, the environment, international environmental policy, public lands, and energy. A prior law degree (J.D. or equivalent) is a requirement for admission to the program. The program is a full-time one year program (unless an extension is granted by the Director). An overall grade point average of B- or better is required for graduation.

1.  Degree Requirements

The LL.M. degree requires completion of 24 credit hours.
a) U.S. Law Degree

LL.M. candidates holding a U.S. law degree must complete the following:

1. a minimum of 17 credits in courses from the approved list of natural resources, environmental, international and related law courses, seminars and experiential work (including clinics or externships); and

2. at least one seminar requiring a major research and writing project (which may count towards the 17 credit minimum described above).

b) Foreign Law Degree

LL.M. candidates holding a foreign law degree must complete the following:

1. Introduction to U.S. Law course (2 credit hour, pass/fail) satisfied through selective portions of Civil Procedure LAW 6040 and Legal Methods LAW 6180;

2. one basic U.S. law course as approved by the College of Law (3 to 5 credit hours);

3. a minimum of 15 credit hours in courses from the approved list of natural resources, environmental, international and related law courses, seminars and experiential work (including clinics and externships); and

4. at least one seminar requiring a major research and writing project (which may count towards the 15 credit hour minimum described above).

2. Thesis Option

Upon approval by the College of Law, an applicant may complete an LL.M. thesis for 6 to 12 credits toward the 24 credits required for the degree. The thesis satisfies the seminar requirement.

3. Pass/Fail Option

LL.M candidates have the option of taking one class per semester on a pass/fail basis. (This is in addition to the required Introduction to U.S. Law course, which is a pass/fail class, for candidates holding a foreign law degree.) The pass/fail option must be exercised by Friday of the third week of the semester. A student must earn a grade of "C" or better to be entitled to a “pass”.

Academic Senate – December 5, 1994; Board of Regents – March 8, 1995; College Council – April 8, 2004

College Council – April 27, 2000
4. Extended Examination Time for Foreign Candidates

LL.M. candidates whose native language is not English and who have not completed a post-secondary degree at a school in which the primary medium of instruction was English may apply to the Dean of Student Affairs for additional time to complete in-class final examinations. The term "post-secondary degree" means a program of study which leads to the Bachelor's degree or its equivalent or any post-bachelor's degree. Other foreign LL.M. students presenting special circumstances may also apply for extra time to complete in-class examinations. Additional time up to twenty minutes for each hour of in-class examination may, in the discretion of the Dean, be granted. Applications for additional time must be submitted prior to the last day of class each semester.

College Council – March 8, 1995

VII. DISCIPLINARY POLICIES AND PROCEDURES

A. OATH AND CERTIFICATION

Upon matriculation to the College of Law, all students are required to take the following Oath and sign the following Certification:

Oath. “I do solemnly affirm that I will support, obey and defend the Constitution of the United States and the Constitution of the State of Utah; that I will discharge the duties of a law student with honesty and fidelity; and that I will strictly observe the Student Code, the Utah Standards of Professionalism and Civility and the Utah Rules of Professional Conduct as they apply to my professional, educational, and personal activities as a law student.”

Certification. “I certify that I understand my obligation and agree to observe the Student Code, the Utah Standards of Professionalism and Civility and the Utah Rules of Professional Conduct as they apply to my professional, educational, and personal activities as a law student. I further acknowledge that I have an ongoing obligation to report to the College of Law any arrests, charges or convictions (excluding minor traffic violations) or other behavioral activities or misconduct, including but not limited to academic misconduct, which could negatively affect my character and fitness to practice law.”

B. HONOR CODE STATEMENT

Students are required to sign the following honor code statement at the beginning of each exam period:

I agree to abide by all Student Code or other academic honesty requirements and prohibitions regarding exams and papers, including, but not limited to the following:

- I will not engage in cheating, plagiarism, inappropriate collaboration, or double-dipping.
I will abide by the definition of "limited" in-class open book exams (as defined by the instructor).

I will access allowed materials during in-class open book exams by hard copy only. I will not access materials during in-class exams by any electronic means, including, but not limited to, email, texting, instant messaging, and Internet.

I understand that discussion of an exam with students who have taken the exam early or who have not yet taken the exam is considered a violation of the student honor code and will subject me to disciplinary proceedings.

I agree not to discuss an exam with anyone by any electronic means including, but not limited to, emails, blogs, Facebook, YouTube and Twitter.

I also agree not to assist any other individual in ways that violate any Student Code or other academic honesty requirements and prohibitions.

I understand that if I use a computer for exams and papers I assume the risks of technical difficulties and I will not be entitled to additional time or considerations in the event of any technical difficulties.

I further understand that failure to abide by these rules will result in my being subject to academic sanctions, including but not limited to grade reduction, suspension, being reported to the Utah state bar or the bar of any other state to which I may apply for admission, or dismissal from the law school.

C. CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

See University Code of Student Rights and Responsibilities Policy 6-400

D. UNAUTHORIZED PRACTICE OF LAW

The Unauthorized Practice Committee of the Utah State Bar has issued an opinion stating that provision of legal research services for the lay public by law students is a violation of the unauthorized practice statute, Utah Code Annotated Section 78-51-25. Accordingly, the College of Law prohibits students from performing legal research for the general public. Students can only provide research services only under the supervision of an attorney. The Assistant Dean of Career Development or the Career Development Office may provide assistance to attorneys looking for law students to do research for them.

E. CREDIT FOR PRIOR OR CONCURRENT WORK PRODUCT (DOUBLE DIPPING)

1. General Policy

No student shall receive law credit for a work product that is not his or her own or that is substantially the same as the work product for which law credit has already been received or is
expected to be received for a law school course or activity previously or concurrently taken. In any situation where the use of a work product (whether academic or nonacademic) may conflict with the foregoing policy, the student shall not use such work product in a law course or activity for credit except where the student (1) has made full disclosure in advance to the faculty member responsible for awarding credit in the subsequent or concurrent course or activity (the "responsible faculty member"), (2) has provided a copy of such work product to the responsible faculty member and (3) has obtained the permission of the responsible faculty member to pursue an Authorized Topic. The student has the affirmative duty to bring any potential conflict with this policy to the attention of the responsible faculty member. Use of an academic or nonacademic work product contrary to this general policy can constitute academic dishonesty.

2. Explanation of Policy and Definition of Terms

   a) The use of a publication work product or a course work product to obtain subsequent law credit is prohibited.

A student is not permitted to use a publication work product or a course work product to obtain law credit in a subsequent seminar, course or directed research project (i.e., for subsequent law credit) except as permitted incident to an Authorized Topic. A "publication work product" is a work product developed incident to student participation in Utah Law Review or other student activity for College of Law credit. A "course work product" is a work product created incident to a course, seminar or directed research project for law school credit. It is the responsibility of each student to avoid using a publication or course work product to obtain subsequent law credit. When there is a potential overlap between a publication or course work product and work to be done for subsequent law credit, it is the duty of the student to bring this potential overlap to the attention of the responsible faculty member at the outset and to provide copies of such publication or course work to the responsible faculty member. Where this is done, the responsible faculty member may, but is not required to, authorize the student to pursue a topic for subsequent law credit that is similar to a publication or course work product but only if such topic will require additional research (in addition to the publication or course work product) sufficient to satisfy the credit requirement for such subsequent law credit and the topic focus or perspective is appreciably different from that of the publication or course work product. As used herein, "Authorized Topic" means a topic or other project of academic research for credit so adapted and approved by the responsible faculty member as provided in the preceding sentence. The publication or course work product can be related to the Authorized Topic in that such work product enables the student to pursue an Authorized Topic of greater sophistication and complexity. If the above-described procedure is followed, Authorized Topics are not in conflict with this general policy.

Each student publication shall periodically prepare and distribute to the faculty a listing, by student name, of the student writing topics. For example, a Law Review listing would show the comment and note topics of each third-year and second-year member. Similarly, each semester the Registrar shall prepare and distribute to the faculty a comparable listing of students engaged in directed research, their topics and the responsible faculty member. Faculty members who teach a seminar or a course in which papers are authorized, or who supervise directed research, are expected to keep copies of these lists for a year or two to enable them to
check whether there is a potential conflict with this policy.

b) Concurrent double-dipping is prohibited.

Concurrent double-dipping involves a situation where a student is producing a publication or course work product (the "first credit activity"), and at the same time the student is taking a seminar, a course where a paper is required or permitted, a directed research project, or completing the writing requirement of a seminar or course, for credit (the "second credit activity") and the research or work product of the first credit activity overlaps with or is directly applicable to the research or work product of the second credit activity. The use of the first credit activity's research or work product to satisfy, in whole or in material part, the requirements of the second credit activity constitutes the obtaining of credit from more than one source for overlapping research or work products and is prohibited by this general policy except as permitted below as Authorized Topics.

The responsibility is on the student to bring the potential double-dipping to the attention of the responsible faculty member.

If the student makes full advance disclosure to the responsible faculty members (of both activities if work on both activities is proceeding concurrently) and provides a copy of the overlapping research or work product to each, the responsible faculty members are authorized to approve, in consultation with the student and with each other, Authorized Topics. The authority to permit related topics is given to enable responsible faculty members to prevent the student from obtaining any unfair advantage from the overlap of the concurrent projects while permitting, with approval, the exploitation of synergistic benefits from the overlap. Where one of the concurrent activities involves a publication work product, the appropriate student editor(s) shall be considered a responsible faculty member in implementing the general policy with respect to concurrent double-dipping.

c) Publication of course work product is authorized and encouraged.

A student who proposes to use a course work product as the basis of a subsequent publication work product must give advance notice of such proposed use and a copy of the course work product to the responsible editor(s) of the student publication involved. Such notice is to be given before topic approval is obtained.

d) Student use of nonacademic work product to obtain law school credit.

This policy is designed to encourage students who have special expertise, experience and interests to build on them in undertaking academic research. Where this background serves as a fully disclosed foundation or springboard it is to be encouraged; where it is used as a substitute for required scholarly investigation (as part of the course, seminar or directed research project for law credit) it is prohibited.

The prohibition against the use of nonacademic work product to obtain law school credit
applies to credit for work on student publications. Such use is prohibited except where disclosed (and a copy of the nonacademic work product is provided) by the student to the responsible editor(s) of the publication. The editor(s) of the student publication is authorized to permit use of the nonacademic work product subject to such conditions and additional assignments as deemed appropriate in the circumstances.

The law school encourages the subsequent publication of superior work product from a seminar, class or directed research. To the extent it improves the work product ultimately published, such double-dipping is desirable. The publication of a seminar, course or directed research paper requires substantial additional work. Depending on the circumstances, the student publication may require additional assignments (to obtain publication credit) from those students whose course work product is published. Where a course work product is used as the basis of a publication work product that is not ultimately published (in the student publication), the student publication must require appropriate additional work of the student before credit for the publication activity is given. It is inappropriate for a student to receive academic credit (e.g., via a seminar, course paper or directed research project) for a work product developed as a law clerk for nonacademic purposes (e.g., a law firm). Although no academic double-dipping is involved (credit only being obtained once), this type of double-dipping is inconsistent with the assumptions on which law credit is awarded. The student has the affirmative duty to refrain totally from using any such nonacademic research or work product except where the student, in advance, has fully disclosed his or her work (and provided a copy of the nonacademic work product) on the topic to the responsible faculty member. If the nonacademic research or work product is fully disclosed as provided in the foregoing sentence, the responsible faculty member can specify an Authorized Topic that will treat such research or work product as a source of relevant preliminary research - a base upon which the work for academic credit builds.

College Council – April 13, 1988

F. COMPUTER USE POLICY

1. University Information Technology Acceptable Use Policy

University IT Acceptable Use Policy

2. College of Law Internet Usage Policy

Terms. For the remainder of this document, the term user will refer to the owner of a personal account on the S.J. Quinney College of Law Student Network. The term account will refer to a personal account on the S.J. Quinney College of Law Student Network. The term computer personnel will refer to the LAN manager, Wesley Christiansen, and other S.J. Quinney College of Law computer support staff.

General use. The S.J. Quinney College of Law Student Network is provided to University of Utah students who need a computer to complete their college work. Be prepared to present
your student ID upon request.

- Immediately notify computer personnel if you experience trouble with any computer lab equipment. If no one is immediately available, send an e-mail to helpdesk@law.utah.edu.

- Immediately notify computer personnel if an unauthorized person (anyone who is not a University of Utah student) is using the computing facilities. If no one is immediately available, notify the law school main office.

- These rules apply to all equipment connected to the law school network.

3. Accounts and passwords.

- The user of an account guarantees that he or she will be the sole user of his or her own account (accounts may not be shared). You may not allow friends or family access to your computer account.

- An account may only be used for educational purposes.

- Each account must have a password. To change your password on a lab computer, press Ctrl-Alt-Del. Select the "change password" option. Type your old password in the blank field provided. Type your new password in the "New password" field. Reconfirm it. All passwords must be at least 8 characters. We suggest substituting numbers or symbols for letters in a password. For example, using the first letter of each word in a sentence, "The University of Utah S.J. Quinney College of Law rocks," substitute numbers and/or symbols for Tu0USjQCLr.

- Account password expires 90 days from the changed date.

- The user’s account expires twelve months after his or her graduation date. The user must make plans accordingly to transfer files and or email messages. User's e-mail messages and files will not be forwarded.

4. File size and total bytes limitations.

- The total amount of disk space used by files contained in an account may not exceed 200 megabytes. The S.J. Quinney College of Law Student Network reserves the right to force compliance with this policy through the random deletion of files in any account found in violation of the policy without any notification to the user of the account.

- The total amount of disk space used by e-mail contained in an account also may not exceed 100 megabytes. S.J. Quinney College of Law Student Network reserves the right to force compliance with this policy through the random deletion of e-mail messages in any account found in violation of the policy without any notification to the user of the account.
5. Computer ethics and etiquette.

- The user will not attempt to override or breach the security of the S.J. Quinney College of Law Student Network. Any attempt to gain unauthorized access or breach the network's security will result in immediate suspension of computer privileges and referral to the University Student Behavior Committee. Use of the services associated with a student account for illegal or improper purposes is prohibited. This includes, but is not limited to, the unlicensed and illegal copying of copyrighted material.

- The user may not copy computer games or personal software into an account.

- The user agrees to treat all computer personnel in a courteous and reasonable manner. Failure to do so will result in the revocation of the account.

- Your access will be immediately suspended if computer personnel have reason to believe you have violated any of the college's computer policies. You will have the right to an immediate appeal to the Dean of Student Affairs. Permanent revocation of computer privileges will be imposed pursuant of the Code of Student Rights and Responsibilities.

- Computer resources are to be used in ways consistent with privacy rights and freedom from intimidation, harassment, and annoyance. For example, the law school considers the viewing of sexually explicit material on the premises as creating a hostile environment, which violates the University's sexual harassment policy.

- Be quiet. Be aware of and courteous to others.


- Computer personnel provide assistance with equipment and available software in student computer labs. They do not assist with course-specific questions or personal equipment.

- Computer personnel are not responsible for corrupted or lost work or damage to personal property as a result of their advice or assistance, or as a result of a system malfunction.

- Computer personnel are not responsible for backing up any user's personal files.

- Computers left with Help Desk staff are the sole responsibility of their owner and the staff cannot be held reliable for damage or theft.

7. Printing.

- Printing on the four student laser printers is governed by Pcounter software. These
printers are located in the Library Computer Lab (two printers), in the Gibson Reading Room, and on the second floor of the Law Library next to the north computer terminal. To print, users must credit their printing account at the law library circulation desk ($0.10/page). Credits may be added at any time. Law students are given four hundred fifty free pages at the beginning of each academic year.

- Please use the white paper only recycling barrels to dispose of unwanted print jobs.

8. Data backup, security, and disclaimer.

- The user accepts full responsibility for backing up his or her data and program files assigned to his or her account. The Student Network makes no guarantee concerning the security of a user's data, e-mail, or computer account. The user acknowledges that the user's data and e-mail on the S.J. Quinney College of Law Student Network may be seen by the school's administration, staff, and others; it is not private.

- The user agrees to pay for any damages to the equipment. The user also agrees to be held liable for the improper use of equipment or software, including copyright violation, and agrees to defend, indemnify, and hold the University Of Utah S.J. Quinney College Of Law harmless for any such liability or expenses.

- The user accepts full responsibility for his or her privately owned equipment including but not limited to printers, disk drives, laptop computers, disk files, and cables.

- The S.J. Quinney College of Law Computer Center retains the right to change and update these policies as required without prior notification to the user.

VIII. COLLEGE OF LAW GOVERNANCE AND REGULATION

A. COLLEGE COUNCIL

Establishment. The College of Law Council created by general Faculty Regulations is organized to assume the responsibility and exercise the authority provided in those regulations.

Organization. The College of Law Council consists of:

(i) the Dean, Associate Deans, and all members of the faculty of the College of Law; and

(ii) the president of the Student Bar Association, or the vice president if the president so delegates, during the period they hold office; and

(iii) three students representing, respectively, the first, second, and third year classes in the
College of Law, who shall be elected at the time and in the manner provided by the Constitution and Bylaws of the Student Bar Association (see Appendix A).

All members have voting privileges.

The Dean is chairperson of the council, and is authorized to designate a chairperson pro tempore to serve in the dean's absence.

The council may establish appropriate committees and procedures to aid in the effective performance of its functions. Appointment of faculty members to council committees is the responsibility of the chairperson. Student members of the council committees are appointed by the chairperson with the advice of the president of the Student Bar Association and the Board of Governors of the Association.

**Responsibilities and Powers.** The council has responsibility for and authority with respect to all matters properly within the scope of responsibility and authority of the faculty of the College of Law under applicable policies and regulations of the university, with the exception of faculty personnel matters. Additional exceptions to the responsibility and authority of the council as above defined, with respect to other matters not presently anticipated, may be determined by the council as such issues arise.

Committees of the faculty established pursuant to University Regulations for purposes of considering proposals respecting tenure, promotion, and retention of faculty personnel constitute committees of the College of Law and do not serve as committees of the College Council. The results of the deliberations of those committees, in the discretion of those committees, may be reported to the College Council before submission to the university administration and the appropriate university committees.

**B. SECURITY ACCESS**

Access to the College of Law building during certain hours will be via your U Card. Your U Card will be programmed to allow you to swipe your card through a card reader at certain entrances to the College of Law building. The security system will keep a record of individuals gaining access to the building during these hours. This record is maintained for approximately 13 weeks.

If you are attempting to gain access during permitted hours and your U Card does not work, call 5-COPS, or (801) 585-2677 for assistance.

U Card access for graduating 3Ls will be automatically terminated the first day of the following fall semester classes.

The security system will not affect the law library.

**C. DO NOT PROP OPEN DOOR AFTER HOURS**

**D. POSTING OF SIGNS/NOTICES**
The University of Utah has adopted regulations regarding the posting of signs, notices and posters on campus. The procedures stated here carry out the University regulations.

**Identification.** The name of the author or sponsor must be clearly identified on all posted material. Organizations may not use "University of Utah" as part of the organization's name. "University of Utah" may not be used on posted materials, except to indicate the location of an event.

**Members of the Law School Community.** Current student, faculty and staff of the College of Law may post signs, notices and posters in the Law School without obtaining prior approval, subject to the following restrictions:

- Personal postings (e.g., items for sale, roommate notices, etc.) should be posted on the student bulletin board in the Student Activities Center.
- Postings should not be placed on glass doors, wood or painted surfaces, on student mailbox cases or in the law library except on the kiosk near the main entrance.
- Postings placed on bulletin boards designated for a specific use should conform to that use.
- Members of the Law School Community who post items in the law school should remove the postings on a timely basis.
- Postings should contain a visible expiration date not to exceed 15 calendar days from the date of posting. Exceptions may be granted by the Director of Administrative Services.
- Postings which have expired, which have no expiration date, or which are posted in an inappropriate location will be removed.

**Posting by Commercial Entities and Other Non-Members of the Law School Community.** Commercial entities and other non-members of the Law School Community must obtain prior permission, including the appropriate stamp, from the University's Scheduling Office, pursuant to the University's speech regulations.

(*University Regulations, Chapter IX, Title IV
University Speech Policies; Signs, Literature and Structures
College Council – October 23, 1992*)

### E. STUDENT RECORDS POLICIES AND PROCEDURES (FERPA)

1. **Definitions**

For the purposes of this policy, the College of Law has used the following definitions of terms:

*Student* – any person who attends or has attended the College of Law.

*Education records* – any record (in handwriting, print, tapes, film or other medium), maintained by the College of Law or an agent of the College which is directly related to a student, except:
- A personal record kept by an employee, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the record's temporary substitute.

- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

- Alumni records which contain information about a student after he or she is no longer in attendance at the College of Law and which do not relate to the person's performance or activities while attending the College of Law.

Family Educational Rights and Privacy Act of 1974 (20 USCA 1232g).
College Council – April 21, 1989

2. Annual Notification

Students will be notified of their FERPA rights annually by one of the following methods: publication in the student handbook; publication in the student bulletin; or by statement in the student registration packets.

3. Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable period of time under the circumstances but within 30 days or less from the receipt of the request. Upon written request, the record custodian will attempt to provide currently enrolled students with copies of their law school transcripts within two days after receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

4. Right of College of Law to Refuse Access

The College of Law reserves the right to refuse to permit a student to inspect the following records:
- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend the college if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

5. Refusal to Provide Copies

The College of Law reserves the right to deny transcripts or copies of records not required to be made available by law in any of the following situations:

- The student has an unpaid financial obligation to the University or College of Law.
- There is an unresolved disciplinary action against the student and the records are not relevant to the disciplinary action.
- The student requests a partial or incomplete transcript of their completed coursework.

6. Fees for Copies of Records

The fee for copies will be $1.00 for ten pages or less and $0.10 additional per page for each page more than ten pages, plus postage, if applicable.

7. Types, Locations and Custodians of Education Records

The following is a list of the types of records that the College of Law maintains, their locations and their custodians.

<table>
<thead>
<tr>
<th>TYPES</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Records</td>
<td>Admissions Office</td>
<td>Assoc. Dean for Admissions &amp; Financial Aid</td>
</tr>
<tr>
<td>Cumulative Academic Records (current students and students within 5 years after graduation or withdrawal)</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Cumulative Academic Records (former students more than 5 years after graduation or withdrawal)</td>
<td>Registration Storage Room</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Aid and Scholarship</td>
<td>Admissions Office</td>
<td>Assoc. Dean for Admissions &amp; Financial Aid</td>
</tr>
</tbody>
</table>
8. Disclosure of Education Records

The College of Law will disclose information from a student's education records only with the written consent of the student, except:

   a) To school officials who have a legitimate educational interest in the information in the records.

       (1) A school official is:

       - A person employed by the University in an administrative, supervisory, academic or research, or support staff position, but not including any student currently enrolled in the College of Law; or

       - A person employed by or under contract to the University to perform a special task, such as the attorney or auditor, but not including any student currently enrolled in the College of Law.

       (2) A school official has a legitimate educational interest if the official is:

       - Performing a task that is specified in his or her position description or by a contract agreement; or

       - Performing a task related to providing academic advice to the student, if (a) the school official has been appointed the student's advisor; (b) the student has sought academic advice from the school official; (c) the student has applied to that school official for a research or teaching assistantship; or (d) the student has asked that school official to serve as a reference; or

       - Performing a task related to the discipline of a student; or

       - Providing a service or benefit requested by the student relating to counseling, job placement or financial aid, or providing a service or benefit to the student or the student's family under emergency circumstances such as safety, health care or counseling.

   b) To officials of another school, upon request, in which a student seeks or intends to enroll.
c) To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

d) In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

e) If required by a state law requiring disclosure that was adopted before November 19, 1974.

f) To organizations conducting certain studies for or on behalf of the University.

g) To accrediting organizations to carry out their functions.

h) To parents of an eligible student who claim the student as a dependent for income tax purposes.

i) To comply with a judicial order or a lawfully issued subpoena.

j) To appropriate parties in a health or safety emergency.

k) To an institution or a person to whom a student has requested that a school official write a letter of reference, unless the student expressly directs the school official not to disclose information.

9. Redisclosure of Education Records

A person receiving information in accordance with the provisions of this policy may redisclose that information to another party without obtaining prior consent as long as the redisclosure also meets the requirements of this policy, the redisclosure is made to another school official who has a legitimate educational interest in the information or the redisclosure is to an institution or a person to whom a student has requested that a school official write a letter of reference.

10. Record of Requests for Disclosure

The College of Law will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record requests may be reviewed by the eligible student or parent, if the parent claims the student as a dependent for income tax purposes.
11. Directory Information

The College of Law designates the following items as Directory Information:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees, academic and public service honors, and awards received
- Educational agencies or institutions attended and major fields of study
- Current semester class schedule
- Photograph

The College of Law may disclose any of those items without prior written consent, unless notified in writing to the contrary by August 15th of each academic year.

College Council – September 30, 1992

12. Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy or other rights. Following are the procedures for the correction of records:

a) A student must ask the Dean of Student Affairs to amend a record, identifying in writing the part of the record they want changed and specifying why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.

b) The College of Law may comply with the request or it may decide not to comply. In all cases where the College decides not to comply, it shall notify students of the decision and advise them of their right to hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.

c) Upon request, the College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.
d) The hearing will be conducted by the College of Law Academic
Misconduct/Appeals Committee. The student shall be afforded a full and fair
opportunity to present evidence relevant to the issues raised in the original request to
amend the student's education records.

e) The College of Law will prepare a written decision based solely on the evidence
presented at the hearing. The decision will include a summary of the evidence
presented and the reasons for the decision.

f) If the College of Law decides that the challenged information is not inaccurate,
   misleading or in violation of the student's right of privacy or other rights, it will notify
   the student that they

g) have a right to place in the record a statement commenting on the challenged
   information and/or a statement setting forth reasons for disagreeing with the decision.

h) The statement will be maintained as part of the student's education records as
   long as the contested portion is maintained. If the College of Law discloses the
   contested portion of the record, it must also disclose the statement.

i) If the College of Law decides that the information is inaccurate, misleading or in
   violation of the student's right of privacy or other rights, it will amend the record and
   notify the student, in writing, that the record has been amended. The person supplying
   or entering the information that has been deleted or modified shall also be notified of
   that action and the reasons for it.

College Council – April 21, 1989

F. STUDENT BAR ASSOCIATION

See Appendix A (Constitution of the College of Law Student Bar Association)

G. STUDENT COMPLAINT PROCEDURES

The College of Law provides the following complaint procedure for students wishing to bring
formal or informal complaints. This policy does not supplant University complaint procedures,
but rather, merely supplements them.

If students have general complaints or concerns regarding College of Law policy or procedures,
including compliance with ABA standards, students may register either an informal or a formal
complaint.

Informal Complaint Process. If students have an informal complaint, they should register
their concerns with the Dean of Student Affairs, who will then work with the relevant law
school personnel to address the concern.
Formal Complaint Process. A student may file a formal, written complaint via email with the Dean of Student Affairs and the Associate Dean of Academic Affairs. Such complaints must be designated by the student as a “formal complaint.” Any formal complaint referencing a faculty member will also be provided to the faculty member, and the faculty member will have the right to respond. Within 5 business days of receipt of the complaint, one or both of the responding Deans will acknowledge, via email, receipt of the complaint. Within 14 days of receipt of the complaint, one or both of the responding Deans shall meet with the complaining student and initiate an investigation regarding the complaint. Within 30 days of receipt of the complaint, one or both of the responding Deans will either send a written response, via email, to the complaining student addressing the substance of the complaint or inform the complaining student that further investigation is necessary and give a reasonable estimate of date by which the investigation and decision regarding the complaint will be completed. If the complaining student is dissatisfied with the decision of the responding Dean, the student has the right to appeal such decision to the Dean of the College within 14 days of receipt of the written decision from the responding Dean. Within 30 days of the receipt of the written appeal from the complaining student, the Dean shall issue a written decision, via email, to the complaining student. The decision of the Dean of the College of Law shall be final.
APPENDIX A

CONSTITUTION OF THE STUDENT BAR ASSOCIATION

We the students of the S. J. Quinney College of Law at the University of Utah, in order to promote shared governance on campus; further enrich the professional and social interests of students while attending law school; further scholastic attainment; promote understanding among faculty, students, and alumni; coordinate activities of the law school community; provide a forum for student concerns; cooperate with national, state, and local bar associations, and with other law school students through the American Bar Association Law Student Division; and participate in the activities of the American Law Student Association, do ordain and establish this Constitution for the University of Utah Student Bar Association.

H. ARTICLE I – NAME AND PURPOSE

§ 1. The name of this body shall be the University of Utah Student Bar Association and will appear hereafter as SBA.

§ 2. SBA shall serve as the Student Advisory Council (SAC) for the S. J. Quinney College of Law at the University of Utah.

I. ARTICLE II – AUTHORITY AND POWERS

§ 1. Authority is established and power is granted to SBA by the Board of Trustees of the University of Utah, the Board of Trustees of the S. J. Quinney College of Law, and the Associated Students of the University of Utah (ASUU).

J. ARTICLE III – MEMBERSHIP
§ 1. Membership rights and privileges shall be granted to:

- A. all dues paying law students currently registered for at least five (5) semester credit hours or half-time enrollment at the S. J. Quinney College of Law;
- B. the Dean of Student Affairs as an ex officio member; and,
- C. honorary members that have made an outstanding contribution to the SBA or the S. J. Quinney College of Law community.

§ 2. All members of the SBA are required to pay membership dues which:

- A. shall be approved by the SBA Executive Council and submitted to the Dean of Student Affairs in the Spring Semester prior to fall enrollment;
- B. may be waived upon:
  - (1) submission of an individual, written appeal that details the reasons for the proposed waiver; and,
  - (2) approval by a simple majority vote, of fifty (50) percent plus one (1), of all votes cast by the members of the SBA Executive Council;
- C. shall not apply to:
  - (1) ex officio members; and,
  - (2) honorary members.

§ 3. Membership rights of any kind shall not be denied to any person on the basis of sex, race, ethnic origin, religion, physical disability, socioeconomic status, or sexual orientation.

K. ARTICLE IV – MEETINGS OF THE GENERAL MEMBERSHIP

§ 1. Meetings of the general membership of SBA shall be called and chaired by the President:

- A. at his/her discretion in order to:
  - (1) discuss proposed rules, policies, constitutional changes, etc.;
  - (2) provide a forum for student members to express concerns, questions, or grievances;
  - (3) vote on issues affecting the SBA, the College of Law, or law students in general;
- B. upon submission of a written petition that:
  - (1) explicitly states the purpose for which the meeting will be called;
  - (2) is signed by no less than ten (10) student members; and,
  - (3) provides members with no less that twenty-four (24) hours notice prior to the start of the meeting;

§ 2. Meeting of the general membership shall be:

- A. conducted according to Robert’s Rule of Order, Newly Revised; and,
- B. in accordance with the “Open and Public Meetings Act” (Utah Code Ann. §
L. ARTICLE V – THE EXECUTIVE COUNCIL

§ 1. All governing powers of the SBA shall be vested in the SBA Executive Council.

§ 2. The SBA Executive Council shall be composed of:

- A. the President;
- B. the Vice President;
- C. the Secretary;
- D. the Public Relations Director;
- E. the Social Activities Director;
- F. the Third Year (3L) Representative;
- G. the Second Year (2L) Representative; and,
- H. the First Year (1L) Representative.

§ 3. Members of the SBA Executive Council shall:

- A. academically:
  - (1) be registered for at least five (5) semester hours or half-time enrollment at the S. J. Quinney College of Law;
  - (2) have and maintain a cumulative G.P.A. of 2.00 or above;
  - (3) be in good standing;
- B. meet at least two (2) times each month during the regular academic calendar;
- C. have the power to:
  - (1) represent and vote on all issues brought before the Executive Council according to the interests of their constituency;
  - (2) debate and ratify appointments by the President;
  - (3) debate and ratify any organizational charter, constitution or by-law subordinate thereof;
  - (4) debate and ratify rules, legislation, and questions of interpretation brought before the Council;
  - (5) debate and approve the proposals of SBA committees;
  - (6) debate and ratify appointments of honorary membership of the SBA;
  - (7) serve as a student forum for concerns of the law student body;
  - (8) authorize any officer or committee they deem necessary to aid in the functions of the SBA;
  - (9) approve, ratify, or otherwise decide upon any actionable item by a simple majority vote, of fifty (50) percent plus one (1), of all votes cast; and,
  - (10) overturn, by a super majority vote, of two-thirds (2/3) of all ballots cast, any measure previously passed.

§ 4. The President shall:
A. have the academic standing of an incoming third-year (3L) law student;
B. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the members of the SBA;
C. attend at least fifty (50) percent of all SBA activities;
D. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
E. call and chair all meetings of the Executive Council;
F. serve as member of the law school Board of Trustees;
G. serve as a voting member of the College Council;
H. serve as a member of the Barrister’s Committee;
I. have the power to appoint ad hoc representatives, committee chairs, delegates, or any other officer as needed to carry out the duties of the organization or represent SBA to outside organizations;
J. delegate subsequent SBA Executive Council members to various committees, councils, and all other functions as needed;
K. assist the Third-Year (3L) Representative in organizing the graduation dinner and securing the graduation speaker;
L. oversee the management of the SBA office and its functions;
M. call and monitor all SBA elections; and,
N. assist in planning and facilitating SBA activities as needed.

§ 5. The Vice President shall:

A. have the academic standing of an incoming second-year (2L) law student;
B. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of SBA;
C. attend at least fifty (50) percent of all SBA activities;
D. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
E. assume the duties and responsibilities of the President, should an absence or vacancy occur;
F. serve as an ex officio member of the College Council;
G. oversee solicitations and donations for SBA events;
H. serve as chair of the Barrister’s Committee;
I. serve as chair of the “Outstanding Student Award” Committee; and,
J. assist in planning and facilitating SBA activities as needed.

§ 6. The Secretary shall:

A. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the members of the SBA;
B. attend at least fifty (50) percent of all SBA activities;
C. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
D. record the minutes of all SBA meetings;
§ 6. The Executive Director shall:

- E. distribute copies of the agenda and any action items needed prior to SBA meetings;
- F. maintain records, membership rosters, minutes, photos, budget reports, electronic documents, the SBA membership directory, and all other SBA materials;
- G. provide monthly reports of the SBA budget;
- H. oversee the SBA budget, and approve and execute all expenditures of SBA;
- I. at his/her discretion, and upon the approval of the Executive Council:
  - (1) appoint an SBA Financial Advisor to assist with the coordination of SBA budgets, expenditures, and accounting records;
  - (2) select and chair the SBA Budget Committee; and,
- J. assist in planning and facilitating SBA activities as needed.

§ 7. The Public Relations Director shall:

- A. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the members of the SBA;
- B. attend at least fifty (50) percent of all SBA activities;
- C. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
- D. oversee the promotion of all SBA events and activities to students, local media, alumni, and legal community;
- E. decorate and update the SBA bulletin boards around the law school;
- F. organize and facilitate apparel sales;
- G. oversee the SBA website and e-mail account;
- H. oversee all SBA publications;
- I. at his/her discretion, and upon the approval of the Executive Council:
  - (1) appoint an SBA Web Master to assist with designing and modifying the SBA website;
  - (2) select and chair the SBA Publicity Committee; and,
- J. assist in planning and facilitating SBA activities as needed.

§ 8. The Social Activities Director shall:

- A. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the members of the SBA;
- B. attend at least fifty (50) percent of all SBA activities;
- C. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
- D. serve as the lead organizer for at least one (1) SBA social and assist in planning and organizing all other SBA activities;
- E. serve as vice chair of the Barrister’s Committee;
- F. ensure that photos are taken at all SBA events and major law school events
to be displayed at the law school and on the SBA website;
  o G. coordinate a community service activity each year;
  o H. serve as a liaison between student organizations and SBA;
  o I. foster and assist with the coordination of cosponsored activities between SBA and student organizations on campus; and,
  o J. delegate responsibilities for the planning and facilitation of SBA activities as needed.

§ 9. The Third-Year (3L) Representative shall:

  o A. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the incoming third-year student members of the SBA;
  o B. attend at least fifty (50) percent of all SBA activities;
  o C. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
  o D. represent the interests of third-year students to the faculty, administration, and alumni of the college and within the SBA;
  o E. serve as the lead organizer for at least one (1) SBA social or service project;
  o F. serve as a voting member of the College Council;
  o G. serve as the third-year Barrister’s Committee representative;
  o H. serve as lead organizer in planning the graduation dinner and securing graduation speaker;
  o I. serve as the student representative on the Young Alumni Board; and,
  o J. assist in planning and facilitating SBA activities as needed.

§ 10. The Second-Year (2L) Representative shall:

  o A. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the incoming second-year student members of the SBA;
  o B. attend at least fifty (50) percent of all SBA activities;
  o C. attend at least seventy-five (75) percent of all meetings of the SBA Executive Council;
  o D. represent the interests of second-year students to the faculty, administration, and alumni of the college and within the SBA;
  o E. serve as the lead organizer for at least one (1) SBA social or service project;
  o F. serve as a voting member of the College Council;
  o G. serve as the second-year Barrister’s Committee representative; and,
  o H. assist in planning and facilitating SBA activities as needed.

§ 11. The First-Year (1L) Representative shall:

  o A. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the first-year student members of the SBA;
  o B. attend at least fifty (50) percent of all SBA activities;
  o C. attend at least seventy-five (75) percent of all meetings of the SBA
Executive Council;
- D. represent the interests of first-year students to the faculty, administration, and alumni of the college and within the SBA;
- E. serve as the lead organizer for at least one (1) SBA social or service project;
- F. serve as a voting member of the College Council;
- G. serve as the first-year Barrister’s Committee representative; and,
- H. assist in planning and facilitating SBA activities as needed.

§ 12. Honorary student members of the SBA Executive Council shall include:

- A. the Third Year (3L) Representative to the American Bar Association;
- B. the Second Year (2L) Representative to the American Bar Association;
- C. the First Year (1L) Representative to the American Bar Association;
- D. the College of Law Representative to the Associated Students of the University of Utah (ASUU) Assembly; and,
- E. the College of Law Representative to the Associated Students of the University of Utah (ASUU) Senate.

§ 13. Honorary student members of the SBA Executive Council:

- A. shall serve voluntarily as ex officio members;
- B. shall fulfill and maintain the individual duties and responsibilities required by their respective organizations; and,
- C. may assume additional responsibilities in assisting with SBA activities and events at the discretion of the SBA President.

M. ARTICLE VI – COMMITTEES

§ 1. The SBA Executive Council will have the power to create any committees deemed necessary to carry out the functions of the SBA and the student body of the College of Law.

§ 2. There will be five (5) standing committees of the SBA:

- A. the Elections Committee;
- B. the Barrister’s Committee;
- C. the Outstanding Student Scholarship Committee;
- D. the Budget Committee; and,
- E. the Publicity Committee.

§ 3. The Elections Committee shall:

- A. be chaired by the President unless:
  - (1) the President has a clear conflict of interest in the outcome of the election over which he/she is chairing, in which case, the Dean of Student Affairs shall appoint an Elections Chair;
B. coordinate and oversee the SBA general election which:
   ▪ (1) shall be called by the President during the Spring Semester prior to
     the academic year in which the candidates will serve;
   ▪ (2) shall occur no later than the first (1st) of April;
C. coordinate and oversee any special elections of the SBA which;
   ▪ (1) shall be called by the President and approved by the SBA Executive
     Council; and,
D. consist of at least two (2) students-at-large to assist in tabulating the election
results.

§ 4. The Barrister’s Committee shall:

  o A. be chaired by the Vice President with the Social Activities Director serving
    as vice chair;
  o B. oversee, maintain, and develop all assets of the Barrister’s Committee;
  o C. plan and coordinate the annual Barrister’s Ball to be held during the Spring
    Semester for the purpose of bringing together students, faculty, staff, administrators, alumni, members of the College of Law Board of Trustees, and members of the legal community; and,
  o D. raise funds for scholarships, endowments, and other charitable entities to be
    determined on an annual basis by the members of the committee.

§ 5. The Outstanding Student Scholarship Committee shall:

  o A. be chaired by the Vice President;
  o B. oversee, maintain, and develop all assets of the Outstanding Student
    Scholarship Fund;
  o C. develop an equitable standard and/or process for the annual selection of
    Outstanding Student Scholarship recipients; and,
  o D. raise funds and solicit donations for the Outstanding Student Scholarship
    Fund.

§ 6. The Budget Committee shall:

  o A. be chaired by the Secretary as needed;
  o B. review and analyze the SBA budget and all other SBA accounts and financial
    procedures;
  o C. consider and propose changes to student fees, the SBA budget, and all other
    SBA accounts and financial procedures to be approved by the SBA Executive
    Council; and,
  o D. consider and investigate financial discrepancies in the SBA budget and all
    other SBA accounts and financial procedures.

§ 7. The Publicity Committee shall;
o A. be chaired by the Public Relations Director as needed;
o B. oversee and assist with the promotion of all SBA events and activities to
students, local media, alumni, and legal community;
o C. oversee, maintain, and develop the production of all SBA publications and
materials including:
  o  ▪ (1) College of Law apparel;
  o  ▪ (2) the SBA website; and,
  o  ▪ (3) the SBA newsletter;

N.  ARTICLE VII – BY-LAWS

§ 1. The SBA Executive Council shall have the power to adopt By-Laws as deemed necessary
to carry out the functions of the organization.

§ 2. Any SBA By-Law may be enacted, amended, or repealed by a simple majority vote of fifty
(50) percent plus one (1) of the SBA Executive Council.

O.  ARTICLE VIII – VACANCIES AND REMOVALS

§ 1. Vacancies in the office of the President will be filled by the Vice President.

§ 2. Vacancies in all offices other than the office of the President will be filled by appointment
from the President and upon the approval of a majority vote of fifty (50) percent plus one (1)
of all votes cast by the SBA Executive Council.

§ 3. Any member of the SBA Executive Council may resign for any reason and shall
automatically be removed from office upon submission of a written letter of resignation to the
Executive Council and the Dean of Student Affairs.

§ 4. Any member of the SBA Executive Council may be removed by recall or impeachment
upon direct violation of this Constitution.

§ 5. A recall vote to remove any elected SBA officer:

  o A. will be held if twenty-five (25) percent of the officer’s total number of
constituents sign a petition for recall;
    ▪ (1) the petition must be received and verified by the Dean of Student
Affairs;
    ▪ (2) copies of the petition and signatures are delivered to the contested
officer and the SBA Executive Council;
  o B. be held by special election within ten (10) working days of verification of
the petition for the contested position(s); and,
  o C. shall require a super-majority vote of two-thirds (2/3) of all ballots cast in
the recall election.
§ 6. Impeachment and removal of an SBA officer will be sustained if:

- A. an action calling for an impeachment hearing is approved by a majority vote of fifty (50) percent plus one (1) of the SBA Executive Council;
- B. a super majority vote of two-thirds (2/3) of all votes cast are in favor of impeachment following an impeachment hearing conducted in the following manner:
  - (1) the trial shall be chaired by the Dean of Student Affairs;
  - (2) the jury composed of the remaining members of the SBA Executive Council and one student-at-large from each class selected by the Dean of Student Affairs;
  - (3) the prosecution shall be brought by a student member of the SBA appointed by the Dean of Student Affairs; and,
  - (4) the officer on trial shall have the option of a pro se defense or he/she may seek counsel from a student or faculty member.

§ 7. Any person acquitted of wrongdoing by lack of proper majority, shall not, for the same offense, be otherwise re-examined by any proceedings enumerated in this Constitution.

§ 8. Any impeachment, resulting from an unfair trial may be appealed to the Dean of Student Affairs for a new trial.

P. ARTICLE IX – AMENDMENTS TO THIS CONSTITUTION

§ 1. Amendments to this Constitution may be proposed:

- A. through legislation from the SBA Executive Council; or,
- B. by petition signed by twenty-five (25) percent of the student members of SBA.

§ 2. Proposed amendments to this constitution will be adopted by a super majority vote, of two-thirds (2/3) of all ballots cast by the student members of SBA.

§ 3. Neither the SBA nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with this Constitution.

Q. ARTICLE X – RATIFICATION

§ 1. Upon ratification by a super majority vote of two-thirds (2/3) of all ballots cast by the total student members of SBA, this Constitution shall supersede and override any other documents heretofore known as a Constitution of the University of Utah Student Bar Association.