

# The University of Michigan Law School

## ACADEMIC REGULATIONS

### PART ONE: Degree Requirements

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

To receive the J.D. degree, a student must:

1. Complete with a passing grade (D or better) all courses required for the first year, the Transnational Law course (either the two- or three-credit offering), one professional responsibility offering (as designated in the registration materials), and one offering taken any time after the semester in which he or she takes Legal Practice II (course 591) that has a rigorous writing component. This upper-class writing requirement can be fulfilled by completion of
  - a. one two-credit (or more) seminar requiring a substantial research paper or other significant writing assignments (such a seminar would also fulfill the seminar requirement);
  - b. one two-credit (or more) course requiring a substantial research paper or other significant writing assignments;
  - c. an external studies or international external studies program requiring a substantial research paper; or
  - d. an independent research project or projects under faculty supervision totaling two credits or more requiring a substantial research paper(s) or other significant writing assignments.

Students who matriculated prior to May 2006 must also complete one seminar. Students who matriculated in May 2011 or thereafter must complete the Transnational Law course in either their third or fourth semester.

2. Complete with a passing grade (D or better) not less than 82 hours, of which 64 must be earned in regularly scheduled class sessions in the Law School or at another law school in the United States for which the credit has been approved for transfer.
3. Achieve an honor point average of 2.0 or better in the minimum hours submitted for graduation, calculated as follows:

Grade	Honor Points Per Credit Hour
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
E	0
S	No Effect
P (Pt. One, VI)	No Effect
I (Pt. Six)	No Effect
Y	No Effect
H	No Effect

For students who matriculated prior to May 2009, no more than 15 credit hours of courses with limited grades due to a student's exercise of the option provided in Part One, Section VI A. may be offered to satisfy the requirements for the J.D. degree.

For students who matriculated in May 2009 or thereafter, no more than two courses with grades of "P" due to a student's exercise of the option provided in Part One, Section VI B., may be offered to satisfy the requirements for the J.D. degree.

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

4. Complete six full-time terms or their equivalent in law school, of which at least four must be spent at this law school. A full-time term requires carriage throughout the term and completion of at least 10 credit hours with a grade of "D" or better. In rare instances, a student may
  - a. take fewer than 10 credit hours in a particular term or terms with approval of the Associate Dean pursuant to Part III, Section I, Paragraph 1.
  - b. obtain permission from the Academic Standards and Practices Committee to complete 82 credits in fewer than six (but no fewer than five) full-time regular terms.

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

1. All students (including transfer students) must complete at least four terms at this law school. The Associate Dean, in consultation with the Academic Standards and Practices Committee, may, however, permit a student to transfer credit earned at another accredited law school where:
  - a. the student has demonstrated a serious pursuit of and intent to continue a pursuit of, legal studies; and

- b. the student presents compelling and unusual personal reasons for studying elsewhere (e.g., family illness or responsibilities, personal illness, spouse or significant other required to live in another geographical area).

2. No more than two required full-time terms may be transferred under this section as a “Pass” for approved courses in which grades equivalent to a “C” or better have been earned.

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

1. J.D. degrees will be awarded as follows:

The J.D. *summa cum laude* is awarded to a graduating student who has achieved an honor point average of 4.000 or higher. The J.D. *magna cum laude* is awarded to a graduating student who has achieved an honor point average of 3.700 or higher, but lower than 4.000. The J.D. *cum laude* is awarded to a graduating student who has achieved an honor point average of 3.400 or higher, but lower than 3.700. From time to time, these honor point averages may be revised in order to reflect the desired percentage distributions of honors degrees within graduating classes.

2. Eligibility for J.D. degrees with honors and Order of the Coif.

To be eligible for a J.D. degree with honors and election to Order of the Coif, a student must earn a minimum of 62 credit hours in courses at the Law School which are fully graded and factored into his or her honor point average. For purposes of these limitations, limited grade credit from mandatory limited grade courses at this law school and from courses taken elsewhere, either in other schools and colleges of the University or at other law schools after enrollment at this law school, do not count toward the 62 graded credit hours. For provisional advanced standing students (generally transfer students), limited grade credit hours for courses taken at other law schools before admission to this law school do count toward the 62 graded credit hours for purposes of J.D. degrees with honors but do not count toward the 62 graded credits for purposes of Order of the Coif. Likewise, for students who spend one or two terms at another law school for a compelling and unusual personal reason pursuant to Part One, Section II, limited grade credit hours for courses taken at other law schools do count toward the 62 graded credit hours for purposes of J.D. degrees with honors but do not count toward the 62 graded credits for purposes of Order of the Coif.

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

In calculating honor point averages, the following rules apply:

1. A student’s scholastic standing in the Law School will be determined by an honor point average based on all work taken in the Law School. The “honor point average” is the total honor points earned by the student divided by the total hours of credit carried in graded courses. Courses completed in another school for which credit is given toward the degree in this school will have no effect in determining a student’s honor point average.

2. In the case of the grades P, S, H or Y, or any grade in the Legal Practice or Legal Practice Skills courses of C, C-, D+, D, or E, the hours of credit are not included in the computation of the honor point average.
3. Hours of work for which an “E” grade has been received will be included in determining a student’s honor point average.
4. If a repeat examination in a course is taken under any applicable provision of these regulations, the grade achieved on the retake examination:
  - a. may not be higher than a “C”;
  - b. will replace the original grade (if lower than the retake grade) on the student’s record; and
  - c. will be used both for computing the honor point average and for determining whether the J.D. requirements have been met.

#### **Section V. Credit Hours**

A credit hour represents approximately 715 minutes of class work, together with the required preparation and the completion of the course requirements with a grade of “D” or better. No credit will be allowed for a course or seminar in which an “E” is received.

#### **Section VI.**

##### *A. The Limited Grade Option (applies to students who matriculated prior to May 2009)*

1. Subject to the limitations set forth hereafter, any elective course or seminar may be taken on a limited grade basis at the option of the student. When a course is taken under this option, the instructor will grade the student’s performance as “P” (for “C” or better work), C-, D+, D or E. If a grade below C is received, and the student subsequently receives a passing grade through a repeat examination or otherwise, as provided in Part V, Section III, the grade recorded shall be a “C” (not a “P”), and the course will continue to be counted in determining the total limited grade option credit hours allowed under these regulations.
2. The following limitations apply to election of the limited grade option:
  - a. The option may not be elected for any of the required first-year courses.
  - b. The instructor for a given course may deny the option. Reasonable notice of such denial will be given to students prior to course election time, usually in the registration materials.
  - c. No more than two courses or seminars may be taken under this option during the student’s last term in residence. Only one such option may be elected if the last term is a summer term.
  - d. Limitations on the number of limited grade option credit hours which may be submitted for the various degrees are set forth in Part One, Sections I and III.

3. Students electing the limited grade option in a course that is normally given on a graded basis must make the election on-line or, in certain circumstances, file the appropriate form with the Registrar of the Law School before the final exam becomes generally available. In addition to making the election on-line or filing the required form, a student making this election must write the word “ungraded” at the top of the front cover of the required examination or paper. By prior announcement, the instructor for a given course may permit the election to be postponed until the time the exam is handed in. In this case, students who elect the limited grade option when the exam is handed in should so indicate on the examination and file an appropriate form with the Registrar of the Law School as soon after the exam as possible. In courses in which graded quizzes, papers, or other assignments are given and returned during the term, the instructor may accelerate the deadline to a date no earlier than one week before the due date of the quiz, paper, or other assignment. Notice of the accelerated date must be given to students by announcement in class and on the appropriate bulletin board. Instructors who establish early deadlines will not be informed of the names of students electing the limited grade option until that information is available for all courses that term.

*B. Conversion of a letter grade to a “Pass” (applies to students who matriculated in May 2009 or thereafter)*

1. Subject to the limitations set forth hereafter, a student may elect to convert a letter grade in any elective course or seminar to a “Pass” represented by a “P,” for “C” or better work. A student may not elect to convert a grade of C-, D+, D or E to a “P.” If a student receives a grade below a C, and the student subsequently receives a passing grade through a repeat examination or otherwise, as provided in Part V, Section III, the grade recorded shall be a “C,” and the student may not elect to convert that “C” to a “P.”

2. The following limitations apply to a student’s right to elect to convert a letter grade to a “P”:

- a. A student may not convert a letter grade in any required first-year course.
- b. The instructor for a course may deny the option to convert a letter grade to a “P.” The instructor must give reasonable notice of such denial to students before course election time, usually in the registration materials.
- c. A student may only convert a letter grade to a “P” in two courses or seminars during the student’s entire law school career.
- d. Limitations on the number of credit hours which may be converted to a “P” for the various degrees are set forth in Part One, Sections I and III.

3. A student electing to convert a letter grade to a “P” must make the election through the Office of the Registrar using the process designated by that Office within three weeks after all grades are posted after a semester. The Registrar’s Office will provide notice to students once all grades are posted after a semester.

- a. During the three-week period, a student may only choose to convert a letter grade to “P” in courses taken during the immediate past semester.
- b. If a student receives an “Incomplete” in a course, the student shall have three weeks from the time the professor assigns a letter grade to convert that letter grade to a “P.”

c. Once the three-week period has ended, any conversion of a letter grade to a “P” becomes final and may not be reversed, revoked or transferred, even if hindsight proves that another choice would have been more beneficial.

### **Section VII. Attendance**

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

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

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

## **PART TWO: Academic Eligibility**

### **Section I. Regular Students**

1. Any student whose honor point average is below 1.7 on all work taken through the second term in residence or is below 1.8 at the end of any term thereafter is ineligible to continue work for credit in the Law School. For these purposes, a summer term counts as a full term.
2. Any student whose honor point average meets the requirements stated in Paragraph 1 but is below 2.0 must appear before the Academic Standards and Practices Committee or its representative to establish the conditions under which the student may continue in the Law School. The Academic Standards and Practices Committee will set the conditions of the student’s continued enrollment, which must in every case include the stipulation that the student is entitled to continue only if the student achieves a 2.0 honor point average on all work taken during each of the next two terms. The Academic Standards and Practices Committee may impose additional conditions such as, though not by way of limitation, retaking first-year mid-course examinations and any final examinations in courses in which grades below “C” were received within a certain time period or in a designated order.

Once established, all such conditions must be met, regardless of any honor point average achieved by the student during the period established by the Academic Standards and Practices Committee under this Paragraph 2.

Grades received on retaken work may not be higher than “C,” will replace the original grade (if lower than the retake grade) on the transcript, and will be the grade considered for purposes of

graduation. A student must establish a schedule for such retakes with the Associate Dean during the second year at the Law School and at least one of the retakes must be scheduled during the first term in which the student is enrolled subsequent to the first year. A student may be required to elect a limited number of advanced courses in order to accommodate repeating first-year work. The assistance of Law School advisors or faculty must be accepted.

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

### **Section II.** *Provisional Advanced Standing Students (generally transfer students)*

1. The academic eligibility of a student admitted with provisional advanced standing will be based upon grades earned in this law school at the end of each term. In determining the period within which such a student is expected to complete the requirements for the degree, within the meaning of Paragraph 3. of Section I of this Part, the period of law school residence represented by the provisional advanced standing credit will be included. This same determination applies to Part One, Section I, Paragraph 4.
2. Credits given provisionally for work done elsewhere may be withdrawn if the student becomes ineligible to continue in residence and in no case will they become final until the student demonstrates by work successfully completed in this law school that the requirements for the degree can be satisfied.

### **Section III.** *Students Ineligible to Continue*

1. Readmission on Examination
  - a. Subject to the limitations in Paragraph 2 of this Section, a student who has been excluded from the Law School on academic grounds may, at any time within three years thereafter, take a regular examination in each course in which the student received a grade lower than "C." The grade received on retaken work may not be higher than "C," will replace the original grade (if lower than the retake grade) on the student's record, and will be used to calculate honor point averages in accordance with the provisions of Part One, Section IV, Paragraph 4. If a student was excluded for failing to attain an honor point average of at least 1.7 in the first year or 1.8 in later years, and if the recomputed honor point average is at least 1.7 or 1.8 respectively, the student will then be eligible to re-enter the Law School, subject to the conditions set forth under Part Two, Section I, Paragraph 2, if otherwise applicable.
  - b. These provisions for reexaminations are not available to a student (1) who has been previously readmitted to the school on reexamination, (2) who has failed to meet the

conditions for remaining in school established under Part Two, Section I, Paragraph 2, or (3) who has been excluded from the school on academic grounds a second time.

## 2. Special Petitions

A student who is enrolled under the conditions stated in Part Two, Section I, Paragraph 2, or is ineligible to continue in residence may petition the Academic Standards and Practices Committee for a waiver of the rules. The Academic Standards and Practices Committee may approve the petition, subject to such conditions as may be deemed appropriate, provided the circumstances in the case are such as to convince the Committee that the student has not had a sufficient opportunity to demonstrate his or her capacity for law school work and that a further trial will result in success.

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

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

1. The minimum student class schedule during a regular term is 10 credit hours unless the Associate Dean approves a lighter load. In general, approval for reduced loads will be given only for reasons of health, enrollment in approved courses in other departments of the University, temporary employment in unusual cases, or when a student is required to retake examinations pursuant to Part Two, Section I, Paragraph 2.

2. The maximum student class schedule during a regular term is 15 credit hours unless the Associate Dean approves a heavier load. In no event may a student exceed 16 credits during a regular term.

### **Section II. Summer Term**

The minimum and maximum class schedules for a summer term will be indicated in the classification materials for each summer term.

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

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

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

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

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

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

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

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

1. Second- and third-year students with an honor point average of at least 2.0 may participate in the clinical law and external studies programs. Clinical law courses are those in which problems of actual clients are handled. External studies are individual programs of study to be carried on away from the Law School.
2. The Curriculum Committee must approve external studies programs. Submission of a proposal must be made no later than four weeks before the end of classes in the regular term preceding the term in which the study would occur. Students in an external studies program will ordinarily be required to complete a three-credit writing project which is supervised by a member

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

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

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

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

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

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

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

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

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

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

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

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

- a. If the student knows at any time during the period he or she is writing the paper for the course that he or she intends to use any or all of the paper as the basis for, part of, or all of a note, the student must disclose this fact to the professor teaching the course and obtain the professor's permission to proceed with the paper for credit in the course.
- b. As with any paper that is submitted for credit, the paper must be the student's own work.

5. A student may not ordinarily submit the same work product in more than one course. If a student contemplates using the same work product for more than one course, the student must consult with the professors of each course to obtain their permission and their acknowledgement that the work product submitted will be sufficient to warrant receipt of credit for all courses, for example, a longer paper than would ordinarily be required.

6. Absent extraordinary circumstances, papers in seminars or other courses in which papers are required should be due no later than two weeks before the date that grades are due to be submitted by the faculty for the term in which the seminar or courses were taken.

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

1. A "special examination" means a midterm or final examination given at a time other than the regularly scheduled time for the examination in that course, or a midterm or final examination approved by, or specially prepared for a particular student by, the instructor whose examination was originally missed.

2. A student may take a special examination in a course upon establishing to the satisfaction of the Associate Dean, in consultation with the instructor, that a rescheduled examination is necessary:

- a. in order to accommodate a student's disability;
- b. in order to avoid a conflict with a student's observation of a religious holiday; or
- c. where a student faces one of the following scheduling conflicts:
  - i. two examinations scheduled at the same time;
  - ii. three examinations in consecutive time periods; or
  - iii. 10 credit hours of exams within two calendar days. (Any petition to take a special exam because of scheduling conflicts must be filed with the Associate Dean no later than the last day of classes.)

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

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

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

Courses cannot be repeated for residency or degree credit. Repeat examinations will be permitted, however, as provided in Part Two, and under the following rules:

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

### **PART SIX: Incompletes**

### **Section I. Conditions**

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

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

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

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

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

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

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

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

### **Section I. Courses**

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

## **Section II. *Seminars***

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

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

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

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

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

# **PART EIGHT: Grading**

## **Section I. *Official Notice to Students***

As soon as possible after each regular and summer term, the Registrar will officially report in writing to each student the grades earned in courses or seminars. The instructors will report grades to students who leave self-addressed and stamped postcards or envelopes with the instructor. Instructors may post grades if anonymity is assured. Final grades must be filed with the Registrar within five weeks after the last scheduled examination date in the fall term, within four weeks after the last scheduled examination in the winter term, and within four weeks after each examination in the summer term.

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

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

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

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

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

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

### **Section I. Interpretations**

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

### **Section II. Waiver**

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

## **PART TEN: Effective Dates**

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

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

### **Section II. *Exceptions***

1. Part One, Section I, Paragraph 3 (Grades and Values) will apply to grades submitted beginning with the Summer 1993 term. Grades submitted prior to that term will be controlled by the regulations in effect before the Summer term of 1993.
2. Part Four, Section I, Paragraph 4, will not apply to work done prior to the Fall term of 1993.
3. Part One, Section III (Requirements for J.D. with Honors Degree), will apply to J. D. graduates beginning August, 1998.
4. Students who matriculated prior to May 2005 are governed by a previous version of these regulations, available from the Office of the Registrar.

*Approved April 1996. Revised June 1996, June 1998, May 2000, February 2001, April 2001, March 2002, November 2002, May 2005, April 2007, January 2008, May 2009, May 2010, May 2011, and August 2011.*