
Student Handbook

The University of Alabama
School of Law

2009

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GRADUATION REQUIREMENTS

Upon favorable recommendation of the faculty, the juris doctor (J.D.) degree is conferred upon students who have

- maintained overall grade point averages of at least 2.0 for all work attempted in the School of Law
- earned at least 90 semester hours of credit for work in the Law School, including all required courses
- successfully completed a seminar
- successfully completed at least three credit hours in designated professional skills courses
- maintained, in the judgment of the faculty, a satisfactory record of honorable conduct befitting a prospective member of the legal profession
- completed requirements for the J.D. not less than 24 months after matriculating as a law student and not more than 6 calendar years after matriculating as a law student

Upon favorable recommendation of the faculty, the master of laws (LL.M.) degree is conferred upon students in the International Graduate Program who have

- maintained overall grade point averages of at least 2.5 for all work attempted in the School of Law
- earned at least 24 semester hours of credit for work in the Law School, including all required courses

HONORS

The faculty of The University of Alabama School of Law recognizes outstanding academic achievement through bestowing “academic honors” recognition on law graduates. Recognition is based on a percentage of the graduating class. The percentages and the respective honor will be:

Top 5%	<i>summa cum laude</i>
Next 10%	<i>magna cum laude</i> , and
Next 10%	<i>cum laude</i>

Therefore, the top 25% of the graduating class receives academic honors.

Dean M. Leigh Harrison Award

This award is presented at the end of the fifth semester to those students who are in the top five percent of their section, and have demonstrated above average ability in legal writing. The award represents outstanding achievement in academic performance, legal writing, scholarship, and intellectual attainment.

Order of Samaritan

To qualify for the Order of the Samaritan, a student must qualify for both the Law School’s Dean’s Community Service Award and the Alabama State Bar’s VLP Student Award OR the Public Interest Institute’s Independent Legal Public Service Program.

Dean’s Community Service Award

The Dean’s Community Service Award is awarded to students who complete at least 40 hours of legal or non-legal community service while in law school.

Alabama Volunteer Lawyers Program Student Award

To earn the VLP Student Award, law students at Alabama’s two accredited law schools must volunteer for at least 50 hours at an approved law office that services primarily indigent persons.

Bench & Bar Legal Honor Society

All second- and third-year students with a minimum scholastic average of 2.5 after completion of a minimum of 25 hours in law school are eligible for membership. Selection into the Bench & Bar Legal Honor Society is based on the student’s GPA and participation in student government, legal journals, moot court, trial advocacy, law school societies, and other extracurricular activities. No more than fifteen percent of the student body shall be members.

Independent Legal Public Service Program Award

A minimum of 50 hours of legal services must be in an approved law office or non-profit organization. The law office or non-profit organization can be anywhere in

the country and must not fall within the VLP Student Award parameters. Students may work on legal issues in any of the following areas: race, gender, sexual orientation, animal rights/cruelty, environmental, and under-privileged groups (ex., prisoners, elderly, homeless, low-income, children, disabled, rural workers, etc.).

Order of the Coif

Order of the Coif is awarded to the top 10% of the graduating class. Students may not have more than 23 pass/d/fail hours to qualify. Students not pursuing this honor do not have a limit on the number of pass/d/fail hours they can take.

Academic Standards

In order to continue their coursework, students must maintain minimum grade point averages of 2.0. Students who do not have overall GPAs of 2.0 or higher at the end of any semester or summer term normally are permitted to remain in the Law School on probation during the next semester or summer term for which they enroll. Students on probation are encouraged to participate in academic support activities sponsored by the Law School. Some academic support activities may be required of students on probation. At the end of that semester or summer term, students who have not achieved overall GPAs of at least 2.0 or higher are excluded from further enrollment. Students may petition the Admissions Committee to be allowed to continue for one additional semester on probation. Students excluded because they did not maintain a 2.0 at the end of their first year may petition to repeat the first year. If that petition is granted, grades for the year on which the first exclusion is based, do not carry forward in the Law School gpa. Students also may be excluded because of excessive absences from class, as a sanction for a violation of the Student Honor Code, or for other nonacademic reasons when the dean deems it in the Law School's best interest. Law students are also subject to other University student policies.

Accreditation standards provide that regular and punctual class attendance is required.

SCHOLARSHIPS AND FINANCIAL AID

Scholarships

The current policy of scholarship offers made to incoming first-year students is established through joint communication between the Dean, the Scholarship and Awards Committee, and members of the administrative staff.

Depending on the amount of funds available, some second- and third-year students may be awarded scholarships based on academic performance. Students do not apply for these scholarships and are notified of any awards by the end of the summer.

For more information on Law School scholarships, please contact Associate Dean Claude Reeves Arrington, Room 144F, at 205-348-2728 or carrington@law.ua.edu.

Information on Non-Law School scholarships and writing contests is posted on the bulletin board outside Room 175 and/or Symplicity.

Financial Aid

For questions regarding financial aid, please contact the Financial Aid Law School counselor, Ms. Chrishan Emonina, at financialaid.law@ua.edu or the Financial Aid Office at 348-2973; www.financialaid.ua.edu; or financialaid@ua.edu. For information and applications for financial aid available from the Law School, please contact the Associate Dean for Administration, Room 115, 205-348-4508.

GRADING

Anonymous Grading

Examinations are graded anonymously. Each student's exams are identified by a number, which changes each semester. The registrar's office very carefully protects students' anonymity, and students are expected to refrain from disclosing information (such as marking an exam "graduating senior" or some other subtle identification) to professors that might identify their exams. A professor does not learn the student name associated with a grade until after the professor has turned in the grades. Professors are not given students' anonymous numbers. After grades are determined, however, students are given opportunities to discuss examinations with professors.

The Law School Student Records Office safeguards the secrecy of the anonymous numbers by handling the mechanics of matching grades with names.

Grades are distributed to students by the Student Records Office on an announced day after all examinations have ended. Professors do not distribute grades.

Seminars, workshops, oral reports, papers and problems are not under the anonymous grading system, unless the professor so chooses.

Grading System

A student's work in law school courses and seminars is graded on a numeric scale running from zero to 4.0, which corresponds to the letter grades in the chart below. An anonymous grading system is used.

Law School Grades	Corresponding Letter Grades
4.0 (excellent)	A
3.67	A-
3.33	B+
3.0	B
2.67	B-
2.33	C+
2.0	C
1.67	C-
1.33	D+
1.0 (unsatisfactory)	D
0.0 (failure)	F

Distribution of Grades

The Law School Faculty has approved the following recommended, voluntary, aspirational norms and ranges for the distribution of grades for students for students graduating after May 2005. This policy is in effect through Spring 2010.

First-Year and Other Required Courses

Grade	Norm	Range
A	4.0	5%
A-	3.67	7.5%
B+	3.33	12.5%
B	3.00	15%
B-	2.67	20%
C+	2.33	15%
C	2.00	12.5%
C- -F	1.67-0.00	12.5%

Effective Fall 2010, the Law School faculty approved a mandatory mean of 3.2 for all first-year classes. Recommended distributions are noted below.

Letter Grade	GPA	Proposed Distribution Percentages				
A	4	16	15	14	15	15
A-	3.67	22	22	21	22	21
B+	3.33	29	29	33	25	31
B	3	10	13	10	14	11
B-	2.67	8	6	6	9	6
C+	2.33	5	5	5	6	5
C	2	5	4	5	4	5
C-	1.67	2	2	4	4	3
D+	1.33	1	2	2	1	3
D	1	1	2			
F	0	1				

Effective Fall 2009, the Law School faculty approved a mandatory mean of 3.3 for all upper-level classes with more than 12 students. Recommended distributions are noted below.

Letter Grade	GPA	Proposed Distribution Percentages				
A	4	15	15	17	16	15
A-	3.67	20	20	26	21	25
B+	3.33	27	39	29	30	30
B	3	28	10	7	13	10
B-	2.67	4	5	7	10	10
C+	2.33	2	5	7	10	5
C	2	2	5	7		5
C-	1.67	2	1			
D+	1.33					
D	1					
F	0					

Effective Fall 2009, the faculty policy is that no more than one-half of the students in a class with 12 or fewer students may receive As.

The grade of A+ may be assigned to the best paper in each class. Under University of Alabama policy, the A+ is calculated as 4.33, except that a student's overall gpa may not exceed 4.0.

Instructors in externships, trial advocacy classes, clinics, and other Pass/D/Fail classroom-based skills courses may award up to 1/3 of the students in the course a "High Pass" (HP).

A student's academic average in the School of Law is computed by first multiplying the grade received in each course by the number of hours in the course, then totaling the figures thus produced for all courses, and dividing by the number of semester hours attempted.

Failing a Course

Should a student fail a course, the dean may require the student to repeat that course. Students must repeat and pass all required classes to graduate. The grade of "I" (incomplete) may be assigned at the law school's discretion when, for acceptable and approved reasons, a student has been unable to complete the required work for a course or seminar. The award of the "I" instead of 0.0 may be contingent upon completion of the unfinished work, at which time another grade may be assigned, or upon other terms fixed by the School of Law.

Participation Grades

Although it is not the general practice to do so, in courses other than seminars, and after notification to students at the start of the semester, a professor may raise grades by .3 for class participation or lower grades by .3 for lack of participation. In seminars, class participation or lack thereof may not count for more than 50% of the final course grade. In workshops, class participation or lack thereof may be the sole determinant of the grade.

For serious failure on the part of the student to participate in class as required by the professor, the student may be dropped from the course.

Procedure for Appealing a Grade

A student may appeal a grade. The following is the procedure used in such an appeal.

1. Student reviews his or her exam.
2. Student submits to the Records Office a request that the professor review the calculation of the student's grade.*
3. If the student remains dissatisfied with the accuracy of the grade, the student prepares a written statement on why he or she thinks the grade is arbitrary.
4. Another professor, in the same or a related teaching area, is given the student's statement, the student's exam, and a copy of the exam. The professor may also have access to the exams of other students in the class.
5. The reviewing professor makes a determination of whether the student's grade was arbitrary.

*Please note that the student should keep her/his identity anonymous from the professor when seeking a grade recalculation. Following a grade recalculation, the student may discuss her/his exam with the professor, but only to receive feedback on the test and not to advocate for a higher grade.

TRANSFERRED CREDIT

Class Work at Other Law Schools

In exceptional cases, law students are allowed to visit for the third year at another law school. The student should have a compelling reason, such as to keep a family together, or sometimes to take advantage of a special concentration of law that we do not offer. The Law School must be ABA accredited and one that our Dean thought was worthy of our student visiting; the student would have to be a fairly strong student. Our Dean would make the final decision as to whether to approve the visit.

The student would be required to make all of the contacts with the other school. All courses must be approved prior to the student registering for them and the grades would transfer as "Pass". Grades at another school do not affect the gpa here. Students spending a semester away are not ranked with their classmates here.

Students who plan to do work at another law school must obtain the written approval of the Associate Dean for Students/Academic Services, prior to the undertaking of the work. When approved work is completed away from The University of Alabama School of Law, the credit earned will be applied toward hours needed for graduation and will be recorded in the student's record; however, grade points earned in courses and seminars away from the School of Law will not be used in the School of Law's computation of the student's overall grade point average. When Alabama law students taking classes in other divisions or at other law schools, ask to transfer credit, grades below "C" will not be transferred. Approval of planned work at another law school does not necessarily alter the residency requirements of the School of Law. Normally, permission to do work at another law school is given only under unusual circumstances.

The student is responsible for providing us with an official transcript from the school they were attending at the end of each semester and a final transcript before we accept the credits and certify them to take the Bar. We traditionally do not accept letters from the Registrar certifying the courses and grades; the burden is on the student to have this information forwarded (for instance, schools will not release transcripts if the student has an outstanding tuition account) to insure we do not certify a student to the Bar without the official transcript to evaluate and have the courses on record.

Students will not pay tuition at our Law School, but will pay at the school they are visiting. The student must make all financial arrangements, including any consortium financial agreement. The student should stay in close communication with the University of Alabama Law Registrar. If a student visits another law school and is a scholarship recipient at Alabama's Law School, the scholarship will not be applied toward his/her tuition during visiting status. Scholarship recipients must

notify the Admissions Office if they intend to visit at another law school.

Work Transferred from Other Graduate Divisions on Campus

A student may take up to 6 hours of **graduate** work from other divisions of The University of Alabama so long as (1) there is prior approval by the office of the Senior Assistant Dean for Students/Academic Services and (2) the student articulates in writing how the class enhances his or her law school curriculum. Credit is transferred as described in the above paragraph.

A student may not transfer credit from other schools and divisions that was earned prior to the time the student matriculated as a law student.

Summer Programs at Other Schools

Students who wish to transfer credit from a summer program at another ABA-accredited law school should follow the procedure set out above. Permission to enroll in summer classes at another ABA-accredited law school is granted more often than permission to transfer work from other law schools and completed during the regular academic year.

Distance Education

Students may take up to 12 hours in distance education courses, but are limited to no more than 4 hours in one semester. Students may not enroll in distance education courses until they have completed all first-year requirements.

Transferred Students from Another Law School

A selected number of students each year are allowed to transfer from other law schools with advance standing. These students must complete a transfer student application. The admissions process is very similar to the regular admissions process.

The Law School will accept no more than 30 hours of credit from another school. An evaluation of credit is done on a case-by-case basis. The Law School may require particular courses of transferred students. Students wishing to transfer will not be able to transfer C's (including C+, C, and C-) or their equivalents.

Usually transferred students will not have class ranks.

PUBLIC INTEREST CERTIFICATE PROGRAM

The University of Alabama Law faculty recently approved a certificate program in Public Interest Law. To meet the requirements for the program students must successfully complete a course in Public Interest Law, a course in Poverty Law, a four-hour clinical course offered at the Law School, 12 additional credit hours taken from a list of regularly-available public interest related courses, and 50 hours of legal or non-legal volunteer service on behalf of a community service or public interest organization.

JOINT J.D./M.B.A. PROGRAM

The Law School and the Manderson Graduate School of Business at The University of Alabama offer select students an opportunity to earn joint J.D. and master of business administration (M.B.A.) degrees.

Five specialized courses (15 hours) in the graduate business curriculum are credited toward the J.D. degree, and 15 hours of specialized law study are credited toward the M.B.A. These special J.D. and M.B.A. classes appear on a list approved by the J.D./M.B.A. program committee. The Law School must approve substitutions of the classes on these approved lists. All other Law School and Manderson Graduate School graduation requirements must be met.

Admission to the joint program is limited. A student must apply separately to and be accepted by both the Manderson Graduate School of Business and the School of Law. Additionally, the student must apply to the J.D./M.B.A. program committee and be accepted by that committee. In general, admission to the joint program is more competitive than admission to either school.

There are two patterns for the program: a 3-year program and a 4-year program. Sample schedules for each are attached.

SCHOOL OF LAW J.D./M.B.A. COURSE CURRICULUM: FOUR-YEAR PROGRAM

Manderson Graduate School of Business
 Box 870223 (101 Bidgood Hall)
 Tuscaloosa, AL 35487-0223
 (205) 348-6517 OR (800) 365-8583

University of Alabama Law School Admissions
 Box 870382 (261 Law Center)
 Tuscaloosa, AL 35487-0382
 (205) 348-5440

FIRST YEAR - Fall Semester (16 hours)

Course Name	Hours
Law 600 Contracts I	2
Law 602 Torts	4
Law 603 Criminal Law	4
Law 608 Civil Procedure	4
Law 610 Legal Research/ Writing I	2

FIRST YEAR - Spring Semester (16 hours)

Course Name	Hours
Law 605 Contracts II	3
Law 606 Property	4
Law 609 Constitutional Law	4
Law 642 Evidence	3
Law 648 Legal Research/Writing II	2

SECOND YEAR - Fall Semester (15 hours)

Course Name	Hours
AC 521 Concepts for Financial & Managerial Accounting	3
MKT 518 Survey of Marketing	3
MGT 517 Organizational Theory	3
ST 509 Statistics for Business Applications	3
OM 506 Decision Modeling & Business Intelligence	3

SECOND YEAR - Spring Semester (15 hours)

Course Name	Hours
FI 504 Financial Management	3
OM 516 Operations Management	3
EC 500 Managerial Economics	3
MIS 511 Management Information Systems	3
MBA Business Elective	3

Law Hours - 75 hours

MBA Hours - 39 hours

PROGRAM TOTAL 114 Hours

Both programs accept credit from the other in meeting degree requirements, i.e., the Law School transfers 15 MBA hours toward the J.D., and the MBA program transfers 15 Law hours toward the MBA. (See reverse side of this page)

THIRD YEAR - Fall Semester (Hours Vary)

Course Name	Hours
GBA 525 Business Policy	3
MGT 542 Management Communication	3
Law 660 Legal Profession	3
Law Law Electives*	

THIRD YEAR - Spring Semester (Hours Vary)

Course Name	Hours
Law Law Seminar	2
MBA Business Elective	
Law Law Electives*	

FOURTH YEAR - Fall Semester (Hours Vary)

Course Name	Hours
Law Law Electives*	

FOURTH YEAR - Spring Semester (Hours Vary)

Course Name	Hours
MBA Business Elective	3
Law Law Electives*	

Hours Transferred for Joint JD/MBA Student

15 hours of credit from the MBA Program which apply to J.D. graduation credits for students in Joint JD/MBA Program

GBA 525	Business Policy	3 hours
FI 504	Financial Management	3 hours
MIS 511	Management Information Systems	3 hours
MGT 542	Management Communication	3 hours
MKT 518	Survey of Marketing	3 hours

Joint JD/MBA Students are allowed to transfer 15 Law School credits to the MBA Program from the following courses.

LAW 683	Administrative Law	3 hours
LAW 729	Advanced Corporate Tax	2-3 hours
LAW 758	Agency and Partnership	2-3 hours
LAW 705	Alternative Dispute Resolution	2-3 hours
LAW 684	Antitrust Law	2-3 hours
LAW 724	Banking Law	2-3 hours
LAW 727	Bankruptcy and Debt Restructuring for Individuals & Businesses	2 hours
LAW 737	Bankruptcy and Other Forms of Debt Collection	2-3 hours
LAW 614	Business Crimes	2-3 hours
LAW 784	Business Fraud Seminar	2 hours
LAW 685	Business Planning	2-3 hours
LAW 765	Corporate Finance	2-3 hours
LAW 703	Corporate Mergers & Acquisitions	2-3 hours
LAW 702	Environmental Law I	2-3 hours
LAW 689	Income Tax Business Entities	2-3 hours
LAW 671	International Business Transactions	2-3 hours
LAW 666	International Trade Law	2-3 hours
LAW 783	Labor Arbitration	2-3 hours
LAW 676	Labor Law I	2-3 hours
LAW 723	Law and Economics	2-3 hours
LAW 619	Limited Liability Companies	2-3 hours
LAW 722	Patents and Copyrights	3 hours
LAW 661	Payment Systems	2-3 hours
LAW 662	Secured Credit Transactions	2-3 hours
LAW 709	Securities Regulation	2-3 hours
LAW 752	Trademarks & Unfair Competition	2-3 hours

(*Courses not listed above may be eligible for the joint JD/MBA program curriculum with the approval of Jenelle Marsh, Associate Dean, and Susan Carver, Assistant Dean, Manderson Graduate School of Business MBA program.)

Joint JD/MBA Program Three-Year Program

Option 1

First Year

First-Year Law Courses (16 credit hours per semester)
CREDIT HOURS FOR FIRST YEAR: 32 Law

First Summer

15 credit hours of law classes
CREDIT HOURS FOR FIRST SUMMER: 15 Law

Second Year

First-Year MBA Classes (15 credit hours per semester)
CREDIT HOURS FOR SECOND YEAR: 30 MBA

Second Summer

1 Externship for law credit
CREDIT HOURS FOR SECOND SUMMER: 5 Law

Third Year

Fall Semester:

Business: (9 credit hours)

- GBA 525, Business Policy (3 MBA credit hours)
- MGT 542, Management Communication (3 MBA credit hours)
- MBA Elective (3 MBA credit hours)
- Law: (7 credit hours)
- 7 Law School credit hours

Spring Semester:

- 16 Law School credit hours

CREDIT HOURS FOR THIRD YEAR: MBA 9
 LAW 23

TOTAL CREDIT HOURS: LAW 75
 MBA 39
 TOTAL: 114

Option 2

First Summer

4 credit hours of first-year law classes
CREDIT HOURS FOR FIRST SUMMER: 4 Law

First Year

First-Year Law Courses (16 credit hours per semester)
CREDIT HOURS FOR FIRST YEAR: 32 Law

Second Summer

16 credit hours of law classes
CREDIT HOURS FOR FIRST SUMMER: 16 Law

Second Year

First-Year MBA Classes (15 credit hours per semester)
CREDIT HOURS FOR SECOND YEAR: 30 MBA

Third Year

Fall Semester:

Business: (9 credit hours)

- GBA 525, Business Policy (3 MBA credit hours)
- MGT 542, Management Communication (3 MBA credit hours)
- MBA Elective (3 MBA credit hours)
- Law: (7 credit hours)
- 7 Law School credit hours

Spring Semester:

- 16 Law School credit hours

CREDIT HOURS FOR THIRD YEAR: MBA 9
 LAW 23

TOTAL CREDIT HOURS: LAW 75
 MBA 39
 TOTAL: 114

**Dual Enrollment Programs:
J.D./Ph.D. and J.D./M.A. in Political Science, and J.D./ M.P.A.
Approved by Political Science Faculty and Law School Faculty**

The Law School and the Department of Political Science have cooperated to design a dual enrollment program for students who wish to pursue a JD and an MA or PhD in political science or who wish to pursue a JD and an MPA. Students spend the first year in law school courses and at least one year exclusively as a graduate student in Political Science. Other years are spent taking classes from both departments. Some classes have been pre-approved by the Law School and Political Science to count as credit toward both degrees, therefore lessening the amount of time it takes to complete both degrees compared to the time students would be enrolled for the programs separately. Students must be accepted into both programs independently before being accepted into the dual enrollment program.

Note: all of the usual policies of the Law School, Graduate School, and Political Science Department regarding both application requirements and degree completion apply to dually-enrolled students. Please see applicable web sites:

Political Science: <http://www.as.ua.edu/psc/gradhandbook.htm>

Graduate School: <http://graduate.ua.edu/>

Law School: <http://www.law.ua.edu/>

A. Application Process

Students applying to the program must be admitted to the Law School and the Graduate School, and should include *all of the materials required of the standard applications*. Letters of recommendation should appear in both applications, and it is the applicant's responsibility to insure that copies of the letters used for both programs are submitted to both the Law School and the Political Science Department. (It is also recommended that applicants make their recommenders aware of their application to the dual enrollment program.)

Applicants must pay the application fees of both the Law School and the Graduate School.

Students should make clear that they are applying for a dual enrollment program, and which one it is (J.D. and Ph.D., M.A., or M.P.A.).

Students whose applications are successful to one school and not the other, or who are not accepted into the dual enrollment program, shall be admitted to either of the schools separately.

B. Graduate Teaching/Research Assistantship Eligibility in the Graduate School

1. Students will be eligible for departmental assistantships only during such time as they are enrolled in the Graduate School and taking courses in the Political Science Department (see below), including PSC 699 Dissertation Research for students enrolled in the J.D./Ph.D. Typically, it is only students enrolled in the Ph.D. program who are awarded assistantships.

2. Law scholarships will apply for a maximum of six semesters and will apply only for semesters in which the student is predominately enrolled in Law School classes.

C. Tuition and Fees

Students in the dual enrollment programs pay tuition based upon University policies. Generally, students will pay tuition based on the school in which they are enrolled for the most hours.

D. Course of Study

1. Students spend their first year in the Law School completing the normal requirements of first year Law degree students.¹
2. Thereafter, students are expected to spend at least one year exclusively in the Department of Political Science.
3. During other years, courses may be divided between the Schools, but in any given semester, students will be enrolled in either the Graduate School or the Law School.

Students must remain in good standing with both the Graduate School and the Law School to remain a part of the dual enrollment program.

E. Political Science Credits & Degree Requirements

Note: students are again reminded that all of the regular Graduate School and Political Science degree requirements with regard to residency, plan of study, fields of study, comprehensive exams, dissertation committee, etc. are applicable.

1. Dual enrollment students are expected to complete the full requirements for the M.A./ M.P.A. (36 Hours, or 30 Hours and a Master's Thesis) or Ph.D. (60 hours and completion of a dissertation), including the field requirements for each degree. Students are strongly urged to decide on their fields of study as early as possible. *Core courses* in each field must be completed within the Department of Political Science Department. The department's methodology requirements, however, may be waived, on a case-by-case basis, by the Graduate Director or, for Ph.D. students, the major field advisor in

coordination with the Graduate Director. Law School courses may be applied toward degree requirements as follows:

First-Year of Law School consists of the following:

<u>First Semester</u>	<u>Hours</u>	<u>Second Semester</u>	<u>Hours</u>
600 Contracts I	2	605 Contracts II	3
602 Torts	4	601 Property	4
603 Criminal Law	4	609 Constitutional Law	4
608 Civil Procedure	4	642 Evidence	3
610 Legal Writing and Research	2	648 Research & Writing (Moot Court)	2

- a. **Ph.D.** Fifteen semester hours of elective Law School credits of a political science nature may be applied to the Ph.D. requirements. A maximum of six hours of Law courses per major field and three hours per minor field can be counted. Beyond the field and methods requirements, the Ph.D. program requires nine more hours, and these may be Law courses approved for any field or as electives.
 - b. **M.A.** Nine semester hours of elective Law School credit of a political science nature may be applied to the M.A. requirements. A maximum of one Law course for each of the three M.A. fields may be applied.
 - c. **M.P.A.** Fifteen hours of Law School credit may be applied toward the M.P.A., the details to be worked out with the M.P.A. advisor.
2. A list of courses within the Law School courses pre-approved for being considered for Political Science credit is appended. The list does not imply that other courses are necessarily excluded, including courses taught by visitors to the Law School. The list will change as future courses are added or changed; courses not on the list must be approved by Political Science faculty in the appropriate fields (i.e., American Politics, Comparative Politics, International Relations, Political Theory, and Public Administration). Such courses must be approved by the appropriate field faculty before the student can receive credit; students should obtain this approval (through their Department advisor) *before* taking any such courses.
 3. Comprehensive Exams in Political Science
 - a. **M.A. and M.P.A. students:** the appropriate advisors will determine, with appropriate Law School faculty, the degree of involvement of Law School faculty in comprehensive exams.

b. **Ph.D. students:** Law School professors will offer questions for the student's fields, participate in grading, and be given the option of participating in oral exams.

4. Advising

Dual-enrollment students will be advised on their Political Science course of study by an advisor within the Political Science Department. M.A. and Ph.D. students will be advised by the Director of Graduate Studies; M.P.A. students will be advised by the Director of the M.P.A. Program

F. Law School Credits and Degree Requirements

To complete a J.D., dual-enrollment students will complete 75 credit hours within the Law School and 15 hours in the Department of Political Science that are approved for Law School credit, as indicated in the appended list.

The Dean of the Law School will determine a procedure for identifying a sufficient number of courses and credits within the Department of Political Science to meet the 15 hour requirement. 4

G. GPA

Courses taken in the Law School that count for credit in the Department of Political Science will not be computed as a part of the student's graduate degree GPA. Likewise, courses taken in the Department of Political Science (or the Graduate School generally) will not be counted as a part of the law student's overall GPA towards a JD.

H. Progress Toward Degrees

Dually-enrolled J.D. and M.A. or M.P.A. students are normally expected receive both of their degrees in their 4th or 5th year of study.

Dually-enrolled J.D./Ph.D. students are expected to complete their law degree no later than 6 years from their entry into the Law School. Later graduation dates must be sought with the permission of the Dean of the Law School. Ph.D. degrees must be completed within eight years from the time of first registration in Ph.D. courses. Students graduating from the J.D./M.A., J.D./M.P.A. and J.D./Ph.D. programs receive the diplomas of the Law School and the Graduate School.

Students in the dual enrollment program who do not complete their J.D. may receive credit for courses for which they receive a grade of "C" or better from the Law School, not to exceed 12 credit hours for Ph.D. students.

Students in the dual enrollment program who do not complete the M.A., M.P.A. or Ph.D. may receive credit toward the J.D. for 6 Political Science hours with a grade of "C" or better. 5

**Proposed Program of Study for J.D./M.A. or J.D./Ph.D. in Political Science,
or J.D./M.P.A.**

First Year - Fall Semester (16 hours)

LAW 600 Contracts I (2 hours)
LAW 602 Torts (4 hours)
LAW 603 Criminal Law (4 hours)
LAW 608 Civil Procedure (4 hours)
LAW 610 Legal Research/Writing I
(2 hours)

First Year - Spring Semester (16 hours)

LAW 605 Contracts II (3 hours)
LAW 609 Constitutional Law
(4 hours)
LAW 606 Property (4 hours)
LAW 642 Evidence (3 hours)
LAW 648 Legal Research/Writing II
(2 hours)

Second Year - Fall Semester

12 hours fulfilling M.A./M.P.A. requirements

Second Year - Spring Semester

12 hours fulfilling M.A./M.P.A. requirements

Third Year - Fall Semester

6 political science hours
6 law school hours

Third Year - Spring Semester

6 political science hours or thesis work
8 law school hours
TAKE POLITICAL SCIENCE COMPS

Fourth Year - Fall Semester

14 law school hours

Fourth Year - Spring Semester

15 law school hours

Proposed Program of Study for J.D./Ph.D. in Political Science

First Year - Fall Semester (16 hrs)

LAW 600 Contracts I (2 hours)
LAW 602 Torts (4 hours)
LAW 603 Criminal Law (4 hours)
LAW 608 Civil Procedure (4 hours)
LAW 610 Legal Research/Writing I
(2 hours)

First Year - Spring Semester (16 hrs)

LAW 605 Contracts II (3 hours)
LAW 609 Constitutional Law
(4 hrs)
LAW 606 Property (4 hours)
LAW 642 Evidence (3 hours)
LAW 648 Legal Research/Writing II
(2 hours)

Second Year - Fall Semester
12 political science hours

Second Year - Spring Semester
12 political science hours

Third Year - Fall Semester
6 political science hours
6 law school hours

Third Year - Spring Semester
6 political science hours
6 law school hours

Fourth Year - Fall Semester
15 law school hours

Fourth Year - Spring Semester
16 law school hours

Fifth Year - Fall Semester
9 political science hours

Fifth Year - Spring Semester
TAKE POLITICAL SCIENCE COMPS

Begin dissertation hours (PSC 699 – total of 24 hours required for graduation)

Sixth Year

Write and defend dissertation.6

Hours Proposed or Approved for Credit for Dually-enrolled J.D./Ph.D., J.D./M.A., and J.D./M.P.A. Students

Political Science Classes which Count Toward the J.D. Degree.

Dually-enrolled J.D./M.A., J.D./ M.P.A. and J.D./Ph.D. students are allowed to transfer 15 Political Science credits to the J.D. Program from the following courses:

PSC 661 The Environment of Public Administration

PSC 512 Urban and Metropolitan Government*

PSC 513 American Foreign Policy

PSC 514 American Defense Policy*

PSC 615 American National Government Exec./Legislative Institutions

PSC 561 Administrative Regulation

PSC 562 Public Personnel Administration

PSC 634 Politics of Advanced Industrialized Democracies

PSC 635 Politics of the European Union

PSC 612 Judicial Politics

PSC 613 Intergovernmental Relations*

PSC 544 International Organization*

PSC 552 American Political Thought

PSC 650 Ancient Political Thought

PSC 651 Modern Political Thought

*Not currently offered, although may be in the future.

Law School Classes Tentatively Proposed or Approved to Count Toward a Political Science Degree, by Field.

Dually-enrolled students are allowed to transfer up to 15 Law School credits to the Ph.D. Program; up to 15 hours to the M.P.A. program and up to 9 hours to the M.A. Program, from the following courses.

Note: courses that are checked have been approved by the Political Science field faculty based on syllabi available online. Other courses listed for each field are just possibilities at this time.

American Politics

LAW 609 Constitutional Law (may count toward Political Theory)
LAW 630 Constitutional Law
LAW 670 Federal Jurisdiction
LAW 764 First Amendment Survey
LAW 613 Election Law
LAW 693 Legislation
LAW 726 Civil Rights Legislation
LAW 652 Race, Racism and American Law (or possibly Political Theory)
LAW 633 Gender and the Law
LAW 744 Legislative Drafting 7

Comparative Politics

LAW 782 European Union Seminar
LAW 754 Legal Anthropology
LAW 786 Comparative Constitutions
LAW 639 Comparative Law, European and American

International Relations

LAW 710 International Law
LAW 666 International Trade Law
LAW 625 International Law—Special Problems
LAW 763 Environmental Law Seminar (Protecting Global Environment)

Political Theory

LAW 609 Constitutional Law (may count toward American Politics, depending on syllabus)
LAW 717 Jurisprudence
LAW 719 Law and Religion

Public Policy and Administration

The following have potential to apply to the MPA Core Coursework:
LAW 683 Administrative Law (also potentially fits in the Generalist track)
LAW 650 State and Local Taxation* (also potentially fits in the Budgeting and Finance concentration, and Generalist track)

LAW 677 Local Government Law* (also potentially fits in the Generalist track)
LAW 694 Land Use Planning* (we are a little unsure of whether this could be a core course without further information)

The following have potential to apply to the MPA Concentration in Personnel and Labor Relations:

LAW 607 Disability Law
LAW 721 Employment Discrimination
LAW 732 Employee Benefits
LAW 704 Employment Law: Occupational Safety & Health*
LAW 676 Labor Law I
LAW 631 Labor Law II

The following have potential to apply to a planned new Concentration in Health Care Management:

LAW 718 Biomedical Ethics

The following have potential to apply to a new Concentration in Environmental Policy:

LAW 702 Environmental Law I
LAW 771 Environmental Law II 8
LAW 763 Environmental Law Seminar
LAW 738 Environmental Law & Policy: Coastal Law
LAW 640 Energy Law
LAW 690 Water Law

The following courses initially do not appear to fit into the core or a concentration but it is possible a concentration might be devised:

LAW 723 Law and Economics
LAW 655 Immigration Law & Policy
LAW 792 Special Education Law
LAW 769 Poverty Law

Independent Study

Independent Study courses allow students to explore subjects in depth and/or investigate areas not covered through the regular curriculum. They may be graded Pass/D/Fail or with standard letter grades. Independent Study activities should approximate in educational value, and in the quality and quantity of work demanded, conventional courses offering the same number of course credits. Students should not receive independent study credit if they are receiving compensation or other course credit for the same activity.

Students may engage in Independent Study with a fulltime faculty member; however, no more than three hours of Independent Study may count toward the J.D. degree. A student may register for only one Independent Study project each semester. Approval for Independent Study must be granted by the professor and the Associate Dean for Students/Academic Services **before** registering for the hours. Forms for this purpose are available in the Records Office. Independent Studies must be supervised by a full time faculty member.

DROPPING AND ADDING COURSES

During the first week of classes each semester, students may drop or add most non-required courses without academic penalty, subject to requirements outlined in the previous section. From the end of the first week to the first day of preregistration for the following semester, a student may drop a course only with permission of the Dean. After the first day of preregistration for the following semester, a student may not, except in very unusual circumstances, drop a course for the present semester. In those unusual circumstances, students may receive the grade of "W" (withdrawn) or an "F". An administrative fee is charged for each drop or add.

Students may not withdraw from seminars and certain limited-enrollment classes after a ten-day period from the last day of preregistration, unless unusual circumstances exist. Any drop will normally be recorded as "F." Limited-enrollment classes include seminars and other classes designated by the Dean of the Law School.

COMPENSATED WORK

It is required that first-year students not undertake outside work, and they may not be hired to work at the Law School. Permission by first-year students to undertake outside work is granted only in extraordinary circumstances. Second- and third-year students may not work more than 20 hours per week.

CLASS LOAD

Students may not enroll for more than 16 or fewer than 10 class hours unless permission is obtained from the Dean. Permission is granted only under extraordinary circumstances.

Unless excused by the Dean, every student must take each required course during the semester or year in which it is required in the curriculum.

Students may not take more than 6 hours during any Summer Term. Students may not take more than one class during Interim Term.

Full Time Status

Except under extraordinary circumstances, all Alabama students must be enrolled on a fulltime basis. In order to be full-time, students must take at least 10 hours. They must substantially devote their working hours to the study of law. First-year students may not be engaged in remunerative employment and second- and third-year students may not engage in remunerative employment for more than 20 hours per week, whether such employment is inside or outside the Law School. Regular and punctual class attendance is necessary to satisfy residency and class-hour requirements.

No student may enroll for more than two classes in each Summer Session and no more than one class during Interim.

NON-RESIDENT CLASSIFICATION

For purposes of tuition payment, residence for a student under 20 years of age is based on the domicile of his or her parent(s), unless the student is married or has had the disability of non-age removed by court action. A student who is 20 years of age or older may apply for residence classification by submitting written intent to establish permanent residence and by providing objective manifestations of a year's participation as a citizen of Alabama. The functioning role as a citizen may begin at age 19 or older; it must be ongoing for 12 consecutive months and must show clearly a role different from that of a student only. Applications and guidelines for establishing residence are available through the University Records Office. The application and all supporting documents should be submitted to the Law School Admissions Office by the first day of class for which the change of residency status is sought.

CLASS ATTENDANCE

Attendance at all classes is required. A student may miss class only for good cause, such as (1) sickness which disables the student from attending class or poses a significant threat to the health of others; (2) sickness of, or accident involving, a spouse or dependent, which requires the student to be with the spouse or dependent; (3) an accident which necessarily prevents the student's attendance in class; (4) the death of a family member or friend; (5) an interview for a summer clerkship or for a permanent position after graduation, if the interview cannot reasonably be scheduled to avoid conflict; (6) a meeting or event at which the student must appear as a representative of the law school; or (7) other good cause as is warranted under the circumstances. Deadlines for activities such as *Law Review*, moot court, or other course assignments do not constitute good cause for missing class.

A student who is absent for any reason from more than three class hours per semester credit hour in a course may be dropped from the roll or not allowed to sit for the exam and receive an "F" for the course. If a student's absences exceed three class hours per semester credit, the Dean, after consulting with the professor, will determine whether the student will be withdrawn without a penalty or not be allowed to sit for the exam and receive an "F" for the course.

A professor may enact a more strict attendance policy than the above; an announcement of such a policy must be made at the beginning of the semester. In seminars and workshops it is likely that no absences will be permitted without a review of the reasons therefore.

Reasons for absences will not be reviewed until and unless the student has missed a total of three class hours per semester credit hour in a course. When a student has missed more than three class hours per semester credit hour or has exceeded the number of absences allowed by the professor (when the professor adopts a stricter policy) all absences from class in that course are subject to review. The Dean reviews the student's absences to determine the reasonableness of each absences and of all absences considered as a whole. If the Dean determines that the absences are for good cause and that it is in the best interest of the student to allow the student to complete the course during that semester, no sanction will be imposed.

The normal sanction for failure to comply with the attendance policy is to not allow the student to sit for the exam and receive an "F" in the course. However, with the Dean's permission, the student's grade as otherwise determined in that course may be lowered as the sanction in extraordinary circumstances.

Further information on this attendance policy is posted on the student bulletin board. Students are charged with knowledge of this information.

Although it is not the general practice to do so, class participation or lack thereof may be considered in determining the student's final course grade, provided the professor has given the class due notice of this "departure." In courses other than seminars and workshops the professor may raise or lower a student's grade as otherwise determined in that course, not more than one grade level (i.e., 0.333 for classes graduating after May 2005) for class participation or lack thereof. In seminars class participation or lack thereof may not count for more than 50% of the final course grade. In workshops class participation or lack thereof may be the sole determinant of the grade.

For serious failure on the part of the student to participate in class as required by the professor, the student may be dropped from the course.

Students are expected to arrive for class in a timely manner. If a student is late in getting to class, the professor has the discretion whether to "count" the student as being present on the roll.

RESCHEDULING CLASSES

Law School professors, normally, are expected to meet classes at the hours and in the room scheduled. When classes are rescheduled, the professor should do so at the earliest reasonable opportunity. (A professor should give students as soon advance notification as possible as to his or her absence from class.) Absences from class which are known before the semester begins should be announced very early in the semester, and preferably at the first meeting.

- Changes in the regular class meeting hour, or class meeting room, are to be cleared in advance with the Student Record's Office.
- A professor should reschedule the classes he/she cancels, and a professor should not cancel and reschedule more than 2/15ths of his/her classes. (Under this rule, in a three-hour course, this means that not more than six class hours should be rescheduled; in a two-hour course, no more than four total class hours may be rescheduled. A 3/15 rule applies to seminars.)
- Make-up classes **should not be scheduled during the last two weeks of a semester**. If there are several make-up hours, these normally should be spread out.
- Make-up classes are not to be more than two hours in length, and two hours per day.
- **Make-up classes may not conflict with the time scheduled for a law school course taken by any member of the class, or with previously scheduled make-up classes in courses taken by any member of the class.**

EXAMINATIONS

Generally

A written essay-type examination at the end of every course is the accepted testing method in the Law School. At least fifty percent of the final grade in a course must be based on an examination or part thereof of the written essay type. Under some circumstances, a paper(s) or problem(s) may be substituted for all or part of the final examination. Authority for a "departure" may be granted in accordance with these standards and procedures.

In second and third year courses, up to fifty percent of the final grade may be based on a paper(s) or problem(s) without being considered a "departure."

In a first year course, the final grade normally is based solely on a written examination of which at least fifty percent must be of the essay type. A paper(s) or problem(s) may count not more than twenty percent towards the final grade without being considered a "departure."

Professors are required to give to students and to other persons affected, due notice of the rules and regulations in effect in their course, when such rules or regulations depart from faculty standards and procedures. Due notice may be given by (1) written announcement timely posted on an official bulletin board; or (2) oral or written announcement timely made in class for the course to which the departure is to apply.

Final examinations normally are not required in seminars and workshops.

We will make accommodations to move an exam to later when a student has more than 3 exams which must be completed within 5 calendar days or more than one exam in a 24-hour period.

Places to Take Exams

Please avoid using the following areas in choosing a place to take an exam

- In the open areas from outside Rooms 187/188 to the student entrance
- In the area outside the Dean's Office
- In the area outside the Records Office
- Third floor, except Red Room

The chance for a significant interruption is too great in these areas to use them—to much coming and going and too much public noise.

Missing an Exam

Final examinations must be taken at the regularly scheduled time, unless the Dean's Office permits a student to take a specially scheduled examination at a time

other than the regularly scheduled time upon a showing of any of the following bona fide emergencies or situations arising either before or during the examination:

- (a) sickness which clearly disables the student from commencing or continuing with the examination or poses a significant threat to the health of others;
- (b) sickness of, or accident involving, a spouse or dependent which requires the student to be with the spouse or dependent;
- (c) an accident which necessarily prevents the student's attendance or continued attendance for the examination;
- (d) death of a close family member;
- (e) scheduling conflicts beyond the student's control when
 - (i) the time regularly scheduled for the student's examination conflicts with the time regularly scheduled for another examination that the student must take, or
 - (ii) the time regularly scheduled for the student's examination conflicts with an important meeting or event at which the student must appear as a representative of the Law School; or
- (f) other extraordinary circumstances or hardship as determined by the Dean's Office.

If a student misses a final examination without the Dean's prior permission, he or she will normally receive a grade of "F" for that course.

If a student is permitted to take an examination at a time other than the regularly scheduled time, he or she normally will receive a grade of "P" (pass), "D" (unsatisfactory), or "F" (fail). At the discretion of the dean, a regular grade for the course may be assigned. The Registrar's Office sets the time for all makeup examinations, which may occur after the scheduled date.

All Examinations are Taken Under the Honor System

Every aspect of the examination process is subject to the provisions of the Honor Code of the Law School. Examinations normally have stated time limits, and students must strictly adhere to the stated limits. The burden is on the student to hand in the examination within the time limit in the classroom where the examination was distributed initially. At the announcement that time is up, all papers are to be handed in in the designated classroom in the box provided. Any paper that does not meet the announced deadline will not be accepted and should be delivered by the student to the Records Office, room 262. Such papers will be marked "Late" with the clock time at which the paper is received by the Records Office. The professor has full discretion to assess a grade penalty for late papers.

Except as directed by the professor, a student may answer the examination in any part of the Law Building that is freely open to students generally.

Student Post-Examination Review

The American Bar Association recommends that a law school have a policy which encourages faculty members to engage in reasonable post-examination review with students, preferably individual review upon request. Absent good cause, students should also have a right to reasonably review their examination papers. This does not mean that faculty members are obligated to review examinations individually with all students in every course. A reasonable policy may take into account the workload of individual teachers, the number of examinations in the course, the academic needs of the particular students requesting review, and the availability of review in courses throughout the school. Faculty members may choose to carry out such a policy using alternative means, including engaging in individual review of examinations upon student's request, by holding a general review concerning the examination open to all students, or by providing an outline or exemplary good examination answers.

Examination Policy for LL.M. International Graduate Program

Students in the International Graduate Program whose first language is not English shall be given an additional hour on all timed examinations given in the Law School.

SEMINAR REQUIREMENT FOR GRADUATION

Seminar courses allow students to study specialized areas of the law in a highly-interactive small-class environment. All seminars must include a substantial writing assignment, adequate to demonstrate the ability of students to perform in-depth legal research, to engage in legal reasoning, and to express themselves in a clear, concise and persuasive manner. Seminars typically include opportunities for students to make oral presentations, as well as opportunities to revise their written work based on comments from other students and from the professor. With the exception of the general requirement of a substantial writing assignment, professors may tailor the requirements of the class to suit their pedagogical objectives and the subject matter of the course.

Beginning with the class of 2011, all J.D. students must pass a seminar course in order to graduate. For students graduating in prior years, the seminar requirement will be waived upon completion of a publishable law review note for the *Alabama Law Review*, *The Journal of The Legal Profession*, the *Law and Psychology Review*, or the *Alabama Civil Rights – Civil Liberties Law Review*, or upon participation in the final round of the Campbell moot court competition.

Students may not take more than two seminars during law school. Petitions for an exception should be made to the Associate Dean for Students/Academic Services.

Students usually may not take more than one seminar a semester. Petitions for an exception should be made to the Associate Dean for Students/Academic Services.

RULES OF STUDENT CONDUCT

In no profession are honesty and integrity and a sense of mutual trust more important than in the legal profession. Students preparing to enter the legal profession must be fully aware of the essential importance of these qualities from the very beginning of their law school experience. Any form of cheating or dishonesty within the law school community is utterly incompatible with the standards of the legal profession and the atmosphere that should surround the study of law.

Disclosures

On the Law School application students were asked to disclose criminal charges or convictions and disciplinary actions against the student “by any college, university, graduate school, professional school, or other institution of higher learning.” The obligation of disclosure continues throughout law school.

AUDITING COURSES

Students desiring to audit courses in the law school must obtain prior approval from the professor whose course will be audited and approval of the Dean before registering as an auditor.

READMISSION OF STUDENTS

A student who was previously enrolled in the School of Law and who voluntarily withdrew or discontinued enrollment while in good academic standing will not automatically be readmitted at a later date. In such cases, readmission is at the law school's discretion. An applicant for readmission must normally satisfy all admission requirements in effect at the time of application for readmission. A student will not be readmitted unless there is a reasonable basis for believing he or she can satisfactorily complete all required work within the normally prescribed time.

Ordinarily, students will not be readmitted out of phase; they ordinarily may reenter only at a point at which they can resume the normal progression through law school.

A readmitted student must satisfy all requirements for graduation and must comply with all academic and administrative regulations in effect at the time of readmission. (Readmission of students excluded for academic deficiency is discussed in the section "Academic Standards").

American Bar Association Standard 505 provides:

"A law school may admit or readmit a student who has been disqualified previously for academic reasons upon an affirmative showing that the student possesses the requisite ability and that the prior disqualification does not indicate a lack of capacity to complete the course of study at the admitting school. In the case of admission to a law school other than the disqualifying school, this showing shall be made either by a letter from the disqualifying school or, if two or more years have elapsed since that disqualification, by the nature of interim work, activity, or studies indicating a stronger potential for law study. . . ."

The University of Alabama School of law can provide a letter to an excluded student who is seeking admission to another school indicating that the student "does not lack the capacity to complete the course of study" at the other school only in the rare case where (1) the student was excluded for reasons having nothing to do with academic ability, or (2) the Assistant Dean for Students/Academic Services, at that time, would recommend readmission of the student to the University of Alabama School of Law. Thus, a student academic excluded from the University of Alabama School of Law ordinarily cannot begin studies at another ABA approved law school until at least two years since the date of the exclusion have passed.

WITHDRAWAL FROM LAW SCHOOL

Generally

Generally a student who desires to withdraw from the School of Law should consult the Dean's Office and make known the reasons for withdrawal. Withdrawal without good cause established at the time of withdrawal, or withdrawal without submission of the reasons for withdrawal to the Dean's Office, may prevent later readmission to the Law School. A student who withdraws while on academic probation will be allowed to reenter only in exceptional circumstances. Failure to re-enroll is equivalent to withdrawal (with the exception of summer session).

Any student who has withdrawn from the law school and desires to be readmitted should submit a petition to the Dean's Office, setting forth the reasons for withdrawal and the reasons for seeking readmission. (See the section "Readmission of Students.")

The School of Law reserves the right to require the withdrawal at any time of any student who, in the judgment of the law school administration, is not profiting or is not likely to profit from the instruction offered; who is neglectful, irregular, or indifferent in the performance of required duties and studies; or whose character or conduct is inconsistent with the good order of the law school or with the standards of the legal profession.

In some circumstances, withdrawal may result in the student assuming the liability for the payment of any remaining institutional charges for the enrollment period in addition to any miscellaneous charges outstanding on the student account.

A federal aid recipient who withdraws from an enrollment period is subject to possible repayment of federal aid disbursed to the student (after payment of institutional charges) for living expenses and other educational needs. If the cash disbursed is greater than the educational expenses incurred (based on a weekly educational budget allowance: for the actual period of enrollment prior to withdrawal, a portion of the federal aid received may be returned to one or more of the federal aid programs. The student must repay these amounts back to the University.

Impact of Withdrawal on Institutional and Non-Institutional (Non-Federal Only) Loans and Scholarships

If a student withdraws during an enrollment period for which a University loan or scholarship, or a private loan or scholarship has been received and utilized to pay all or a portion of institutional charges (tuition, course fees, dorm room, and basic telephone service fees), any excess funds (resulting from the reduction of institutional charges stemming from the withdrawal action) will be returned to each non-federal loan or scholarship program according to the percent of the total

institutional charges originally paid by each scholarship or loan program. Institutional loans or scholarships are assumed to be the first payment source in this calculation method.

For further information, contact The University of Alabama, Office of Student Receivables, 105 Student Services Center, Box 870120, Tuscaloosa, AL 35487-0120, (205) 348-5350.

FUNDRAISING BY STUDENT GROUPS

Over the last few years there has been an increasing number of student fundraising activities which involve students being able to opt out of participating in class -- i.e., if they bring something to class they cannot be called on. Some of those activities have occurred at especially important times in the semester; some activities even have conflicted or have overlapped with one another during a particular week. All of these efforts have been on behalf of good causes; however, the Law School must limit such activities that involve classwork.

The SBA, through SBA Vice President, will act as coordinator for such fundraising activities. Any group wishing to undertake an activity involving the Law School's academic program must seek approval from the SBA; the SBA Vice President then will seek administration approval through Senior Assistant Dean Jenelle Marsh's office.

Apart from this issue, Liz Sadler, Assistant Dean for Development will coordinate donations and solicitations from persons and organizations outside the Law School (i.e., alumni, local businesses) and financial support generated from grants and charitable foundations. Therefore, even when proposed fundraising activities would not interfere with the classroom, communication and coordination with Liz Sadler will continue to be important.

BUILDING-RELATED RULES AND POLICIES

General Rules

The University is a smoke-free facility. Smoking is never permitted inside any University building. Students who smoke are asked to be considerate of others by not standing immediately next to doors where others are entering or leaving the building. Student smokers also are requested to use appropriate ashtrays for disposal of smoking materials.

Alcoholic beverages should not be consumed on University property except at events for which service of alcohol has been approved by the University.

Firearms are always prohibited from University property. Student hunters should not bring weapons in their vehicles to University parking lots.

Food should never be taken into classrooms except the two rooms (174 and 344) designated as reception rooms.

Water and beverages in spill-proof containers may be taken into classrooms

Security

Security guards, who are student employees not University Public Safety Officers, will be on duty at the desk by the rear student entrance weekdays after 4:00 p.m. and throughout posted building hours on weekends and holidays. The front doors of the Law Center are locked at approximately 6:00 p.m. on weekdays and remain locked on weekends and holidays. There is a push-button release on the inside of two of the front doors to permit leaving the building once the doors are locked.

Security guards are available, upon request, to escort students to their vehicle in the adjacent parking lots.

Parking

All students should register their cars and obtain parking hangtags from the University's Transportation Services office. The Coliseum parking lot is the only parking area adjacent to the Law School designated for student parking. Parking in the front lot and in the east lot is restricted to faculty and staff parking only, and these areas will be policed daily. It probably should go without saying, but please only park in marked, designated parking spaces within the lot, and never park on the grass.

During home football games, the Coliseum parking lot is used for motor home parking. Students must move their cars from the Coliseum parking lot by 3:00 p.m. on Friday of home football games. On those days only, the east parking lot will be available for student parking and the east door to the Law School will remain open until shortly before the building closes for that day.

UNIVERSITY SERVICES

University Health Service

The Russell Student Health Center is a modern facility with a 20-bed inpatient unit, an outpatient clinic, laboratory and X-ray departments, a licensed pharmacy, counseling and psychological services (CAPS), a health promotion department, a gynecology unit, part-time physical therapy services, a consulting dietician, and an administrative staff. The services available consist of general medicine, short-term individual psychotherapy, counseling and crisis intervention, office gynecology, clinic laboratory and X-ray, pharmacy, health promotion, medical records, and administration. Referral for consultation with appropriate specialists is also available; costs for specialized care are the responsibility of the student.

During the fall and spring semesters, clinical services are available from 8:30 a.m. to 8:00 p.m. each Monday through Friday, and from 1:30 to 3:30 each Sunday afternoon. During other hours, urgent care services are provided, and a staff physician is on call at all times. Inpatient care is available at the Russell Student Health Center for most non-surgical medical problems. During summer sessions, the Health Center has reduced hours but is open seven days a week. Students requiring services not available at the Health Center will be transferred elsewhere, at the student's expense, under the care of a physician of the student's choice. Ambulance service is not furnished.

All regularly enrolled students taking more than four semester hours pay a per-semester health fee that serves as the primary source of the operational budget for the Health Center, and thus most services are prepaid. Individual charges are made for pharmacy, laboratory, and a few other services, but they fall far below comparable charges for these services obtained in the community.

The Russell Student Health Center is located on University Boulevard at the corner of Hackberry Lane. The mailing address is The University of Alabama, Box 870360, Russell Student Health Center, Tuscaloosa, AL 35487-0360, (205) 348-6262.

Counseling and Psychological Services

The Counseling and Psychological Services (CAPS) division of the University Health Service offers a variety of services to all students. Professionally trained counselors will assist with any personal, educational, or career-related issues or concerns. Students may participate in individual, group, or couples counseling and in many special programs by calling (205) 348-3863 to schedule an appointment. CAPS is located in 225 Russell Student Health Center.

Disability Services

The Disability Services office is a liaison between the University and state rehabilitation agencies. Students receiving financial aid from the Alabama Division of Rehabilitation must maintain contact with Disability Services for coordination and payment of authorized benefits. Prospective students with disabling conditions are encouraged to contact this office prior to entering the University. Additional information on services and eligibility may be obtained by calling (205) 348-4285 or by writing The University of Alabama, Disability Services, Box 870304, Tuscaloosa, AL 35487-0304. The office is located at 101 or 111 Osband Hall.

Students should contact the Assistant Dean for Students about issues dealing with disabilities. Students should not contact a professor directly as this may compromise the student's ability to be graded anonymously. Students also should caution the Office of Disability Services not to contact the professor directly.

Veterans Services

The Veterans Services office is the liaison among veterans and/or their dependents, The University of Alabama, and the Veterans Administration regional office. Each veteran or veteran's dependent must register with Veterans Services each semester in order to receive benefits. The trained staff at Veterans Services offers a full-service program that includes benefits assistance and counseling for personal, academic, financial, and employment concerns.

Benefits are available for graduate work; disabled veterans are entitled to benefits beyond those received by other veterans.

Veterans and their dependents may obtain information on all benefits and University programs and policies by calling (205) 348-6770, or by writing Veterans Services, The University of Alabama, Box 870162, Tuscaloosa, AL 35487-0162. The office is located in East Annex.

University Recreation

University Recreation offers many opportunities for law students to join in seasonal team sports and in individual recreation. University Recreation facilities include an 18-hole golf course, four swimming pools (three indoor), a lighted tennis complex with 20 courts, and a 28-acre playing-field complex. The Student Recreation Center, located two blocks from the Law Center, is a spacious, modern facility with five all-purpose courts for basketball, badminton, and volleyball; 12 racquetball and squash courts; a suspended indoor track; a well-equipped exercise and weight room; two aerobics rooms; and complete dressing rooms with saunas and steam rooms. ACT cards must be presented for admission to the Student Recreation Center.

Use of Computers or Electronic Devices in the Classroom

Section 1. Policy.

- (a) A student at the law school may not use a computer or electronic device in the classroom for a purpose that is unrelated to note-taking or classroom instruction. An individual faculty member may prohibit or otherwise further limit the use of computers or electronic devices in a particular course or for a particular class session. A faculty member shall advise students through the course syllabus of any further limits that apply to an entire course.
- (b) A student may not use a computer or electronic device to record a class without the permission of the faculty member who teaches the course.

Section 2. Sanctions.

A student who willfully violates this policy may, in the discretion of the faculty member, be treated as absent for the class session in which the violation takes place. A faculty member may impose additional sanctions for a violation if the faculty member provides notice of the additional sanctions through the course syllabus.

Section 3. Definition.

“Faculty member” means a person teaching a class in the law school and includes visiting, part-time, and adjunct faculty.