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# **Student Handbook**

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**The University of Alabama  
School of Law**

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## **GRADUATION REQUIREMENTS**

### **Juris Doctor**

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 2.33 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 six credit hours in designated experiential courses (three credit hours in designated professional skills courses for students who began their J.D. studies prior to Fall 2016)
- 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

### **Master of Laws**

Upon favorable recommendation of the faculty, the master of laws (LL.M.) degree is conferred upon students in the International Graduate Program who have met the requirements for that program, which can be found on the [Law School Website](#).

## 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.

Transfer students may be considered for honors. (See the section “Transferred Students from Another Law School.”)

### 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 class and have demonstrated excellence in legal writing. The award represents outstanding achievement in academic performance, legal writing, scholarship, and intellectual attainment.

### Order of Samaritan

The Order of the Samaritan is the highest public service award bestowed by the University of Alabama School of Law. To earn this award, a student must complete at least 90 hours of volunteer work, with at least 50 of those hours spent doing pro bono/law-related service. Order of the Samaritan recipients are recognized with a special medal presented during the Law School’s graduation ceremony in the spring.

### Dean’s Community Service Award

In order to receive the Dean’s Community Service Award, a student must perform at least 40 hours of law-related or non-law-related community service while in law school. Students are responsible for arranging their placement(s) with appropriate organizations within the university or community. An appropriate organization is one that is generally recognized within the community or school as committed to public service, does not charge a fee for service provided, and does not compensate the student for the service given. Service must be conducted during the time in which a student is enrolled as a full-time law student.

### Bench & Bar Legal Honor Society

All second- and third-year students with a minimum scholastic average of 3.0 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.

#### Order of the Coif

Order of the Coif is awarded to the top 10% of the graduating class. Students may not have more than 22 pass/d/fail hours to qualify. Students not pursuing this honor are not limited in the number of pass/d/fail hours they can take. Transfer students may be considered for Order of the Coif. (See the section "Transferred Students from Another Law School.")

#### Valedictorian

If the Law School names a Valedictorian for Graduation, the student with the highest cumulative law school GPA at the end of the fifth semester of law school will be named Valedictorian. The Valedictorian usually speaks at the Graduation ceremony.

If two or more students are tied for the number one ranking in the class after the fifth semester using the University's capped grade point averages, the Law School will break the tie by uncapping the grade point averages and naming the student with the highest uncapped law school grade point average to the thousandth decimal point as Valedictorian. If there still is a tie, then the Law School will name each co-Valedictorian and each may speak at Graduation.

## **Academic Standards**

To be in good standing, a student must maintain a cumulative grade point average of at least 2.33 and not be on probation for any other reason. Students who do not have a cumulative GPA of 2.33 or higher at the end of any semester (including summer term) normally are permitted to remain in the Law School on probation during the next single semester (including summer term) for which they enroll (the "probationary semester").

During the probationary semester, law students must meet all conditions imposed on probationary students. The primary condition is achieving a cumulative GPA of at least 2.33 by the end of the probationary semester. In addition, first-year probationary students must drop one doctrinal course in the spring semester, as determined by the Assistant Dean for Students. First-year students on probation are required to participate in academic support activities, including but not limited to a workshop series, individualized counseling, and instruction, as determined by the Assistant Dean for Students. Second- and third-year students on probation may also be required to participate in academic support activities.

At the end of the probationary semester, the Law School will exclude from further enrollment students who have not met the conditions of their probation, including achieving a cumulative GPA of 2.33 or higher. The Law School will readmit an excluded student only in exceptional cases. An excluded student can petition the Admissions Committee for readmission as follows:

First, any excluded student may petition the Admissions Committee to be allowed to continue for one additional semester on probation. The Admissions Committee may impose conditions and usually will require that the readmitted student achieve a cumulative GPA of at least 2.33 at the end of each subsequent semester. The Admissions Committee also may require the student to repeat some of the courses previously taken, and in such case the student usually will forfeit all credit previously earned in the courses retaken but the grade earned previously will be counted in the student's academic average upon readmission. If the Committee's conditions are not met, the student will be excluded again.

Second, students excluded because they did not maintain a 2.33 or higher at the end of their first year may petition to repeat the first year. In most cases, the readmitted student will forfeit all credit previously earned at the Law School and the grades earned previously will not be counted in the student's academic average upon readmission. The Admissions Committee may impose conditions and may require that the readmitted student achieve a cumulative GPA of at least 2.33 at the end of each subsequent semester. If the Committee's conditions are not met, the student will be excluded again.

In addition, law students may be put on probation or excluded for other reasons. Students may be excluded regardless of grades because of excessive absences

from class. A student may also be put on probation or excluded as a sanction for a violation of the Law School's Honor Code, or for nonacademic reasons when the Dean deems it in the Law School's best interest. In addition, Law students are subject to the policies governing all students attending the University as stated in the UA Student Handbook (<http://www.studenthandbook.ua.edu/>). Failure to follow those policies could result in disciplinary action by the University, including probation and exclusion, against a law student.



## **SCHOLARSHIPS AND FINANCIAL AID**

### **Scholarships**

Scholarships are awarded to incoming first-year students according to policies established through the collaboration of 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 the Admissions Office.

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

### **Financial Aid**

Students may receive assistance through the University's Student Financial Aid Office. The University of Alabama participates in the Federal Direct Lending Program for federally guaranteed student loans, allowing students to borrow directly from the government instead of a private lender. Students interested in seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA) as soon after October 1 in the year preceding their enrollment as possible. The results of the application will be sent to The University of Alabama in the form of a Student Aid Report (SAR) if the student designates UA as an institution in the FAFSA. Following acceptance to the Law School, each student who applied for federal aid and designated UA receives a financial aid packet from Student Financial Aid. Additional information may be requested for the FAFSA or from The University of Alabama. Please respond immediately.

The FAFSA may be completed online at [fafsa.ed.gov](http://fafsa.ed.gov). More information on financial aid may be obtained by contacting Student Financial Aid, The University of Alabama, Box 870162, Tuscaloosa, AL 35487-0162; (205) 348-6756 or by visiting 106 Student Services Center. More information can be found at [financialaid.ua.edu](http://financialaid.ua.edu) or by sending an email to [financialaid@ua.edu](mailto:financialaid@ua.edu). Law Students with questions may also contact Cheryl Rollins, Coordinator of Scholarships and Financial Aid, in Room 141 or at 348-1123.

## 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 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 Registrar's Office safeguards the secrecy of the anonymous numbers by handling the mechanics of matching grades with names.

Grades are distributed to students by the Registrar's Office after an announced day after all examinations have ended. Professors do not distribute grades.

Seminars, workshops, oral reports, papers, and problems are not graded anonymously, 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 4.33, which corresponds to the letter grades in the chart below.

Law School Grades	Corresponding Letter Grades
4.33	A+
4.0	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	D
0.0	F

## **Distribution of Grades**

The faculty approved the following policy regarding distribution of grades:

Grades in required first-year classes must adhere to a mandatory mean of 3.2. (Any calculated mean between 3.1500 and 3.2500, inclusive, shall be deemed to satisfy this standard.)

Grades in other classes need not adhere to a mandatory mean. However, grades in those classes should adhere as close to a mean of 3.3 as is consistent with fairness and common sense. Faculty members teaching classes of 13 students or more whose calculated mean falls outside the range of 3.2500 to 3.3500, inclusive, must provide a written justification for the discrepancy when they submit their grades.

As a rule, larger classes should adhere more closely to the target mean than smaller classes because the unusual circumstances that warrant non-standard grading are less likely to occur. As the size of the class diminishes, more flexibility in grading may be required. The students enrolled in a small class may, for example, be exceptionally skilled or exceptionally dedicated to the subject matter. However, students should not expect to receive higher grades in small classes as a matter of course, nor should they receive higher grades in a small class than similar effort and ability would produce in a large class. It is the responsibility of every faculty member to ensure that their grading reflects these principles.

Even in the smallest classes, the grades awarded should reflect genuine differences in student performance. In classes of twelve students or fewer, generally no more than one half of the class should be awarded a grade of A- or higher. Faculty members who deviate from that expectation must provide a written justification for the discrepancy when they submit their grades.

A+ grades should be awarded only in cases where the top student's performance is clearly superior to the performance of other students receiving A grades. No more than one A+ grade may be awarded in any class.

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).

In the calculation of a class mean, grades of C and lower shall be counted as 2.00. This policy shall apply only to the calculation of a class mean; it does not affect the calculation of a particular student's grade point average.

In the calculation of a mandatory class mean or application of any other grading rule, only the grades of Law School students are counted. Grades of graduate students from other departments, undergraduate students, and international students not

seeking a J.D. degree are not counted.

If, after grades are reported to students, a grade must be changed due to a mathematical or clerical error, and the change results in a deviation from an otherwise mandatory grading standard, other grades need not be changed to compensate. Faculty members may not change a reported grade based on subjective considerations, such as a re-evaluation of the strength of an analysis. Subjective considerations should be addressed in the initial grading process, not in the context of an appeal.

Grade distributions, together with written justifications for deviations from the Faculty's grading standards, shall be made available to the Dean before those grades are posted. If the Dean determines that the grading for a class exhibits a substantial and unwarranted deviation from the Faculty's standards, the Dean should invite further explanation from the faculty member who submitted the grades. If the Dean still concludes that the deviation is substantial and unwarranted, and the faculty member declines to change the grades, the Dean may appoint a committee of faculty members to re-evaluate the grades. The committee shall review the graded materials and invite explanation for the deviation from the faculty member who taught the class. If the committee determines that the deviation from the Faculty's standards is substantial and unwarranted, the committee shall award appropriate grades. If grades must be changed, the committee shall solicit the assistance of the faculty member who taught the class. Grade changes pursuant to this policy should be very rare, and undertaken only under extraordinary circumstances. If reasonable minds could conclude that a deviation from the Faculty's grading standards is not unwarranted, grades should not be changed.

Under University of Alabama policy, the A+ is calculated as 4.33, except that a student's overall GPA may not exceed 4.0.

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 student may be required to repeat that course. Students must 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 .33 for class participation or lower grades by .33 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**

The grade review and appeal policy approved by the faculty is the following:

A student may request that his or her grade be reviewed by the faculty member who assigned it. The faculty member should change the grade only if it is determined to be the product of a mathematical or clerical error. Faculty members may not change grades, after they have been reported to students, based on other considerations, such as a re-evaluation of the strength of an analysis. Such considerations should be addressed in the initial grading process. In circumstances of anonymous grading, review generally should be arranged through the Registrar's Office so that the student's anonymity can be maintained.

A student may appeal a grade solely on the ground that it was arbitrary or capricious. The student must submit to the Associate Dean for Academic Affairs a written statement explaining why the student believes the grade to be arbitrary or capricious. The Associate Dean for Academic Affairs shall ask another faculty member (whenever possible, a faculty member with some expertise in the subject matter) to review the graded material, together with the student's written statement and (whenever possible) a sampling of other graded material from the same class sufficient to establish a context for the challenged grade. If the reviewing faculty member determines that the grade is not arbitrary or capricious, the process is concluded.

If the reviewing faculty member determines that the grade is arbitrary or capricious, the reviewing faculty member must suggest a grade, or a range of grades, that would be appropriate for the graded material. The Dean shall give the faculty member who awarded the original grade an opportunity to change it to conform to the findings of the reviewing faculty member. If the opportunity is declined, the Dean shall appoint a committee of faculty members to review the relevant materials. If the committee determines that the grade originally awarded was arbitrary or capricious, the committee shall award an appropriate grade. Grades should be changed by this procedure only on very rare occasions.

In circumstances of anonymous grading, the identity of the student should not be revealed during the process of appeal to the faculty member who awarded the grade or to those who are reviewing it.

Requests that a faculty member review a grade must be submitted to the Registrar's Office by the last day of classes of the semester following that for which the grade was awarded (the "semester following" not including Summer or Interim terms). Statements explaining why a student believes a grade to be arbitrary or capricious must be submitted to the Associate Dean for Academic Affairs by the same deadline. Students should be encouraged to request review of a grade before initiating an appeal.

If, following review or appeal, a changed grade results in a deviation from an otherwise mandatory grading standard, other grades need not be changed to compensate.

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\*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.

### **Ranking**

The Top 15% of students will receive individual numeric rankings at the end of the Spring and Fall semesters. At the end of the Spring and Fall semesters, the Registrar will publish the GPA for the Top 10%, Top 20%, Top 25%, Top 33%, and Top 50% of each class. Students thus will know, and can indicate on their resumes, if and where their grades would place them within these "bands" within the top half of the class. Students outside the Top 15% will not receive individual ranks.

**Limitation on Certain Credits**

Students may not use more than 25 hours of credit toward graduation from the following activities:

- Independent Study
- Externships
- Journal Credit
- Moot Court/Trial Advocacy Competition Credit
- Classes taken in another department

## **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 the Associate Dean for Academic Affairs will make the final decision as to whether to approve the visit.

The student must make all arrangements with the other school. All courses must be approved prior to the student registering for them and the grades 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 Academic Affairs, prior to undertaking 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, credit for grades below "B" 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 generally 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 ensure that we have the courses on record and do not certify a student to the Bar without the official transcript to evaluate.

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 Associate Dean for Academic Affairs, (2) the student articulates in writing how the class enhances his or her law school curriculum, and (3) the student makes a "B" or better in the course.

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

Other divisions on campus may charge a fee to students outside their division who enroll in classes.

### **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.

### **Class Work Transferred from a Foreign Law School and Statement of Educational Objectives for Foreign Study**

The University of Alabama School of Law is committed to providing its students the broadest legal education possible, including some exposure to legal issues presented in international contexts.

To supplement its international course offerings, the Law School offers a summer study abroad program in Australia. Students may also enroll directly for a semester at the Tel Aviv University (Israel) and The University of Delhi (India). Please note that students enrolling in the Tel Aviv and Delhi programs must submit an application to the Director of International Programs. In exceptional circumstances, students may also propose, subject to approval by the Law School, semester and yearlong plans of study at other foreign law schools. Please note that plans of study at foreign law schools must meet criteria established by the ABA Criteria for Student Study at a Foreign Institution

([http://www.americanbar.org/content/dam/aba/publications/misc/legal\\_education/Standards/2013\\_2014\\_criteria\\_student\\_study\\_foreign\\_institution.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2013_2014_criteria_student_study_foreign_institution.authcheckdam.pdf)). All courses taken in a foreign law school must be approved in writing by the Law School's Office of Academic Affairs prior to registration. All grades transfer as pass. A passing grade for all programs other than those offered by the Law School is defined as a "B" or higher, or the equivalent, at the foreign law school. Grades taken at a foreign law school do not affect a student's UA Law GPA. Students spending a semester away are not ranked with their classmates.

**Distance Education**

Subject to the approval of the Associate Dean for Academic Affairs, students may apply up to 15 credit hours in distance education courses through the Law School's LLM in Taxation Program and LLM in Business Transactions Program toward their JD. Students may not enroll in distance education courses until they have completed 28 credit hours.

**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.

A transfer student may be considered for the following graduation honors if the student's Alabama Law cumulative GPA falls within the prescribed range: cum laude, magna cum laude, summa cum laude and Order of the Coif. For transfer students, an additional calculation is made, and eligibility for those honors is based on the lower of the following two numbers: 1) cumulative GPA for all J.D. courses completed at the Law School or 2) cumulative GPA for all J.D. courses completed at both the Law School and the transferring student's original law school (including courses not transferred).

## **PUBLIC INTEREST CERTIFICATE PROGRAM**

Students may be awarded the Public Interest Certificate if they successfully complete: Public Interest Lawyering (LAW 821); Poverty Law (LAW 769); a four-hour Law School clinic; 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.

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.

Please see the Law School website for additional information on this program.

### **Dual Enrollment Programs:**

#### **J.D./Ph.D. and J.D./M.A. in Political Science, and J.D./ M.P.A.**

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.

Please see the Law School website for additional information on these programs.

## **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.

No more than three hours of Independent Study may count toward the J.D. degree, and 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 Academic Affairs **before** registering for the hours. Independent Studies generally must be supervised by a full time faculty member. Additional information about the requirements for Independent Study, including the registration form, can be found on the [Law School website](#).

## **DROPPING AND ADDING COURSES**

During the first week of classes each semester, students may drop or add most non-required courses without academic penalty. After the end of the first week of classes, a student may drop a course only with permission of the Associate Dean for Academic Affairs. An administrative fee may be charged or a "W" assigned for each drop or add.

Students, however, may not withdraw from clinics, trial advocacy classes, and mini-courses for which they are enrolled later than the last day of classes for the preceding semester.

## **COMPENSATED WORK**

First-year students may not undertake outside work, and they may not be hired to work at the Law School. Exceptions are granted by the Office of Academic Affairs only in exceptional circumstances. Second- and third-year students may not work more than 20 hours per week.

## **CLASS LOAD**

Law students must be enrolled for at least 10 hours – except during the summer. No student may enroll, except in extraordinary circumstances and with permission of the Associate Dean for Academic Affairs, in more than 16 hours during the regular semester, one class during interim term, or 2 classes during the summer term.



## **Full-Time Status**

Except under extraordinary circumstances, all Alabama students must be enrolled on a full-time 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 prior to the first day of class for which the change of residency status is sought.

## **CLASS ATTENDANCE**

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. This is the equivalent of about three weeks of classes. 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.

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 absence 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.

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. 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-third of a letter grade 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 who will be absent from class should notify students as soon as possible. Absences from class which are known before the semester begins should be announced very early in the semester, and preferably at the first meeting.

## **EXAMINATIONS**

### **Generally**

Course grades are typically based on an essay examination administered at the end of the semester. At least fifty percent of the final grade in a second- or third- year course must be based on an examination or part thereof of the written essay type. Under some circumstances, papers or problems may be substituted for all or part of the final examination.

In a first- year course other than Legal Research & Writing, the final grade normally is based solely on a written examination of which at least fifty percent must be of the essay type. Papers or problems may count for no more than twenty percent of the final grade.

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.

Final examinations normally are not required in seminars and workshops.

### **Missing or Rescheduling an Exam**

Final examinations must be taken at the regularly scheduled time, unless the Associate Dean for Academic Affairs permits a student to take the exam at another 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 Associate Dean for Academic Affairs.

On request, the Law School will reschedule an individual student's exam to a later date when a student has

- 3 exams in 3 days,
- 2 exams beginning less than 24 hours apart, or
- 4 exams which must be completed within 5 exam days.

If a student misses a final examination without prior permission from the Associate Dean for Academic Affairs, 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 Associate Dean for Academic Affairs, 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.

### **Places to Take Exams**

Please do not take the exam in the following areas:

- the open areas from outside Rooms 187/188 to the student entrance
- the area outside the Dean's Office
- the area outside the Records Office
- third floor

### **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 submit 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, and with the exceptions noted above, 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.

All J.D. students must pass a seminar course in order to graduate.

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

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

## **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.

## **DISCLOSURE OF MISCONDUCT**

A student must disclose the following incidents or actions that occur while the student is enrolled at the Law School. Enrollment begins on the student's first day of classes and extends through the student's graduation from the Law School.

- Arrests, charges, and convictions, including citations and tickets, but not including parking violations or speeding citations of 20 mph or fewer over the limit.
- Restraining orders, protective orders, and other directives to avoid or limit contact with a group or individual.
- Disciplinary actions taken by any college, university, graduate school, professional school, or other institution of higher learning, including any actions that arise while the student is participating in a study abroad program or taking classes at another school as a visiting student.
- Termination or resignation from any employment, externship, internship, or volunteer position related to a suspicion of wrongdoing.
- Disciplinary actions taken by any profession, professional organization, court, or licensing board.

A student also must disclose to the Law School any charges or sanctions issued by the University of Alabama Office of Student Conduct.

A student must make all disclosures within a reasonable time, which usually will be within seven calendar days of the initial reportable incident or action. A student must disclose, for example, an arrest within seven days of the arrest and cannot delay disclosure until formal resolution of any criminal charge resulting from the arrest.

This duty of disclosure is in addition to that required by The University of Alabama policy on self-disclosure in its Student Code of Conduct and extends to all activities, including participation in study abroad programs and study at other schools.

Law students should direct the disclosure required by the Law School Student Handbook to the Associate Dean of Academic Affairs and include any relevant documentation, including copies of any tickets or court orders.

## **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 Associate Dean for Academic Affairs 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.

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 501(c) provides:

A law school shall not admit or readmit a student who has been disqualified previously for academic reasons without an affirmative showing that the prior disqualification does not indicate a lack of capacity to complete its program of legal education and be admitted to the bar. For every admission or readmission of a previously disqualified individual, a statement of the considerations that led to the decision shall be placed in the admittee's file.

## **WITHDRAWAL FROM LAW SCHOOL**

### **Generally**

Generally a student who desires to withdraw from the School of Law should consult the Associate Dean for Academic Affairs 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 (with the exception of summer session) is equivalent to withdrawal.

Any student who has withdrawn from the law school and desires to be readmitted should submit a petition to the Associate Dean for Academic Affairs, 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.**

Information about the **Financial Impact of Withdrawal** is available online at <http://studentreceivables.ua.edu/withdrawal.html> and from The University of Alabama, Office of Student Receivables, 105 Student Services Center, Box 870120, AL 35487-0120, (205-348-5350).

## **BUILDING-RELATED RULES AND POLICIES**

### **General Rules**

The University is a smoke-free campus, including all facilities, grounds, and parking areas on the UA campus.

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

The Law School follows the [University of Alabama policy](#) regarding dangerous weapons & firearms.

Food only may be taken into classrooms 172 and 175, meeting room A112, the Samford Reading Room (284), and the Hayes Conference Room (344). Other rooms may be designated as appropriate for food during special events.

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

### **Security**

Security guards 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.

The Law Center and the Bounds Law Library are accessible after hours using your ACTion card. See the Library rules for information on the process to follow to use the Library when it is closed. Blue Emergency phones are located on each floor of the Bounds Law Library and in the east and west parking lots for use in case of an emergency.

**Parking**

All students should register their cars and obtain parking hangtags from the University's Transportation Services Office. The student parking lot is located on the west side of the Law Center, adjacent to the Coleman Coliseum. Overflow parking is available in the Coleman coliseum lot except as noted below during athletic events. Parking in the front lot and in the east lot is restricted to faculty and staff only, and these areas will be policed daily. Please only park in marked, designated parking spaces within the lot, and never park on the grass.

During home football games and at various events held at the Coleman Coliseum, the Coliseum parking lot is closed to the public. Use of the Coleman Coliseum Parking Lot is not allowed after 5:00 on Friday of home football games. Law students, however, may have access to Law Student parking by displaying the "L" tag behind their student parking hangtag. Law students may sign up for an "L" tag at the Registrar's Office.



## **UNIVERSITY SERVICES**

### **University Health Service**

The Student Health Center is a modern facility with an outpatient clinic, laboratory and X-ray departments, a licensed pharmacy, 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 8:00 a.m. to 8:00 p.m. each Monday through Thursday, from 9:00 a.m. to 5:00 p.m. Fridays, and 1:00 to 4:00 p.m. each Saturday and 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 Student Health Center is located at 750 5 Avenue East. 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 Center 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. The Counseling Center is located in the South Lawn Office Building (east of the Law Center).

The Law School also sponsors confidential counseling services by a licensed professional counselor. This service is provided in the building free of charge for all law school students. The counselor's office hours can be found on the [Law School website](#).

## **Disability Services**

Students with disabilities are encouraged to contact the Office of Disability Services (ODS) prior to entering the University. ODS is the central contact point for students with disabilities at UA. Services for students focus upon providing accommodations and services to help meet University demands, while promoting student responsibility and self-advocacy. Students who seek accommodations must first register with ODS during each semester for which they wish to receive accommodations.

ODS is located at 1000 Houser Hall. ODS can be reached at (205) 348-4285 (Voice), (205) 348-3081 (TTY), (205) 348-0804 (Fax), [www.ods.ua.edu](http://www.ods.ua.edu) (website), and [ods@bama.ua.edu](mailto:ods@bama.ua.edu) (email).

The Law School's administration and the University's Office of Disability Services work together to help individuals with disabilities achieve and maintain individual autonomy. Students with disabilities are encouraged to contact the Associate Dean for Academic Affairs so that the individual's needs for support services can be evaluated and accommodated in a timely manner. Students should not contact a professor directly as this may compromise the student's ability to be graded anonymously.

## **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) 348-0983, or by writing Veterans Services, The University of Alabama, Box 870251, Tuscaloosa, AL 35487-0251. The office is located at 3000 Houser Hall.

## **Military Leave**

Under federal regulations, see 34 C.F.R. § 668.18, a student who has been admitted to or who has been enrolled at the University of Alabama School of Law may ask for a military leave to fulfill a U.S. military obligation. If the student's absence was necessitated by this obligation and there is no dishonorable or bad conduct discharge from the uniformed services, then the student will be promptly readmitted if the cumulative length of his/her absence and of all previous absences from the School of Law due to military service does not exceed five years. The student continues law school from the point where he or she left, and the academic requirements at the point when he or she left apply. Students leaving law school should notify the Records Office of their departure. Students leaving school because of military service do not lose Law School scholarships, though all conditions of scholarships remain in place. All Law School scholarships additionally are limited to six semesters. Students leaving because of military service may initiate readmission by contacting the Records Office. Students readmitted to the Law School under this policy are not subject to the six-year time limit for completing the J.D. degree.

## **University Recreation**

University Recreation offers many opportunities for law students to join in seasonal team sports and in individual recreation. University Recreation facilities include four swimming pools (three indoor), a lighted tennis complex with 20 courts, and a 28-acre playing-field complex. The Student Recreation Center, located a few 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**

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.

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.

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.

(Last updated on July 17, 2018)