



Student Handbook

2018-2019

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The Law School *Student Handbook* sets out major Law School and University policies.

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INTRODUCTION

Dear Students,

This *Handbook*¹ is intended to serve as a collection of major Law School policies, many of which are specific to the Law School and cannot be found in University publications. All Law School students and members of the University community taking classes at the Law School are expected to familiarize themselves with these policies.

Please note that the *Student Handbook* contains an interpretation of faculty-developed academic policies. For information regarding the genesis and development of academic policies, please contact the Deputy Dean. Questions regarding implementation of academic policies should be directed to the Office of the Dean of Students or the Office of the Registrar. For information on non-academic policies contained within the *Student Handbook* or other questions about the Law School, please contact the Office of the Dean of Students. In addition, please note that the Office of Career Services annually produces a *Law Student Manual* that provides a full description of policies and procedures applicable to students in the job market.

You will note that the *Student Handbook* often refers to other publications. More details are available in the Students section of the Law School website, in the Law School's *Announcements*, and the University's *Student Manual* section on University Policies and Regulations.

Please contact the Office of the Dean of Students regarding any questions about the Law School.

Sincerely,

The Office of the Dean of Students

¹ Lawyer's Caveats: Please keep in mind that the rules and policies described in this *Student Handbook* and other University publications are subject to revision at any time. While we do our best to notify students of such changes in a timely manner, it always is best to check if unsure. To the extent that our information may appear to conflict with information in a University publication (e.g., the *Announcements*, the *Student Manual* section on University Policies and Regulations), please contact the Office of the Dean of Students for a clarification. Please note that policies change from year to year, so returning students are advised to read the *Student Handbook* at the start of each new academic year.

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1.1 EDUCATION RECORDS

The Law School Office of the Registrar maintains each student's education record. The Office of the Registrar can assist students with registration changes, examinations, and completion of various forms (bar examination paperwork, certificates for limited practice as a law student, and the like). The Office of the Registrar is located on the 3rd floor in the Student Services suite.

In the event that a clerical, technical, or other recordkeeping error is discovered in a student's or alumnus' education records, the Law School reserves the right to correct all affected record(s) at any time.

Students and alumni also have the right to request to correct education records that they believe are inaccurate. To do so, current students should follow the grievance procedure set forth elsewhere in this *Student Handbook* regarding inaccurate grades, and students and alumni should follow the policy set forth in the University's *Student Manual* section on University Policies and Regulations regarding non-grade corrections to a student's education record.

1.2 ACADEMIC RULES

The academic rules of the Law School are established by the faculty through its Rules and Petitions Committee. The basic rules are listed in this *Student Handbook*.

The Office of the Dean of Students and the Office of the Registrar are responsible for the administration of the rules and are able to answer questions about their implementation. Questions regarding the genesis and development of academic rules should be directed to the Deputy Dean.

1.3 DEGREE REQUIREMENTS

J.D. Program Degree Requirements

Students in the first year take a prescribed program covering five principal branches of the law – contracts, torts, property, criminal law, and civil procedure. In addition to providing a general foundation of legal knowledge, the program is intended to cultivate legal reasoning skills and to foster an understanding of the development of the law through judicial decisions and statutory interpretation. Instruction in the first year primarily centers on class discussion of judicial decisions (known as the “case method”). In addition to the traditional first-year offerings, all first year students take a course unique to the Law School called Elements of the Law. Elements considers legal issues and their relationships to other fields of thought such as philosophy, economics, and political theory. A Dean's Award is awarded to the best exam in each required first-year class. Each spring, all first-year students must enroll in an elective course selected from one of the designated first year offerings listed at my.uchicago.edu. These elective courses also are open to other students.

All students complete the first year legal research and writing and experiential learning program under the supervision of one of the six Bigelow Teaching Fellows (*see* Section 1.5). The Joseph Henry Beale Prize is awarded to a student in each section of the first year legal research and writing and experiential learning program whose work is judged to be most worthy of special recognition. Another prize (its name changes to reflect the name of the law firm sponsoring the award) is awarded to a student in each section whose spring quarter brief is judged to be most outstanding and deserving of recognition.

Classes after the first year are all elective. Prior to graduation, however, all J.D. students must complete classes that satisfy requirements set by the Law School and the American Bar Association (“ABA”).

The Law School requires all J.D. students to be in residence, full-time, for nine quarters of no fewer than nine credit hours per quarter. Each of those credit hours must be successfully completed (i.e., students must pass and receive credit toward their J.D. degree).² J.D. students must complete and pass a minimum of 105 credit hours, including a professional responsibility class, and also must complete two substantial pieces of writing. Additionally, all J.D. students must complete eight credits of classes designated as meeting the ABA's experiential learning requirement.

After completing the first year, all J.D. students also must complete 40 credits in non-clinical Law classes or "core" classes.³ Core classes are designated each quarter in the online course schedule at <http://registrar.uchicago.edu/classes>.⁴ Credits earned through participation in journals and the Hinton Moot Court Competition count towards the 40 core credit requirement. **Please note, however, that first-year classes, including electives taken during the first year, do not count towards the 40 core credit requirement; a student who takes a class designated a first-year elective during the student's second or third year may count the class towards the 40 core credit requirement.**

Students who have passed a state bar exam in the United States prior to matriculating in the J.D. program at the Law School may be exempt from certain required classes. Such decisions will be made on a case-by-case basis by the Dean of Students and Deputy Dean depending upon legal coursework completed at other institutions.

Summary of J.D. Program Degree Requirements:

- A minimum of 105 total credit hours completed and passed
- 40 hours of required first year coursework, including one spring elective class
- 40 core credit hours in the second and third years
- Students must be in residence, full-time, for nine quarters of no fewer than nine credit hours per quarter
- Two upper level writing projects (WP and SRP)
- Successful completion of a class designated as meeting the professional responsibility requirement

² Furthermore, failure to complete nine credits during a quarter may trigger an obligation to return student loans, if the loans require a student to maintain full-time status.

³ Students who transfer into the J.D. degree program from the Law School's LL.M. program must complete 20 core credits. Students who earn simultaneous J.D./Ph.D. degrees from the Law School must complete 30 core credits.

⁴ Faculty members defined as core for purposes of this requirement are permanent faculty at the University of Chicago Law School, Visiting Faculty, Emeriti, members of the Clinical faculty, Professors from Practice, Senior Lecturers at the Law School, tenured University of Chicago professors with permanent offices in the Law School, and Booth faculty teaching in the Doctoroff program. Bigelow and other Fellows, as well as Lecturers in Law, are excluded.

- Successful completion of eight credit hours of coursework designated as meeting the experiential learning requirement pursuant to ABA Standard 303.*

*Students will receive two experiential learning credits in the spring of their first year as part of their Lawyering course. Heading into their second year, students are strongly encouraged to choose a pathway of courses that will allow them to complete at least six more experiential learning credits by the end of their second year, for a total of 8 experiential learning credits by graduation.

LL.M. Program Degree Requirements

To graduate, the Law School requires all LL.M. students to be in full-time residence (nine credit hours per quarter) for three quarters, with no fewer than six Law School credit hours per quarter. Each of those credit hours must be successfully completed (i.e., students must pass and receive credit toward their LL.M. degree). LL.M. students must complete and pass 27 credit hours of coursework. Non-law coursework will not be counted toward this 27 credit hour requirement. Please note, however, that LL.M. students applying to the New York bar must complete 30 credits. For further information regarding New York and other state bar requirements for LL.M. s, please see the Associate Dean for Graduate Programs. In addition to the 27 credit hours LL.M. students must earn at the Law School, three additional credits may be taken in “other courses related to legal training” in another school at the University of Chicago for purposes of applying to the New York bar. For further information regarding New York bar requirements for LL.M. students, please consult with the Associate Dean for Graduate Programs.

Degree Requirements for LL.M. Graduates Admitted to the J.D. Program

To graduate, the Law School requires any LL.M. graduate admitted to the J.D. program to be in full-time residence (nine credit hours per quarter) for six quarters, with no fewer than six Law School credit hours per quarter. Each of those credit hours must be successfully completed (i.e., students must pass and receive credit toward their J.D. degree). Students must complete and pass a minimum of 105 credit hours, including a professional responsibility class, and also must complete two substantial pieces of writing. Additionally, all J.D. students must complete eight credits of classes designated as meeting the ABA’s experiential learning requirement.

Students are required to take the traditional first-year offerings, including contracts, torts, property, criminal law, civil procedure, Elements of the Law, and the first year legal research and writing and experiential learning program. In addition, students must enroll in an elective course selected from one of the designated first year offerings listed at my.uchicago.edu.

After completing the traditional first year J.D. curriculum, an LL.M. graduate admitted to the J.D. program also must complete 20 credits in non-clinical Law classes or “core” classes. Core classes are designated each quarter in the online course schedule at

<http://registrar.uchicago.edu/classes>.⁵ Credits earned through participation in journals and the Hinton Moot Court Competition count towards the 20 core credit requirement. Please note that classes designated as meeting the core requirement that were taken during the LL.M. year will not count towards meeting the core requirement.

Students who have passed a state bar exam in the United States prior to matriculating in the J.D. program at the Law School may be exempt from certain required classes. Such decisions will be made on a case-by-case basis by the Dean of Students and Deputy Dean depending upon legal coursework completed at the Law School and/or other institutions.

Summary of Degree Requirements for LL.M. Graduate Admitted to the J.D. Program:

- A minimum of 105 total credit hours completed and passed
- 40 hours of required first year coursework, including one spring elective class⁶
- 20 core credit hours in the second and third years
- Students must be in residence, full-time, for six quarters of no fewer than nine credit hours per quarter
- Two upper level writing projects (WP and SRP)*
- Successful completion of a class designated as meeting the professional responsibility requirement
- Successful completion of eight credit hours of coursework designated as meeting the experiential learning requirement pursuant to ABA Standard 303.**

*In some instances, an LL.M. graduate admitted to the J.D. program may transfer a WP from the LL.M. program year, provided that: (1) the paper was submitted in a class that counted towards the WP; and (2) the faculty member certifies that the paper met the WP requirements. The SRP must be completed during a student's two years of enrollment as a J.D. student.

**Students will receive two experiential learning credits in the spring of their first year as part of their Lawyering course. Heading into their second year, students are strongly encouraged to choose a pathway of courses that will allow them to complete at least six more experiential learning credits by the end of their second year, for a total of 8 experiential learning credits by graduation. Please note that classes designated as meeting the experiential learning requirement that were taken during the LL.M. year will count towards meeting the experiential learning requirement.

⁵ Faculty members defined as core for purposes of this requirement are permanent faculty at the University of Chicago Law School, Visiting Faculty, Emeriti, members of the Clinical faculty, Professors from Practice, Senior Lecturers at the Law School, tenured University of Chicago professors with permanent offices in the Law School, and Booth faculty teaching in the Doctoroff program. Bigelow and other Fellows, as well as Lecturers in Law, are excluded.

⁶ The requirement to take a spring 1L elective class can be waived if an LL.M. graduate admitted to the J.D. program took a course designated a 1L elective during their LL.M. year.

Dual Degree Program Requirements

Students pursuing dual degree programs should review Section 1.19 of the Student Handbook and confer with the Office of the Dean of Students. Students pursuing a dual Ph.D. should consult with the Deputy Dean and the Dean of Students to verify their degree requirements.

Master of Legal Studies Program Degree Requirements

To earn a Master of Legal Studies (M.L.S.) degree, candidates must successfully complete and pass 27 credit hours of coursework in the Law School. The Law School requires all M.L.S. students to be in full-time residence for three quarters of no fewer than nine credit hours per quarter, with no fewer than six Law School credit hours per quarter. Non-law coursework will not be counted toward the 27 credit hour requirement.

The J.S.D. and D.Comp.L. Program

In order to earn the J.S.D. degree, a candidate must produce a dissertation that makes a creditable contribution to legal scholarship. The dissertation must be supervised by at least two members of the faculty and must be completed within five years of the candidate's first registration in the J.S.D. Program.

A J.S.D. candidate must spend at least two years (six academic quarters) in residence at the Law School while working on the dissertation. Residence requires living in Chicago.

1.4 ACADEMIC SUPPORT

The Assistant Director of Student Affairs & Academic Advising provides academic support for law students. The Assistant Director of Student Affairs & Academic Advising and the Office of the Dean of Students regularly host programming and presentations on academic support topics of interest to first-year law students. In addition, the Assistant Director of Student Affairs & Academic Advising offers walk-in and scheduled appointments to discuss and work on academic issues and related concerns.

Under the direction of the Office of the Dean of Students and in coordination with the Assistant Director of Student Affairs & Academic Advising, third-year law students serve as Peer Advisors. Peer Advisors are available during office hours at the beginning of each quarter, when first-year grades are posted, and before the start of finals each quarter to consult with first year students on preparing for classes and exams, understanding and learning from grades, and to give general law school advice and support. They also coordinate several programs throughout the year for first-year students that offer tips on preparing for each quarter, time management, course selection, and other topics as they arise. Additional information on the Peer Advisor program, including contact information and office hours, can be found at <http://www.law.uchicago.edu/students/academicassistance/peeradvisors>.

Office of the Dean of Students staff members are available to meet with students to discuss other resources that may be helpful.

In addition, the University's Student Counseling Service (SCS) also offers students the Academic Skills Assessment Program (ASAP), an educational, clinically-based program designed to provide comprehensive study skills counseling.

Please see the Assistant Director of Student Affairs & Academic Advising for any additional questions about academic support.

1.5 BIGELOW PROGRAM

The Bigelow Program (named after the Dean of the Law School, Harry A. Bigelow, who founded the program in the 1930s) consists of two classes taught by full-time Bigelow Teaching Fellows. The Legal Research and Writing class familiarizes students with the standard research and writing tools of the legal profession and requires students to prepare two legal memoranda over the autumn and winter quarters. The Lawyering: Brief Writing, Oral Advocacy, and Transactional Skills experiential class introduces students to the art of lawyering, advocacy, contract-drafting, and negotiation. The Bigelow Program is a central part of the first-year curriculum and constitutes ten percent of first year course credits. The topics and assignments are subject to change but generally follow the structure below:

Autumn quarter (Legal Research and Writing, 1 credit): short assignment(s) and closed memorandum; library and legal resource training

Winter quarter (Legal Research and Writing, 1 credit): open memorandum; library and Lexis/Westlaw (legal research) training

Spring quarter (Lawyering: Brief Writing, Oral Advocacy and Transactional Skills, 2 credits): brief; Moot Court oral arguments; contract drafting; and negotiation strategy

For additional information on the Bigelow Program, please go to:
<https://www.law.uchicago.edu/bigelow>.

1.6 CLASS ATTENDANCE

Consistent with ABA standards, regular class attendance is required as a condition for receiving course credit. The Faculty Rules and Petitions Committee has articulated ABA Standard 308(a) concerning student attendance as follows:

- (1) Regular class attendance is required as a condition of receiving credit for Law School classes. Each instructor may supplement this general attendance requirement by announcing a more specific attendance requirement for a particular class. It is the obligation of each student to conform to these requirements.

- (2) An instructor who observes a student to be in violation of the attendance requirement shall so advise the Dean of Students, who shall promptly notify the student that s/he is in violation of the Law School's requirement. If a student's attendance remains unsatisfactory in that class or is at any time thereafter in violation of the general attendance requirement in any other class, a student may be denied credit in the class(es), a memo may be added to the student's file, the student's privilege of membership in the Law School may be withdrawn, or any other appropriate action may be taken.
- (3) No student shall:
 - (a) Be employed more than 19.5 hours per week while classes are in session;
 - (b) Maintain a primary residence outside the Chicago metropolitan area while classes are in session; or
 - (c) Fail to sign a seating chart within one week of enrollment in any class (first class for limited enrollment classes).

Upon finding a student in violation of any of these requirements, the faculty member or Rules and Petitions Committee may deny the student credit in the class, may withdraw the student's privilege of membership in the Law School, and may add a memo to the student's file, or take any other appropriate action.

PLEASE NOTE: Faculty members are increasingly strict in interpreting what constitutes "regular" attendance. Students have been dropped from class rosters and denied credit in classes. In addition, many state bar licensing boards ask whether an applicant has ever been warned about problems with lateness or absenteeism. If a problem is noted by a faculty member, it will be reported to the appropriate licensing agency.

1.7 CLINICAL & EXPERIENTIAL PROGRAMS

Second- and third-year students obtain practical training through the Law School's clinical and experiential programs, in which students represent clients and engage in other lawyering roles under the supervision of full-time clinical teachers, faculty, and practicing attorneys. The Law School's clinical and experiential programs give students an opportunity to learn litigation, legislative advocacy, and transactional skills. Students learn through classroom instruction, simulation, and representation of clients under the close supervision of the clinical teachers and attorneys. The program is intended to join the academic study of law with experience in interviewing clients, investigating facts, developing strategies, conducting negotiations, dealing with adverse parties, drafting legislation and lobbying legislators, drafting contracts, and participating in court proceedings.

The Law School's clinical programs operate through seven distinct, autonomous units that function as separate 'law firms' with their own faculty and support staff. In

addition, the Poverty and Housing Law Clinic, separate from the other clinics, students work on behalf of clients in a supervised field placement at an outside agency and take a companion seminar at the Law School.

For information on clinical offerings scheduled for the 2018-2019 academic year, students should refer to <http://www.law.uchicago.edu/courses> and <http://www.law.uchicago.edu/clinics>.

The following rules apply to all courses in the clinical program:

- No more than 16 credits shall be awarded for clinical work.
- The maximum number of credits students may earn for a given clinic shall be nine, except for clinics that only run for two quarters, in which students may earn up to seven credits. (Currently, this is the Poverty and Housing Law Clinic.) An Independent Research project may not be used to evade applicable maximums or other rules regarding clinic participation. Students may enroll in no more than 14 total credits with the Director of Corporate Lab Programs and any other instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic, including no more than nine credits in the Kirkland & Ellis Corporate Lab Clinic itself. All credits taken during the 2L and 3L years with any instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic count toward this 14 credit limit.
- Students may enroll in a clinic for no more than three credits in any one quarter, with the following exception: a clinic that mandates two quarters of enrollment, and does not permit more than two quarters of enrollment, may offer one three-credit quarter and one four-credit quarter. Currently, this includes the Poverty and Housing Law Clinic.
- Students are awarded one credit for work averaging four hours per week per quarter, subject to the applicable maximums set forth above. Students are expected to keep a record of the time they spend in practical work done in conjunction with the clinic. Within the Edwin F. Mandel Legal Aid Clinic only, students may enroll in two Mandel clinical projects simultaneously with written permission of the relevant clinical supervisors. No other simultaneous enrollments in multiple clinics are permitted. Subject to the rules on simultaneous clinic enrollments, students may enroll in more than one clinic during their time at the Law School. If more demand exists for a clinic than supply in any given year, a student who has not yet had a clinical opportunity shall receive preference over a student who has already participated in one clinic and seeks to enroll in a different one.
- The authority to confirm enrollment in a clinic is vested in the respective clinical supervisor(s) who ensure(s) that students have completed all the necessary prerequisites, met all relevant enrollment criteria (such as language skills), and are otherwise qualified to participate in the program. Expectations regarding the duration of the student's involvement with the clinic and total credits per quarter must be arranged with the clinical supervisor prior to enrollment.
- Students must bid or register only once for each clinic in which they wish to participate (please see the quarterly registration instructions online for details on

how to bid or register for specific clinics). The registration system allocates to each enrollment the default minimum credits for the quarter; adjustments based on actual work performed are reported by the clinical supervisors at the conclusion of each quarter to the Office of the Registrar. Students continuing participation in a clinic (as indicated by the clinical supervisor at the conclusion of each quarter participation) are automatically registered for the next quarter by the Office of the Registrar.

- With the exception of the Kirkland & Ellis Corporate Lab Clinic, grades for clinical work are posted once, for all quarters of involvement, at the conclusion of the student's involvement with the clinic. Students receive the same grade for all quarters. For the Kirkland & Ellis Corporate Lab Clinic, grades are posted each quarter, and students may receive different grades for each quarter.
- Each clinic has a seminar component that students may be required to take during their participation in the clinic. Please check the schedule for meeting days/times, as students may not register for other offerings that meet contemporaneously.
- Students who work in a clinic over the summer are treated as returning clinic students in the autumn quarter and may continue with their clinic work during the following academic year. These students are automatically pre-registered by the Office of the Registrar (as indicated by the respective clinical supervisor) and therefore do not need to bid nor register themselves for the same clinic for the following autumn quarter.
- Students participating in a clinic that is part of the Edwin F. Mandel Legal Aid Clinic will need to pass a conflicts check, as detailed in the [Edwin F. Mandel Legal Aid Clinic Conflicts of Interest Policy](#), and students participating in other clinics should check with the clinical faculty for the relevant conflicts policy for their clinic. Because of conflict rules, students **may not participate** in a clinic that is part of Mandel Legal Aid while simultaneously interning with a prosecutor office, the Department of Justice (including the United States Attorney's Office for the Northern District of Illinois), some other units of local, state or federal government that litigate against Mandel Legal Aid, and other employers that litigate against Mandel Legal Aid. Mandel Legal Aid Clinics consist of the following clinics: Abrams Environmental Law Clinic; Civil Rights Clinic: Police Accountability; Criminal and Juvenile Justice Project Clinic; Employment Law Clinic; Federal Criminal Justice Clinic; Housing Initiative Transactional Clinic; International Human Rights Clinic; and Mental Health Advocacy Clinic.

Students should keep in mind that they need to be enrolled in and earn at least nine credit hours per quarter to be considered full-time, and students must earn at least 105 credits to graduate. If the student is counting on a clinic to meet these minimums, the student must be sure to earn enough hours in the clinic, or the student may face serious consequences. Any student intending to earn clinical credits in a given quarter above the default minimum credits for a clinic – whether to meet the nine credit hour full-time requirement or the 105 credits to graduate requirement – should provide the Registrar with written confirmation from their clinical supervisor that sufficient clinical work will be available to that student to meet the necessary hours requirement.

Please see the online registration materials for the latest information concerning specific quarters, days, times, credits, and other relevant information. Additional information for specific clinical and/or experiential learning programs is available online at www.law.uchicago.edu/clinics.

1.8 EXTERNSHIPS

The Law School does not grant academic credit for student externships with entities outside of the Law School. The sole exception to this prohibition on academic credit for work done with outside agencies is for work undertaken through a student's participation in one of the Law School's clinical programs involving an outside agency (i.e., the Poverty and Housing Law Clinic or the Prosecution and Defense Clinic). Law School students nevertheless have chosen to participate in non-credit externships with outside entities (the FBI, Cook County State's Attorney, judges, etc.) and found the experience worthwhile.

1.9 COURSE EVALUATIONS

Course Evaluations are administered by the Office of the Dean of Students and the Office of the Registrar. Evaluations are conducted online.

Evaluations of all faculty for Autumn 2011 and subsequent quarters are available online at <https://lawevaluations.uchicago.edu/>, subject to the exceptions listed below.

Evaluations from a course taught by a faculty member for the first time, regardless of whether the instructor is tenured or untenured, will not be available online, with the proviso that an instructor may opt-in to making course evaluations available online after seeing the evaluations. Evaluations of Bigelow Fellows will not be made available in either electronic or paper form.

Evaluations will not be made available to faculty or students until grades for the class have been submitted to the Office of the Registrar. For paper classes, evaluations will be available online once 90% of students have received final grades for the class or six months have passed since the final class session, whichever comes first.

Questions about course evaluations should be directed to the Office of the Dean of Students.

1.10 LEARNING OUTCOMES

The Law School's program of instruction is designed to train superb lawyers who will be leaders in all parts of the profession. To that end, the Law School expects that all students by the time of graduation, will:

- (1) Be familiar with the general approaches to the study of law and legal reasoning;

- (2) Demonstrate the ability to identify and understand key concepts in substantive law, legal theory, and procedure;
- (3) Have the ability to write a competent legal analysis;
- (4) Demonstrate the ability to conduct legal research;
- (5) Demonstrate communication skills, including oral advocacy;
- (6) Demonstrate familiarity with the rules of professional ethics;
- (7) Demonstrate professionalism consistent with the legal profession's values and standards; and
- (8) Demonstrate an understanding of the interdisciplinary nature of law and the contributions that other disciplines can make to the study of law.

1.11 CLASS PLANNING

Each spring and summer, the Law School makes a tentative determination about which classes⁷ will be offered in the following year and who will teach them. Suggestions for new class offerings should be brought to the attention of the Deputy Dean. To facilitate students' ability to plan their classes for the year, the Law School makes every effort to set the course schedule for the entire academic year prior to the beginning of the autumn quarter. Students should take note, however, that the class schedule is subject to change at any point throughout the year, and classes may be added, cancelled, or their times adjusted to reflect changes in faculty availability, student enrollment, or other institutional constraints. The Law School of course will try to mitigate these changes as much as possible, while also providing notification of changes as early as is feasible.

The class schedule can be found online at <http://registrar.uchicago.edu/classes>. Students are encouraged to utilize the refine search tool, which will help students determine if classes meet certain requirements (e.g., core, professional responsibility, etc.). A PDF version of the academic schedule can be found online at: <http://www.law.uchicago.edu/students/registrar/courseschedules>.

Students have freedom to tailor their programs to their own interests and needs, although all students are expected to design programs that will provide them with a strong foundation in the standard subject areas of the law. Students also should find some area or areas to pursue in special depth and breadth, either because of particular career inclinations or for the intellectual value of doing so. Students are advised against

⁷ Each year, the Law School has a broad array of offerings. For purposes of this *Student Handbook*, "classes" refers to all of the Law School's offerings with a classroom component and includes courses and seminars. "Courses" refers to Law School's offerings with a classroom component that are not seminars.

excessive specialization, however, as lawyers are not expected to be specialists when they graduate from law school, and it is impossible to foresee future career changes and challenges. The freedom of the elective policy places responsibility on students to develop a coherent program that provides a sound general background and meets individual interests and objectives. Some specific considerations are set forth below in the section on Selecting Classes. Students receive additional guidance on class selection from the Deputy Dean and the Office of the Dean of Students in August before their second year of law school. Students also are encouraged to consult with the Deputy Dean, the Office of the Dean of Students, members of the faculty, Career Services staff, or the Registrar for additional guidance on their programs.

The curriculum at the Law School changes from year to year as faculty members are encouraged to experiment with new offerings. In addition, classes available in a given year are determined in part by the composition of the faculty and the availability of visitors and lecturers. As a result, the curriculum may vary substantially from year to year. Accordingly, students are encouraged to take classes when they are offered rather than risk missing out on a class.

While there can be no assurance that a class offered one year will be offered the following year, a core group of classes typically is offered each year, including: Administrative Law, Antitrust, Bankruptcy and Reorganization: The Federal Bankruptcy Code, Business Organizations/Business Associations/Corporation Law, Constitutional Law I, Constitutional Law II, Constitutional Law III, Copyright, Criminal Procedure I: The Investigative Process, Federal Criminal Procedure, Evidence, Federal Courts, Securities Regulation, Introductory Income Taxation, Labor Law, classes in Law and Economics, Legal Profession, Public International Law, Secured Transactions, and Corporate Tax I and II.

Selecting Classes⁸

Selecting Second Year Classes

Although no specific classes are required during the second year, certain classes are considered foundational and commonly are taken by a large number of students in the second rather than the third year. These classes include: Administrative Law, Business Organizations/Business Associations/Corporations, Constitutional Law I, Evidence, and Introductory Income Taxation.

In planning a program, students should consider some classes to be predicates for more advanced work in the same general field. In the field of business law, for example, a

⁸ Students receiving federal financial aid must demonstrate continuing progress in their program of study. Student Loan Administration assesses progress by reviewing a student's grades each quarter; specifically, SLA expects students on financial aid to have at least one graded class within 35 days of the conclusion of the exam period. Thus, all students receiving financial aid are strongly encouraged each quarter to take at least one class that will be graded at the end of the quarter.

second-year student should consider taking Business Associations/Business Organizations/Corporation Law and Corporate Tax I, which provide a basis for advanced work in the third year in such courses as Bankruptcy and Reorganizations, and Securities Regulation. Administrative Law most often has been taken as a second-year course, since it serves as a survey of general principles in the field and thus forms a background for understanding the operation of administrative agencies and procedures in a variety of special subject areas, such as labor law, securities regulation, taxation, public utility regulation, the communications industry, etc. Students who plan to take Trial Advocacy or to work intensively in a clinical program typically take Evidence, and possibly a course on criminal procedure, in the second year.

It is important that in structuring their program students strike a sensible balance between traditional classes such as Business Associations/Business Organizations/Corporation Law, Constitutional Law, Evidence and Tax on the one hand, and seminars, workshops, and more specialized classes such as Contract Drafting & Review and Fairness and Law & Economics, on the other. Students should try to divide their traditional classes between the second and third years to maintain this sense of balance.

Students are strongly encouraged to complete one upper level writing project (either the WP or SRP) in their second year. This will ensure students are not having to complete both projects their final year.

Students will receive two experiential learning credits in the spring of their first year. Heading into their second year, students are strongly encouraged to choose a pathway of courses that will allow them to complete at least six experiential learning credits by the end of their second year, for a total of 8 experiential learning credits by graduation.

The Law School strongly recommends that all J.D. students complete a minimum of 20 credits designated as core by the end of their second year.

Selecting Third Year Classes

The third year provides an opportunity for J.D. students to complete outstanding degree requirements while also rounding out their knowledge of basic subject areas and to take classes in fields of special interest. It also should have distinct intellectual objectives, including (1) taking advanced classes in a field in which students have acquired some foundation in the second year; (2) taking classes that cut across subjects previously studied and emphasize the application of legal principles to concrete problems as they come to the lawyer in practice; and (3) interdisciplinary studies that help give students a broad and critical appreciation of legal institutions and their development.

Graduation

Students may graduate at the end of all four University quarters, although the vast majority of students graduate at the conclusion of the spring quarter. Students wishing

to graduate in autumn, winter, or summer quarters must follow certain guidelines when selecting classes for their last quarter.

All papers for summer, autumn, and winter quarter candidates for graduation are due approximately two weeks prior to the University's final grade submission deadline. Please refer to the Academic Calendar for deadlines at <http://www.law.uchicago.edu/students/academiccalendar>. These deadlines are firm and cannot be waived or modified by faculty.

Additionally:

- (1) Students graduating in autumn who need to complete autumn coursework may not register for exam classes because final grades are due to the University prior to the start of final exams.
- (2) Depending on the academic calendar for the specific year, students graduating in winter might be able to register for exam classes, provided that:
 - i) The exams are take-home and self-scheduled or scheduled sufficiently early in the exam period; and
 - ii) The student agrees to take the exam(s) at least one day before final grades are due to the University; and
 - iii) The faculty member agrees to grade the exam so as to meet the University's grading deadline.

Unless all three conditions are met, the autumn rules above apply.

- (3) The Law School offers no summer quarter classes for purposes of graduation, and students may not take summer quarter classes in other University units and apply them towards the J.D. degree without written permission from the Dean of Students. Students may, however, register for an independent research at the Law School, complete pending Law School work from prior quarters or enroll in classes required to fulfill graduation requirements of a dual degree other than the J.D. degree and therefore officially graduate at the end of the summer quarter.

Students who graduate in the summer, autumn and winter quarters may participate in the spring quarter Law School Diploma & Hooding Ceremony subsequent to the quarter of their graduation.

1.12 DOCTOROFF BUSINESS LEADERSHIP PROGRAM

The Law School's Doctoroff Business Leadership Program offers students the opportunity to earn a business leadership certificate and gain valuable business experience and training, while completing the J.D. program.

The unique program combines fundamental and advanced business and law courses with co-curricular experiential opportunities in business, business law and entrepreneurship. The program prepares law students to develop business enterprises,

analyze complicated business transactions, think creatively about alternative capital structures, and acquire key management and leadership skills.

The classes offered as part of the program vary from year-to-year, and are taught by noted experts in their fields from the Law School and the Booth School of Business. Classes offered for the 2018-2019 academic year include:

Accounting and Financial Analysis
Corporate and Entrepreneurial Finance
Marketing Strategy
Strategies and Processes of Negotiations

While the classes offered as part of the Doctoroff program are designed to supplement the business training that students accepted to the Doctoroff Program receive, the Doctoroff classes are open to all law students. Questions about the program, its requirements, curriculum, and internship opportunities should be directed to the Executive Director of the Doctoroff Program or the Associate Dean of Admissions and Financial Aid.

1.13 CLASS REGISTRATION

Overview

First-year J.D. students are assigned to sections and registered by the Office of the Registrar for all classes except their spring quarter elective.

Second- and third-year J.D. students, M.L.S. students, J.S.D. students taking elective classes, and LL.M. students register themselves for classes using a web-based registration system. Non-first-year students seeking to register for first-year required classes must contact the Office of the Registrar.

Students cannot take more than 14 credits per quarter, with no exception.

The Law School class registration process is fully described and governed by the online registration instructions that are updated quarterly. Please see <http://www.law.uchicago.edu/students/registration> for the most up-to-date registration instructions. All registration deadlines are outlined in the Academic Calendar on the Law School website, and students are responsible for reviewing and abiding by the registration deadlines for each quarter.

Initial registration takes place several weeks prior to the start of each academic quarter. Students are notified of the availability of online class schedules and registration procedures via email. The registration process for each quarter consists of several periods: (1) initial bidding for limited enrollment offerings and registration for non-limited enrollment offerings; (2) continuing registration; (3) online add/drop; (4) late add/drop (a paper-based process); and (5) the withdrawal-only period (students abandoning a class after the last day to drop receive a grade of "W" if they drop the class up to the last day of classes or a failing grade if after the last day of classes). Students must refer to the online academic calendar for specific dates for each quarter (<http://www.law.uchicago.edu/students/academiccalendar>). Deadlines are strictly

enforced, and under no circumstances can a “W” be removed from a student’s record once the deadline has passed.

Limit on Enrollment in Kirkland & Ellis Corporate Lab Clinic & Courses Taught by Kirkland & Ellis Corporate Lab Clinic Faculty

Students may enroll in no more than 14 total credits with the Director of Kirkland & Ellis Corporate Lab Clinic Programs and any other instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic, including no more than nine credits in the Kirkland & Ellis Corporate Lab Clinic itself. All credits taken during the second and third years with any instructor who teaches in the Kirkland & Ellis Corporate Lab Clinic count toward the 14 credit limit.

The Kirkland & Ellis Corporate Lab instructors for the 2018-19 school year will be Professors Avratin, Kramer, and Zarfes.

Bidding

During the initial bidding and registration period of each quarter, students bid online for “limited enrollment classes.” Limited enrollment (“biddable”) seminars and courses will be designated by the Office of the Registrar each quarter. Generally, seminars are capped at 20 students. In some seminars, enrollment is limited to a smaller number. All seminars are considered “limited enrollment classes.” The deadline to drop limited enrollment classes without a “W” is typically the Friday of the first week of classes. Please refer to the Academic Calendar for the exact deadlines each quarter. Once the deadline has passed, under no circumstances can a “W” be removed from a student’s record.

Students may bid for up to five offerings per quarter and must rank them in order of preference. **The maximum number of credits in which a student can be registered via the bidding process is 14; the actual number is typically lower due to pre-registration into continuing classes, clinics, independent research projects, etc. It is not guaranteed that students will be enrolled in classes they bid for.** Generally, 2Ls, 3Ls, M.L.S students, J.S.D. students, and LL.M.s are on equal footing for purposes of registration. Please note, however, that faculty may choose to alter the priority system for their particular class based on the nature of the class. In some instances, 3L students receive priority in particular classes, and it will be noted as such in the relevant class descriptions. Please see each quarter’s registration materials for additional information.

Waitlisted/Closed Classes

Students must attend the first meeting of a seminar or a course with a waitlist in order to stay enrolled in the class. A student on the waitlist who wishes to register for the class must attend the first class as well. In many cases, the professor can accommodate the students on the waitlist who attend the first class. A student who wishes to drop a limited enrollment class (whether a seminar or a course that was included in the bidding process) must do so by the date and time specified by the Office of the Registrar. (See

the Academic Calendar for each quarter's deadline at <http://www.law.uchicago.edu/students/academiccalendar>.) Please note that many faculty will drop students who do not attend the first class, regardless of whether or not the class has a waitlist.

Responsibility for making sure classes are dropped by the appropriate deadline rests solely with the students. Students should not rely on faculty to drop them from classes, nor should they assume that by not attending the first meeting they have been dropped from a class. Students can view their class schedule at my.uchicago.edu.

Greenberg Seminars

Greenberg Seminars, open only to Law School students, are designed to afford students the opportunity to engage in informal discussions with Law School faculty members on a range of topics. The groups, normally limited to 12 students, meet in a faculty member's home five or more times over one or more quarters, and students must write and submit a short paper consistent with the faculty member's requirements. Topics and participating faculty are announced prior to the autumn quarter registration period. Participating students earn one credit, which is by default allocated to the first quarter in which the seminar meets. Students may reallocate the credit to any other quarter in which the specific Greenberg seminar meets. To do, students must contact the Office of the Registrar within the applicable add/drop period. Attendance at all sessions is required to earn the credit. Second-year students may take only one Greenberg Seminar during their second year, and priority is given to third-year students who have not previously participated in a Greenberg Seminar and who are not currently registered in another Greenberg Seminar. In certain instances, faculty will determine enrollment for their section. Students may bid for more than one Greenberg but initially will be enrolled in only one. Greenberg Seminars are graded Pass/Fail and do not count toward the 40 core credit requirement.

Auditing Law Classes

Permission to audit a Law class gives an auditor the opportunity to sit through a Law School class, but auditors may not hand in papers or participate in evaluations of the instructor or class. An auditor does not receive Law School or University credit for the class, nor is the class recorded on a transcript. Instructors may deny any request to audit a class.

Students enrolled at the University of Chicago may audit law classes with permission of the instructor. Students are required to obtain the approval of the instructor on the auditing petition available online at: <https://www.law.uchicago.edu/students/academics/petitions>. Students are not permitted to audit more than one Law class per quarter.

Individuals not currently enrolled at the University of Chicago are prohibited from auditing law classes unless they have been invited by the instructor and have submitted a completed auditing petition.

Please note that all petitions to audit Law School classes are subject to review by the Deputy Dean and/or the Dean of Students.

Classes Outside of the Law School⁹

During their second and third years, J.D. students may take up to four classes (for a total of 12 credits, not more than six credits per quarter) outside the Law School for credit toward their J.D. degree and quarterly residency requirement, subject to the following conditions: (1) the classes must bear a relation to their future legal practice or to the study of law in general; (2) the class must be graduate level, although exceptions are made for undergraduate foreign languages that students have not previously studied or that students test into; (3) with the exception of Booth School of Business classes,¹⁰ students must petition through the Office of the Registrar (*see* <http://www.law.uchicago.edu/students/petitions/nonlawcourse>) and receive permission **before** enrolling in any class outside the Law School; (4) students may take no more than six credits outside the Law School during any given quarter; (5) students taking classes outside the Law School during their final quarter of study must explain the Law School's grading deadlines to the faculty member and the faculty member must agree, in writing, to provide a final grade or a provisional pass (if taking a class at Booth) by the University deadline for submission of grades for graduating students; (6) the class may not have substantial overlap with any class taken at the Law School; and (7) classes at other law schools or universities may not be substituted. Satisfaction of these seven conditions is determined by the Dean of Students and the Office of the Registrar.

Classes offered by other units/departments within the University that are cross-listed with the Law School do not count against the 12-credit limit, and law students do not need to petition to register in those classes. Law students registered in cross-listed classes must register for such classes using the LAWS-prefixed course number and also must receive a numerical grade (e.g., law students may not register to take cross-listed classes for a letter grade nor Pass/Fail).

Determinations about the appropriateness of a particular class for a particular student's course of study should not be interpreted as universal approval of the class for all students in a given year or in subsequent years.

Students may take classes in other departments on either a graded or pass/fail basis. Students and the instructor in the class will establish the conditions of the grade. If the graded option is selected, a letter grade will be recorded on the Law School transcript but will not be included in the calculation of grade point averages.

LL.M. and M.L.S. students may take non-Law School classes with an approved petition, but the credits for courses taken outside of the Law School will not count towards the 27 credits required to graduate with the LL.M. or M.L.S. degree. LL.M. and M.L.S. students

⁹ This section of *the Student Handbook* does not apply to non-law students taking classes at the Law School, who are limited to six credits, governed by other Law School policies, and should consult the Law School Office of the Registrar.

¹⁰ Please see below for information on how to register for a Booth course.

must take and pass no fewer than six Law School credit hours per quarter. Please note, however, that LL.M. students applying to the New York bar must complete 30 credits. In addition to the 27 credit hours LL.M. students must earn at the Law School, the New York bar permits LL.M. students to take up to three additional credits in “other courses related to legal training” in another school at the University of Chicago. For further information regarding New York bar requirements for LL.M. students, please consult with the Associate Dean for Graduate Programs.

Please follow these steps to register for a class outside of the Law School in any unit/department of the University but Booth:

- (1) Go to my.uchicago.edu and click on the Class Search link.
- (2) Choose a department from the list and set the course career to “Graduate.”
- (3) Review the list of classes offered by the department and select a graduate level class that you would like to take.
- (4) Email the instructor of the class in which you seek to enroll. You will need the professor’s approval to register, and you should establish with the professor whether you will be taking the class Pass/Fail or for a letter grade.
- (5) Complete the online petition to take a non-Law School class for credit. The petition is available on the Law School website at:
<http://www.law.uchicago.edu/students/petitions/nonlawcourse>.
- (6) Petitions may be submitted through the end of the first week of class. Petitions submitted thereafter will not be considered.
- (7) After your petition is submitted, you will receive either an approval or denial from the Office of the Registrar via email.
- (8) If the petition is approved, the Office of the Registrar will enroll you and notify you once that process is complete.

The process and procedures for Law School students to take a class at Booth are established and implemented by Booth. Students interested in taking a class at Booth must follow the instructions detailed on the Law School website at <http://www.law.uchicago.edu/students/petitions/nonlawcourse/booth>. Please also review the Booth website at <https://www.chicagobooth.edu/programs/taking-courses-at-booth>. Credits for Booth classes count toward the 12 credit limit and the maximum of six credits of non-Law School classes per quarter.

As soon as the Booth registration is completed (during the first week of Booth classes), students will receive an email confirmation of their registration status. If students decide not to take the Booth class for which they registered, students must immediately notify Booth and the Law School Office of the Registrar (in no case later than the end of the third week of classes). Booth registration, course attendance, and grading are governed by all applicable Booth rules.

Booth registration information for non-Booth students, including links to course information, syllabi, exam schedules, and deadlines, is available online at:

- <https://www.chicagobooth.edu/programs/taking-courses-at-booth/law-school-students>
- <https://www.chicagobooth.edu/programs/taking-courses-at-booth/seat-availability>

Booth requires that students taking a Booth course who would like to elect Pass/Fail grading complete the *Pass/Fail Request* form in the Booth Dean of Students' Office (typically by the Friday of the fourth week of the quarter). After this deadline, no changes can be made to a Pass/Fail request. Students intending to take a Booth course Pass/Fail must make certain that it is permitted, as some professors do not allow the Pass/Fail option.

For additional information on taking classes across the Midway, please visit <http://www.law.uchicago.edu/students/acrossthemidway>.
[Adding/Dropping Courses](#)

For classes not governed by the rules applicable to limited enrollment classes, students must complete all adds or drops to their class schedule by the end of the Instructor Approval Add/Drop period for each quarter specified in the Academic Calendar. The deadline is strictly enforced. After the Instructor Approval Add/Drop Period ends, there can be no changes in a student's enrollment except in extraordinary circumstances. A student who drops a class after the deadline will receive a "W" (up to the last day of classes) or a failing grade (after the last day of classes) on his/her transcript for that course. As a rule, a "W" will not be removed from a student's record once the deadline has passed. Failure to complete a class without dropping, will result in a failing grade. Permission to drop a class after the deadline will not be granted (even with a W) if (1) the class was included in the bidding process and oversubscribed at the time of registration; (2) the student has received 50% or more of the final grade; (3) the instructor objects to the drop; (4) the student will have less than nine credits for the quarter; (5) the student has begun the final exam; or (6) the request fails to meet the aforementioned "extraordinary circumstances" condition. Failure to read and follow the directions for adding or dropping a course or to take note of the applicable deadline is not considered an extraordinary circumstance.

Additions after the first week require the permission of the instructor. In light of ABA requirements concerning class attendance, faculty generally do not allow students to add a course after the first week.

These rules also apply to mini-classes and multi-quarter classes, unless explicitly contravened in the course description.

Conflicts between Classes

Pursuant to ABA requirements, students may not register for two classes if there is a time conflict with any portion of any of the time slots (including pre-scheduled make-up time slots) or if travel time between classes would make the student late for the second class. There are no exceptions to this rule.

Similar Classes

Certain courses will cover substantially similar material. In such instances, students may not receive credit for both classes.¹¹ Examples of overlapping classes for which students may not receive credit for both include the following (this is not meant to be an exhaustive listing of such classes):

- Constitutional Law I and Constitutional Law for LL.M.s
- International Law and Public International Law
- Trial Advocacy and Intensive Trial Practice Workshop
- The same course taught by different professors (or the same professor), e.g., Corporate Finance at the Law School and at Booth.

It is impossible to list all of the potentially similar classes in other divisions or departments of the University. Students who note similarities in the course descriptions should contact the Office of the Registrar to determine whether both classes may be taken. These requests will be reviewed by the Dean of Students. Students ultimately bear responsibility for avoiding overlapping classes.

Petitions

For actions outside the usual procedures, petitions are available online at <http://www.law.uchicago.edu/students/academics/petitions>.

Petitions are required to do the following:

- Audit a Law Class
- Reallocate Journal Credits
- Register for an Independent Research
- Register for a Law School Class as a Non-Law Student
- Reschedule an Exam
- Take a Non-Law School Course for Credit
- Writing Requirement Petition

Registration Restrictions

First year students will not be registered for autumn quarter classes if they:

- Have not furnished the Office of Admissions or Office of the Registrar with an official transcript of their undergraduate work or of graduate work done before matriculation at the Law School. The transcript(s) must be sent directly from the other institution(s) to the Law School and must bear the degree earned.

Students may not register for classes beyond their first quarter if they:

- Have registration restrictions placed by any office of the University (such as the Bursar's Office, the Financial Aid Office, etc.); or

¹¹ Please note that students are not permitted to take classes at the Law School that substantially overlap in content with courses previously taken at another ABA-accredited law school.

- Have not satisfied the State of Illinois immunization requirements.

Students should check my.uchicago.edu prior to registration each quarter to ensure they do not have holds on their record that will impact their ability to register for classes.

Additional restrictions pertaining to specific quarters/classes/students are listed online at <http://www.law.uchicago.edu/students/registration>.

1.14 INDEPENDENT RESEARCH

Independent research gives students the opportunity to work closely with a professor on a topic of mutual interest, usually with the goal of the student producing a major or substantial research paper. Independent research may be supervised by a member of the tenured or tenure track faculty at the Law School, or Visiting Faculty, Emeriti, faculty members holding the title of “Clinical Professor of Law”, Professors from Practice, Senior Lecturers at the Law School, and tenured University of Chicago faculty with permanent offices at the Law School (but excluding Bigelow and other Fellows and Lecturers in Law) who are in full-time residence at the Law School. Visiting Faculty may supervise independent research if they are willing and available to work with students until the independent research is completed, which in many cases will be after their visit has ended. Students who would like to work with a Lecturer in Law on an independent research project must submit a petition to the Rules and Petitions Committee (via the Dean of Students) for advance permission to do so.

Please note that independent research projects default to three credit hours. Any modification of the credit value requires the written consent of the supervising faculty member. Additionally, students only may take four independent research credits with the same professor and are limited to six independent research credits total during their time at the Law School.¹²

Please follow these steps to register for an independent research:

- Discuss the project with the faculty member;
- Obtain the faculty member’s written consent to supervise the project via his or her signature on a properly completed *Independent Research Petition* (available online at <http://www.law.uchicago.edu/students/petitions/independentresearch>); and
- Submit the form to the Office of the Registrar.

Some students use the independent research as an opportunity to attempt to “write-on” to a journal. A student may receive academic credit for a journal submission only if it meets these criteria:

- (1) The work must be entirely original.

¹² J.D./Ph.D students should discuss this limitation with the Dean of Students.

- (2) If the student has submitted a Topic Proposal to the journal to determine whether the journal is interested in the topic, the student may not receive any research or editorial assistance from journal staff members while the project is in process without prior approval of the faculty member who will be evaluating the paper. For more details please see Section 1.20.
- (3) Students may work only with the faculty member during the research and writing stage.
- (4) The paper may be submitted to the journal only after it has been accepted for credit by a faculty member.

Please refer to Section 1.20 (JOURNALS) for a more detailed description of the process of writing onto a journal and the pros and cons of using independent research to “write on.”

1.15 WRITING REQUIREMENTS FOR J.D. STUDENTS

Every J.D. student must complete at least two writing projects beyond the work required in the first-year Legal Research and Writing and Lawyering: Brief Writing, Oral Advocacy, and Transactional Skills classes. At least one of these writing projects must be a “substantial research paper (SRP).”

An SRP is:

- (1) a careful, extensive treatment of a particular topic;
- (2) certified by a member of the tenured or tenure-track faculty at the Law School, or Visiting Faculty, Emeriti, faculty members holding the title of “Clinical Professor of Law”, Professors from Practice, Senior Lecturers at the Law School, and tenured University of Chicago faculty with permanent offices at the Law School (but excluding Bigelow and other Fellows as well as Lecturers in Law), who are in full-time residence at the Law School and the instructor for the course or independent research for which the paper was written;
- (3) submitted by a student who has taken advantage of one or more opportunities to respond to suggestions and criticism in producing the paper;
- (4) not largely derivative of work undertaken for another academic degree, for a summer job, or in some other environment outside the Law School; and
- (5) not written as part of a class that satisfies another ABA requirement (*e.g.*, professional responsibility, experiential learning, etc.).

A publishable comment or note written for a student journal will satisfy the SRP requirement if it is (a) nominated for this purpose by the editor-in-chief of the journal; and (b) approved by the Faculty Supervisor prior to the authoring student’s final term of

study at the Law School. Faculty supervision of student comments or notes may sometimes be less extensive than for an independent research project, since the students journals also are engaged in editing.

SRPs are typically 20-30 pages in length, but revisions and opportunities to rework arguments and writing are more important than length. Faculty members may impose their own requirements for certification. Faculty members certifying such projects must approve the paper topic and agree to supervise the project prior to the student's undertaking substantial research and writing. SRP credit will not be given for response or reaction papers (that is, where significant legal research is not required), although a faculty member may certify a project that combines reaction papers into a larger paper that reflects faculty-supervised revisions and substantial research. Similarly, if substantial research and supervision by a faculty member (as described in (2) above) are elements of a writing project that produces a brief or a model statute, that too may qualify as an SRP. Work undertaken in the form of independent research, supervised by a faculty member in full-time residence at the Law School, also may satisfy the SRP requirement.

A student's second, or other, writing project can, but need not, be of the SRP form. As a rough guide, the project should involve around 12-15 pages in total, although the ultimate length of the project will be determined in consultation with the faculty member.

The writing project can consist of many forms, including, but not limited to:

- (1) a paper, series of papers, brief or other substantial writing prepared as part of a course or a seminar supervised by a faculty member or a Lecturer in Law so long as the instructor's expertise and guidance inform the writing process; or
- (2) a comment or note prepared for one of the student-edited journals, and nominated and approved as above; or
- (3) an SRP; but
- (4) a WP cannot be written as part of a class that satisfies another ABA requirement (e.g., professional responsibility, experiential learning, etc.).

Students strongly are encouraged to complete at least one of their required writing projects by the end of their second year. In addition, students strongly are encouraged to begin the SRP in a quarter that is not the final quarter of study and to turn in a first draft no later than the conclusion of Spring Break of their third year.

Please follow these steps to register for an SRP or a WP:

- Discuss the project with the faculty member;

- Obtain the faculty member's written consent to supervise the project via his or her signature on a properly completed *Writing Requirement Petition* (available online at <http://www.law.uchicago.edu/students/academics/petitions>); and
- Submit the form to the Office of the Registrar by the deadline listed in the Academic Calendar.

Work submitted in satisfaction of either of the two writing requirements may not largely be derivative of work undertaken in pursuit of another academic degree, in a summer job or other environment outside the Law School, and may not be written as part of a class that satisfies another ABA requirement (*e.g.*, professional responsibility, experiential learning, etc. If a student is concerned that any work done for credit at the Law School might duplicate work done for another Law School class or another academic program or job, that student should consult with the Dean of Students in order to be sure that academic standards are not violated. The Dean of Students also is available to discuss any questions regarding the originality of work submitted, or the requirement that work done by others not be copied or plagiarized.

1.16 EXPERIENTIAL LEARNING REQUIREMENT

All J.D. students must complete and pass at least eight total credits in experiential learning classes, which may be seminars, courses, law clinics, practica, and field placements. During the spring quarter of the first year, all J.D. students earn two credit hours of experiential learning coursework for Lawyering: Brief Writing, Oral Advocacy and Transactional Skills.

Experiential learning classes provide extensive opportunities to practice negotiation, memo-drafting, client interaction, court presentation and other lawyerly skills, and these classes include instructor feedback with respect to the development of these skills. Faculty-led practica will count for such credits, as they are equivalent to clinics in nature. Experiential learning classes will be designated as such in the online course schedule.¹³

For a list of classes that satisfy the experiential learning requirement, please review the Law School's course offerings website at my.uchicago.edu. Please also note that a course used to satisfy either writing requirement (WP or SRP) cannot be used also to satisfy the experiential learning requirements.

1.17 EXAM POLICIES

Law School exams are administered by the Office of the Registrar using test-taking software. All students are responsible for being familiar with the Law School's exam policies. The most up-to-date information on the Law School's exam policies is available at <http://www.law.uchicago.edu/students/academics/examprocedures>. Students

¹³ Note that some state bars are considering having higher experiential requirements. Students should research any special jurisdictional requirements in this regard.

should review the Law School's exam policies website before every exam period to ensure that they are complying with all Law School policies. Failure to adhere to exam policies may lead to disciplinary action.

In general, two main types of examinations are administered at the Law School: in-class and take-home. Although faculty members decide which type of exam to require for their class, exam administration is executed by the Office of the Registrar.

In-Class Examinations

In-class examinations are scheduled for a particular day during the exam period. They generally are scheduled for three hours, although a faculty member may give students more or less time. Proctors are present in the room during the examination. In-class exams can be open book, closed book, or limited open book. Laptop use on exams – using the appropriate exam-taking software – is mandatory. Students are permitted the use of a single laptop during each in-class exam. The use of cell phones, tablets (iPads, iPods, etc.), listening to music via any device, second laptops, or other similar devices is strictly prohibited, absent use of such a device as an approved ADA accommodation.

Take-Home Examinations

Take-home exams may be taken on any day during the applicable take-home exam period. Take-home exams typically must be completed within eight hours (inclusive of travel time, breaks, meals, etc.), unless otherwise stipulated in the exam itself or on the exam schedule. Students strongly are advised to take exams during regular business hours, as there is no technical support available between 5:00 p.m. and 8:30 a.m.

On the final day of the take-home exam period, all take-home exams must be completed by 5:00 p.m. The 5:00 p.m. deadline means that students with 8-hour take-home exams must begin by 9:00 a.m. in order to take advantage of the full eight hours to complete the exam.

Exam submission deadlines are rigorously enforced, and faculty members are notified of late submissions.

Prohibition on Cutting and Pasting

Students are not permitted to download or cut/copy and paste into their in-class or take-home examination answers any material(s) from outside the examination OR to cut/copy and paste any material(s) from inside of their examination to an outside source. This rule also strictly prohibits a student from drafting an answer into Microsoft Word or another word processor and copying that answer into the exam-taking software. In other words, the only time cutting or copying and pasting is permitted during an exam is when a student types information into one answer field during the exam and moves it either into another field, or within the same exam answer field during the exam. Audits of student exam files are conducted each exam period, and violation of this rule may subject a student to disciplinary action.

Anonymous Grading

Please keep in mind that the Law School follows an anonymous grading system, which means that faculty members do not know which student submitted a particular exam. In the event that any problems arise while taking an exam (a student cannot take it on time, has problems opening the exam, uploaded the wrong document, took the exam questions with you instead of turning them in, etc.) students cannot communicate directly with a professor through any means. Instead, students should contact the Proctor, the Office of the Registrar, or the Dean of Students. Improperly contacting a professor regarding an exam may result in disciplinary action.

Exam Scheduling

Students are expected to take their examinations at the scheduled dates and times. Students must refrain from scheduling other activities (employment start dates, interviews, travel, etc.) during the overall exam period as published in the Academic Calendar (including official make-up days) until the detailed exam schedule is announced and they know the specific days and times of each exam. In case of illness, accident, or other last-minute emergencies, students must contact the Dean of Students or the Office of the Registrar via email and by phone *prior* to the start of the examination. Because of the importance of anonymous grading, students must not discuss any exam scheduling or re-scheduling issues with faculty. Violation of this rule may result in disciplinary action.

Exam scheduling changes for conflicts with important scheduled events rarely will be granted. To qualify, the event must be a significant life event that requires a student's attendance (e.g., sister's wedding), the selection of the date must have been outside of the student's control, and the student must notify the Dean of Students as soon as the event is scheduled. A student should not make travel arrangements for such events until permission is granted.

If an exam falls on a religious holiday a student observes, the student should notify the Dean of Students early in the quarter to arrange an appropriate make-up time.

Under no circumstances can exams be administered earlier than the date set forth in the exam schedule. Any rescheduled exams must take place *after* the date set on the exam schedule.

PLEASE NOTE: Students will be expected to provide documentation to support requests to re-schedule an examination (note from treating physician, verification of pre-scheduled events, etc.).

The petition to reschedule an exam is available online at <http://www.law.uchicago.edu/students/petitions/moveexam> and must be completed no later than the first day of the reading period preceding the examination, although students are encouraged to complete the petition as soon as possible. Failure to complete the petition by that date may result in denial of a petition, as facilities/proctors may not be available. The exam will be rescheduled to the following day in which the student does not have a proctored exam.

Petitions to reschedule an exam will be approved by the Office of the Registrar as a matter of course under the following circumstances:

- Two proctored exams on the same day
- Proctored exams on four consecutive days

In all other circumstances, students must complete the Special Request section of the petition. The petition will be forwarded to the Dean of Students for consideration.

The decision of whether to grant a request to reschedule an exam will be made by the Dean of Students.

Record Keeping

Students are advised to keep an electronic copy of documents related to exam submission until grades are posted.

Faculty members sometimes return annotated versions of students' exam answers to the Office of the Registrar. These materials can provide valuable feedback, and students are strongly encouraged to collect them as soon as they become available. The Office of the Registrar keeps such materials until a student graduates or until a year has elapsed since the examination administration, whichever comes later.

Exams on Library Web Site

The D'Angelo Law Library maintains an online repository of past exams, students' model answers, faculty memos, and other exam-related materials. These exam materials may be accessed at <http://www.lib.uchicago.edu/e/law/courses/exams/>. As a matter of course, the Office of the Registrar will ask the Library staff to post copies of the student answers that received the two or three highest grades on the website, unless the instructor requests otherwise.

1.18 GRADING

The grading scale at the Law School is as follows:

- 180-186 A
- 174-179 B
- 168-173 C
- 160-167 D
- 155-159 F

Law School grades are recorded as numerical grades for all LAWS-prefixed offerings, unless otherwise explicitly noted in the offering's description. The median grade in all courses and all seminars in which students are graded primarily on the basis of an

examination must be 177. The median grade in all paper seminars, clinics, and simulation classes must be no lower than 177 and no higher than 179. Courses in which all students write papers, as well as courses and seminars in which students have the option to write a paper or sit for an examination, must have a median of 177 or 178. All classes designated as first year electives must have a 177 median, regardless of the basis for grading in those classes. The median grade in first year Legal Research and Writing and Lawyering classes must be 178. The Law School may permit minor deviations from these mandatory medians for classes with very low enrollments when the instructor certifies that the students' performance was unusually strong or weak relative to students' performance in the same class during prior years.

In the absence of any contrary statement, it is understood that a student's grade in a course will be based entirely upon the written examination or paper in the class. Professors may choose to add a class participation component to the grade.

A grade of 160 or above is required to receive credit in a course. A student who fails a class will be contacted by the Dean of Students. A student who receives two failing final grades in any one academic year or three failing final grades during his or her period of residence at the Law School will not have maintained satisfactory academic standing. Additionally, J.D. students must attain a minimum cumulative GPA of 168 at the conclusion of each academic year to maintain satisfactory academic standing. Maintenance of satisfactory academic standing is a prerequisite to continuing study in the Law School as well as to graduating from the Law School.

The LL.M. and M.L.S. degrees are awarded to students who have successfully completed 27 course hours over three quarters and who have earned a minimum grade point average of 170.

J.D. Honors

Honors are awarded to J.D. students at graduation based on final cumulative grade point averages as follows:

182 and above	Highest Honors
180.5 and above	High Honors
179 and above	Honors

Note: The Law School does not round grade point averages. Thus, a student who graduates with a grade point average of 180.499 will receive Honors, and only students receiving a grade point average of exactly 180.50000000 or higher will receive High Honors, and so on.

Ranking

The Law School does not rank students. Students must not provide estimates of their class rank on resumes, in job interviews, or in any other context. A key on the back of the

transcript provides information about the rolling percentage of students graduating with honors.

Order of the Coif

Membership in the national Order of the Coif organization is awarded pursuant to terms set by the national organization. J.D. degree students are eligible for nomination for Order of the Coif upon graduation if they have earned at least 79 of the 105 credits needed for graduation in graded courses. From that pool of eligible students, the top 10% at graduation are nominated for membership in the Coif.

Kirkland & Ellis Scholars

In recognition of a generous gift to the Law School's Centennial Capital Campaign, the Law School designates outstanding students as Kirkland & Ellis Scholars. Beginning with the Class of 2009, students with grades in the top 5% of the class are so designated at the end of their first year or second year of study. Additional students are added to this group during the third year of study so that by graduation, 10% of the class will have been designated Kirkland & Ellis Scholars. Once a student receives the designation, it is not removed.

1.19 DUAL DEGREES

Some law students have or are currently pursuing dual degrees in Business, Computer Science, Economics, International Relations, Linguistics, Public Policy, and Religious Studies. Please note that, per the ABA, no coursework completed prior to matriculation at the Law School may be counted toward the J.D. degree. Students interested in applying to another program in the University should speak with the Dean of Students about the application process and the transfer of credits.

Dual Degree Programs

The Law School participates with several other areas of the University in established dual degree programs. These programs have specific admission requirements and candidates are able to count coursework in each area toward the academic requirements in the other area, thus reducing the time and expense involved in earning both degrees. The Law School has established dual degree programs with the Booth School of Business (both M.B.A. and Ph.D. degrees), the Harris School of Public Policy Studies (M.P.P.), and the Divinity School (M.Div.). In addition to the established dual degree programs, a number of law students have or are currently pursuing dual Masters' degrees in Computer Science, International Relations, and Linguistics.

Students pursuing dual J.D. and Masters' degrees may, with the approval of the Law School Dean of Students, count up to 12 credits of coursework outside the Law School toward the J.D. degree and towards the quarterly residency requirement. Dual degree students also must pay tuition at the Law School for eight quarters. In addition, they must be in residence as full-time students at the Law School for nine quarters, in each of

which they must earn at least nine credits towards the J.D. degree in either LAWS-prefixed classes or classes that earn credit toward the J.D. degree. The tuition and residency requirement cannot be waived. For each quarter considered in residence at the Law School, a student must be enrolled in at least one LAWS-prefixed class. This requirement cannot be waived.

J.D./Ph.D. Programs

Although there currently are no formal dual J.D./Ph.D. degree programs with other areas of the University (with the exception of the J.D./Ph.D. in Business), candidates who wish to concurrently pursue the J.D. in the Law School and a Ph.D. in another area of the University have been able to facilitate and expedite a dual course of study.

Students who are enrolled in concurrent J.D. and Ph.D. programs at the University of Chicago can count up to 25 credits earned outside the Law School towards their J.D. degrees. This credit is only awarded for: (1) graduate coursework undertaken in a Ph.D. program at the University of Chicago; (2) only for coursework undertaken after a student has matriculated at the Law School; and (3) only for coursework approved by the Deputy Dean in consultation with the Dean of Students. Students permitted to count up to 25 credits toward their J.D. degrees also must pay tuition to the Law School for six quarters and be in residence at the Law School for six quarters. Students who have not advanced to candidacy in their Ph.D. program by the time they receive their J.D. may apply no more than 12 credits earned outside the Law School towards their J.D. degrees, must pay tuition at the Law School for at least eight quarters, and must be in residence at the Law School for nine quarters. In the event a student's Ph.D. program does not have a formal "advanced to candidacy" status, the equivalent is that the student has finished all the required coursework and is primarily engaged in the writing of the dissertation.

Students in J.D./Ph.D. programs who began their law studies at the Law School need to complete at least 80 credits of coursework at the Law School to obtain their J.D.s. The 80 credits may be earned during two years of intensive study at the Law School. Of these 80 credits, a minimum of 30 must be designated as meeting the Law School's core requirement. All J.D./Ph.D. students who transferred to the Law School from another school must discuss their specific graduation requirements with the Dean of Students and the Deputy Dean upon matriculation.

J.D./Ph.D. students planning to apply for admission to a bar should research the current rules of the state bar to which they are hoping to be admitted to determine whether their jurisdiction has any additional curricular requirements. In addition, any student wishing to pursue a J.D./Ph.D. must keep in mind that American Bar Association rules require all J.D. degrees to be completed within 84 months of a student's matriculation to law school.

The Law School is flexible in giving students leaves of absence so that they may register full-time in other areas of the University, so long as such a leave will not prevent the student from finishing the J.D. within the ABA's 84-month time limit.

Graduate Program in Health Administration and Policy

The Law School has joined several other professional schools on campus (Booth, SSA, and Public Policy) and offers law students an opportunity to earn a Certificate in Health Administration and Policy (GPHAP) while simultaneously obtaining a J.D.

The GPHAP is a certificate program designed to train and prepare future leaders in health care, and it draws together students and faculty from various fields for the purpose of providing students with deep interdisciplinary training in policy, management, finance, and social service delivery. Health lawyers play an important role in many aspects of the health care field, including: health law practices in firms, serving as in-house lawyers in health care organizations, addressing issues related to health care reform in all settings, pharmaceutical policy and administration, medical device policy and administration, medical innovation, public health, health care regulation and accreditation, and much more. GPHAP also has a global health track for students interested in international law and health.

Students admitted to the program must take four classes (two required and two elective), complete a supervised practicum, and attend three health-related workshops, seminars, lectures, or GPHAP special events offered on campus each quarter. Students must provide a short synopsis of each event attended. Regarding the practicum, this may be fulfilled by a law student's summer internship if related to health care. In addition, GPHAP offers paid health related internships that count toward the practicum requirement. There is no extra charge to participate in GPHAP.

Any law student interested in the program is encouraged to apply before the beginning of their second year of law school. A special fellowship, the Ray E. Brown Fellowship, is awarded to one Law student each year and provides the recipient a \$5000 award. For additional information on the GPHAP program and the Ray E. Brown Fellowship, please see <https://ssa.uchicago.edu/gphap>.

1.20 JOURNALS

The Law School has three student-edited law journals: *The University of Chicago Law Review*, *The Legal Forum*, and *The Chicago Journal of International Law*. Approximately 85 students from each class participate on a journal, and students selected for the journals must arrive back on campus in mid-August. Each spring quarter, the student-edited law journals hold meetings for 1L J.D. students to discuss the ways students can join a journal.

The University of Chicago Law Review

The Law Review publishes articles and book reviews by leading scholars along with comments written by students. In addition to participating in the editing and

publication of legal scholarship, staff members have the unique opportunity to develop their own skills as writers and scholars. *The Law Review* emphasizes student works. On average, half of each issue is devoted to student Comments. In recent years, approximately 20% of the students in each first-year class have been invited to join *The Law Review* on the basis of either academic performance or excellence in an annual writing competition. Students also may join the staff during their second or third years by completing a publishable comment through the Topic Access program. For more information visit <http://lawreview.uchicago.edu/>.

The University of Chicago Legal Forum

The Legal Forum is the Law School's topical law journal. Its student board annually publishes a volume of articles (by academics and practitioners) and Comments (by students) that focus on a single area of the law. Each fall the Legal Forum hosts a symposium at which the authors of the articles present their work. For more information visit <http://legal-forum.uchicago.edu>.

The Chicago Journal of International Law

The Chicago Journal of International Law, a biannual student-edited journal, is the Law School's newest journal. It publishes short Comments and articles by students and scholars on matters of international law and foreign affairs. For more information visit <http://cjl.uchicago.edu/>.

Grades

Approximately 11% of the first-year class is selected for *The Law Review* on the basis of grades. Students must have 40 credits of graded coursework to be eligible to "grade on," which means students typically cannot take an elective with a long paper requirement in the spring of their first year if they hope to grade on to *The Law Review* (because their papers will not be completed and graded in time for the competition process). Additional students also are selected for *The Law Review* based on the writing competition. (Even students who ultimately "grade on" must participate in the writing competition and their submission must meet *The Law Review's* good faith standard.) These proportions are subject to change by the Law Review, but are announced in advance of the writing competition.

Writing Competition

All students desiring to join the staff of *The Law Review*, *The Legal Forum*, or *The Chicago Journal of International Law* at the beginning of their second year have been required to enter the writing competition, regardless of their grades. Students are invited to participate in the writing competition the summer after their first year. During the writing competition, students must draft a memorandum in response to an issue presented by the journal board and complete an editing assignment. Rules for the writing competition are set by the journals, published in the spring quarter, and must be strictly adhered to or students may be disqualified.

Credit for Participation on a Journal

Students writing comments for any of the three student-edited journals are eligible to earn up to three credits. Students who join a journal are paired with faculty members who supervise the writing of the journal comments. The pairing process is supervised by the Deputy Dean, working with the journals' executive editors.

In order to receive academic credit for journal comments, students automatically are registered for a three-credit, year-long, Pass/Fail course. Students who do not wish to receive academic credit may drop the course at their discretion but must do so by the autumn quarter add/drop deadline. One credit is allocated to each quarter; no partial credit is given in case of withdrawal. Students wishing to reallocate credits based on actual workload must petition the Law School Office of the Registrar no later than the published deadline to adjust credits for the spring quarter. Students must receive a grade of Pass in order to receive credit. The Comment may satisfy the SRP graduation requirement. Final authority for the grade, SRP, and the credits (including credit allocation) rests with the supervising faculty. Students may earn credit but not meet the SRP, but may not meet the SRP and not earn credit. Faculty submit the grade and may certify satisfaction of the SRP to the Deputy Dean, who is the instructor of record; the deadline for grades submission and SRP certification is the second year spring quarter grades deadline.

Satisfaction of the SRP requirement is an assessment made by faculty separate and apart from each journal's substantiality assessment to determine whether that requirement of membership has been satisfied. The substantiality assessment is solely within the discretion and authority of the journal itself. The journal must certify substantiality to the faculty by the journal's internal deadline or the first Monday in May of the year in which the comment was first undertaken, whichever comes first. Students who fail to meet substantiality but make a good faith effort to do so are reported to the supervising faculty, who then asks the Office of the Registrar that they be withdrawn from the accompanying course with a mark of W (the W appears in all three quarters). Students who fail to make a good faith effort receive a failing grade.

Please note that each student may derive a combined maximum of three credits from all Journal, and/or Hinton Moot Court work throughout their entire Law School career. Students who gain access to a journal via the Topics Access process and who have received credit for the underlying independent research are not eligible for an additional three credits for their participation in the journal. Credits earned for journal participation count towards the Law School's 40 core credit requirement.

Topic Access

Students may attempt to join any of the journals during their second or third year through the topic access program in which students draft a Comment for publication. If the journal accepts the Comment, the author becomes a member of the journal. Contact the specific journal editors with questions about this process.

Traditionally, students writing a Comment in the Topic Access Program become part of the journal's formal topic access program. The Topic Access Program enables students to have feedback and guidance from the journal. Students are assigned a topic access editor

who is a member of the journal board to advise the student throughout the writing process.

Alternatively, some students write a Comment for the Topic Access Program in conjunction with an independent research or seminar paper. Although this allows a student to obtain academic credit for the paper and to work with a faculty member, it significantly reduces the amount of feedback that the student can receive from a journal during the initial writing stage.¹⁴

Each journal sets its own policies with respect to its Topic Access Program in consultation with the Dean of Students. What follows are the Law School's policies regarding students writing a Comment for the Topic Access program in conjunction with an independent research or seminar paper. It is the responsibility of the student attempting to write on via Topic Access to inform the journal that s/he is writing a Comment in conjunction with an independent research or seminar paper.

At the topic proposal stage:

- (1) If a student presents a topic proposal, the journal may (a) tell the student it is interested in the proposal; and (b) indicate that one type of analysis, among various alternatives presented in the student's proposal, seems more appropriate for a Comment. It is important to note, however, that the journal cannot offer the student any substantive guidance apart from indicating which route seems most appropriate unless the author has received (and provided to the journal) prior approval of the faculty member who will be evaluating the paper. The student also must disclose to the faculty member the content of all substantive feedback that he or she has received from the journal editors on the topic proposal, preferably in writing.
- (2) If a student is unable to come up with a topic proposal, the journal may show him/her some proposals generated by journal members. Students who use a journal topic proposal must inform, and give a copy of the topic proposal to, the faculty member with whom s/he is working.

At the topic analysis stage:

- (1) If a student's topic analysis is accepted, the journal may not give the student any feedback until after the student turns in the independent research paper for a grade.
- (2) If a student's topic analysis is not accepted, the journal may (a) inform the student that the topic will not make a good Comment; (b) suggest that the student consider using an alternative form of analysis suggested in the original

¹⁴ Students who join a journal through a Topic Access program and do not prepare their submission as part of an independent research may have their final comment nominated for SRP credit by the journal if the student is accepted for membership.

topic proposal; or (c) tell the student that there are substantial changes that the journal cannot discuss with the student until after the student turns in the independent research paper for a grade unless the author has received (and provided to the journal) prior approval of the faculty member who will be evaluating the paper. The student also must disclose to the faculty member the content of all substantive feedback that he or she has received from the journal editors on the topic analysis, preferably in writing.

At the Comment submission stage, a student may submit a Comment at any time while working on an independent research paper, as long as the faculty member with whom the student is working does not object. Journal editors may give substantive feedback to a student who submits an independent research or seminar paper to the Topic Access Program prior to the paper being graded only with the prior approval of the faculty member who will be evaluating the paper. The student also must disclose to the faculty member the content of all substantive feedback that he or she has received from the journal editors at any stage of the Comment process (including topic proposal and topic analysis), preferably in writing.

When deciding whether to write a Comment in conjunction with the topic access program or as part of an independent research or seminar paper, it is important for students to keep in mind that the requirements for a Comment are often quite different from those for independent research or seminar papers. Papers written for academic credit often have to be substantially reworked to conform to the journal's standard for a publishable Comment.

Please also note that students who gain access to a journal via the Topics Access process and who have received credit for an underlying independent research are not eligible for an additional three credits for their participation in the journal.

1.21 POLICY FOR NEW STUDENT JOURNALS OR REVIEWS

Law School students seeking to establish a new journal or review shall submit copies of their proposal to the Deputy Dean and Dean of Students. The proposal shall include the following:

- (1) A description of the intended journal or review;
- (2) A statement as to the need for a new journal or review in the relevant field;
- (3) An assessment of whether sufficient scholarly source material exists to support sustained publication in the field;
- (4) A discussion of how the journal or review will build upon or create new strengths at the Law School;
- (5) A plan for funding the journal or review and an estimate of the start-up and annual operating costs;

- (6) An analysis and information showing that there is significant student interest in participating on such a journal or review over the long term;
- (7) The name of a faculty member who has reviewed your proposal and agreed to serve as the faculty advisor; and
- (8) The proposal shall also include Bylaws which will cover at least the following topics:
 - (a) The planned timing and frequency of publication of the journal or review;
 - (b) The proposed format of the journal or review (online format or hard copy edition);
 - (c) The planned organization of the journal or review including the level of student staffing and governance structure for its leadership (e.g., Board of Editors, Executive Board, etc.);
 - (d) The eligibility requirements for student participation on the journal or review; and
 - (e) The timing and process for student selection.

The Deputy Dean and the Dean of Students may return the proposal to students with a request for additional information, or forward it to the Dean with a recommendation for approval or denial of the request.

1.22 MOOT COURT

Hinton Moot Court Competition

The Hinton Moot Court Competition, named for Judge Edward W. Hinton (Professor of Law, 1913-36), is open to all second- and third-year students (except those third-year students who made it to the semi-finals during the previous year). The competition provides students the opportunity to develop skills in writing and appellate advocacy. Moot Court participants advance through three rounds. The Moot Court Competition is conducted by the Hinton Moot Court Board, which typically is made up of semi-finalists and finalists from the previous year, under the supervision of the Office of the Dean of Students and the Faculty Moot Court Committee.

The Fall Round

The focus of the preliminary round is on oral argument – no brief writing is required at this stage. After studying the briefs and record of an actual case and participating in practice arguments with student judges, each competitor must argue both sides of the case to panels of local alumni attorneys. Approximately 12-14 students advance to the semi-final round.

The Winter Round

The students who have advanced to the semi-final round must brief and argue a new case during the winter quarter. A panel of faculty members judges the semi-final arguments and selects the four best advocates on the basis of their written and oral advocacy skills. Semifinalists are recognized as winners of the Mulroy Prize for Excellence in Appellate Advocacy.

The Spring Round

The four finalists work in teams of two on another new case during the spring quarter. A panel of distinguished judges, usually federal appellate judges, presides at the final argument before the Law School community. The winning team is awarded the Hinton Cup; the runners-up are awarded the Llewellyn Cup.

Students participating in the semifinal round may be eligible for three pass/fail credits. The faculty judges of the semifinal round have final authority to decide whether students merit credit. Semifinalists are automatically registered in a three-credit offering in winter quarter. Faculty judges submit grades to the Law School Office of the Registrar via the usual class grade rosters, no later than the winter quarter exam-derived grades or applicable graduating students' grades deadline, whichever comes first. Students who fail to meet the threshold for credit but make a good faith effort to do so (as determined by the judges) receive a mark of W. Students who fail to make a good faith effort receive a failing grade.

By default, the three credits are allocated to winter quarter; finalists may choose to forego credit for the winter round and receive three credits for their spring round work instead, provided that the winter round faculty agrees to review the spring round briefs and certify them for credit; students must notify the Office of the Registrar in writing no later than the first day of classes of the spring quarter; such option will be recorded as a two-quarter enrollment (winter and spring); faculty judges submit grades to the Law School Office of the Registrar via the usual class grade rosters, no later than the spring quarter exam-derived grades or applicable graduating students' grades deadline, whichever comes first. Neither partial credit nor other reallocation of credits is allowed. Please note that each student may derive a maximum of three credits from all Journal, and/or Hinton Moot Court Competition work. Students taking an advocacy course where credit is based in part on participating in the fall Hinton Moot Court Competition are not considered to have derived credit from the Hinton Moot Court work for the purposes of this rule. Credits earned for Hinton Moot Court Competition participation count towards the Law School's 40 core credit requirement.

Other Moot Court Competitions

Students often participate in moot court competitions hosted by other law schools. Students may participate in outside moot court competitions, so long as they do not require the student participants to miss any classes or exams or otherwise interfere with

their coursework. Students may not receive course credit for outside moot court competitions or similar activities, such as mock arbitrations.

As a general rule, the Law School does not provide funding for outside moot court competitions. There *may*, however, be special funds available from donors depending on the competition topic. If such funding is available, it is typically capped at \$500 per team and may be used to cover registration costs, provided participation was open to all students. (If, for example, a team is selected via a try-out process, the try-outs must be publicized.) Funding is not available for competitions that require participants to miss any classes or exams. To learn whether funding is available, please contact the Office of the Dean of Students.

Students seeking funding for an outside moot court competition must be sure to adhere to the University and Law School restrictions on reimbursements and costs. For information on reimbursement procedures, please refer to the Student Organization Handbook (<http://www.law.uchicago.edu/students/organizations/handbook>).

1.23 PROGRAMS AND PUBLICATIONS

The Law School has several specialized programs including the following:

- The Becker Friedman Institute for Research in Economics
- The Center for Comparative Constitutionalism
- The Center for Law, Philosophy, & Human Values
- The Coase-Sandor Institute for Law & Economics
- The Kreisman Initiative on Housing Law & Policy

In addition to the three student-edited journals, the Law School publishes the following faculty-edited journals:

- The Journal of Law & Economics*
- The Journal of Legal Studies*
- The Supreme Court Review*

1.24 VISITING ANOTHER SCHOOL

The Law School presumes that J.D. students will be in residence at the Law School full-time for nine quarters and will complete a minimum of 105 credit hours if they wish to earn a J.D. degree from the Law School. That presumption may be overcome only by a demonstration that a student has an extremely compelling reason to relocate to a different part of the country.

The Dean of Students and the Rules and Petitions Committee review student requests to visit at another acceptable law school for all or a portion of the third year. Very few of those requests are granted, and only for extremely compelling reasons. If the request is

granted, the Dean of Students and the Office of the Registrar will determine how the credits at the other school may be applied toward the Law School degree.

The procedure to arrange visiting status at another law school involves two concurrent applications:

- (1) Students looking to visit away should submit a petition to visit away to the Dean of Students. More information about the petition may be obtained from the Office of the Dean of Students. **Petitions are due no later than April 15** of the academic year prior to the visit and no petitions will be considered after that date. Requests will be prioritized based on the compelling circumstances behind the student's request to visit, the availability of a top law school in the area, and the length of the requested visit (a quarter will be viewed more favorably than a year). The Rules and Petitions Committee meets each year after April 15 to review petitions for the next school year and endeavors to make decisions by May 1.
- (2) Students looking to visit away should contact the Admissions Office of the school they wish to visit as soon as possible to determine that school's deadlines and requirements. (Be certain to request a visiting student application, not a transfer application). Students likely will need to submit document requests to the University Office of the Registrar/Law School Office of the Registrar if the school to which they are applying requires a transcript and/or a certificate of good standing.

Please keep in mind several things about visiting elsewhere:

- (1) Students must have completed a minimum of 2/3 of their academic work and residence requirement at the Law School prior to visiting away. Accordingly, 70 of the 105 credits needed to graduate must be completed at the Law School prior to the visit. Prior to the visit, students also must have completed all graduation requirements, including the 40 core credit requirement, both writing requirements, the professional responsibility course, and the experiential learning requirement. These requirements have been established to increase the likelihood that students visiting away will complete their degree.
- (2) The Law School places a number of restrictions on the classes for which a student visiting away may receive credit. The burden to comply with those restrictions is on the student, and no exceptions will be granted.
- (3) Students visiting away pay tuition and fees to the school they visit. Although loans will be available, Law School scholarship support will not be available. Students should speak with the Director of Admissions & Financial Aid about loan issues. In addition to tuition and fees paid to the school visited, students also will be charged a visiting fee by the Law School, the amount to be determined each year in the spring for the following year. Currently, the fee is \$1,000/quarter.

- (4) Students visiting away need to maintain full-time status for the duration of the visit in order to satisfy the Law School's total residence requirement of nine full quarters. Two semesters away may be substituted for three quarters.
- (5) The Law School Office of the Registrar will work with students approved to visit away to calculate the number of credits needed at the other law school.
- (6) Students visiting away must arrange to have grades sent to the Law School Office of the Registrar at the end of each semester/quarter they are away. If they wish to graduate in a particular quarter, they must meet the grading deadline for that quarter and the University's deadline for filing a graduation application (before the quarter in which they expect to graduate). It is ultimately the student's responsibility to ensure satisfaction of all of the Law School's graduation requirements. If, at the end of the visit, the student remains short on credits or grades have not been received for work completed away, the student will not be able to graduate with his or her class. Students visiting away must contact the Law School Office of the Registrar before registration for the final semester away to complete an initial degree audit verifying sufficient credits to graduate.

1.25 ACADEMIC LEAVES

Students interested in taking a leave of absence from the Law School should speak with the Dean of Students. Pursuant to ABA *Standards* 311(b), a student must complete requirements for the J.D. degree no later than 84 months after a student has commenced law study at the Law School or a law school from which the Law School has accepted transfer credits.¹⁵ Return from a leave of absence is not guaranteed and return from a leave of absence may require compliance with conditions set by the Dean of Students, including submission of a written petition to return due no later than two weeks before the registration period for the quarter in which the student hopes to return.

Students who do not return after six quarters on leave will be administratively withdrawn.

1.26 ADMINISTRATIVE WITHDRAWAL

Any student who is not enrolled at the Law School for more than three quarters may be administratively withdrawn from the Law School at the discretion of the Dean of Students and the Deputy Dean. Any student administratively withdrawn from the Law School will need to apply for readmission to resume a program of study. This policy does not apply to students on an approved leave of absence from the Law School.

1.27 CLASS RECORDING POLICY

¹⁵Note, however, that some jurisdictions may shorten this period. For example, New York requires bar applicants to complete their coursework within 60 months of commencing their legal studies.

Generally, recording Law School classes is strictly prohibited. Although the Law School does not record classes for students who must miss class for other reasons (illness, death in the family, etc.), the Law School does attempt to record classes for students who must miss class due to observance of religious holidays.

Students wishing to request that a class be recorded due to observance of religious holidays must complete the petition available at <http://www.law.uchicago.edu/RequestRecordClassHolidayObservance>.

All requests must be made at least seven days in advance. Submission of recording requests does not guarantee that a request will be granted by the faculty member or that there will not be a problem with the recording, so students are strongly encouraged to secure notes from a classmate as well.

Please also note that students should not contact their professor directly about recording classes; the Office of the Registrar will request permission and coordinate everything centrally, ensuring consistency and reducing confusion.

In addition to recording for observance of religious holidays, the Law School at times may be required to record classes in order to meet specific legal or regulatory obligations (for example, to comply with the Americans with Disabilities Act or the Rehabilitation Act).

If students decline to have the Law School record their participation in class for the sole purpose of allowing another student enrolled in the course to listen to the class discussion, after which time the recording is permanently destroyed, students must object in writing to the Dean of Students by the end of the second week of the quarter.

The Law School records classes with appropriate permissions and safeguards and for the very limited purposes described above. Students who record class on their own risk disciplinary and other action and potentially may violate Illinois law.

Please direct questions about recording requests or concerns to the Dean of Students and the Office of the Registrar.

1.28 USE OF PERSONAL ELECTRONIC DEVICES DURING CLASS

The use of personal electronic devices (e.g., laptops, Blackberries, iPhones, iPads, and other such devices) in Law School classrooms must be consistent with Law School and University policies and are restricted to activities that further the educational mission of the class in session (e.g., taking notes or using electronic resources as instructed by the professor).

Use of electronic resources for other purposes (e.g., playing games, surfing the Internet, reading and sending email, streaming videos, etc.) is forbidden and may result in disciplinary action.

The instructor may take appropriate steps to address such behaviors when they arise in the classroom. These may include reducing the student's grade or denying the student credit for the class. The Law School expects each student to advance the educational mission of the Law School and to comply with this standard.

1.29 KAPNICK LEADERSHIP AND PROFESSIONALISM INITIATIVE

Launched in autumn 2014, the Kapnick Leadership Development Initiative introduces systematic leadership development and training to first year law students. The Law School partnered with the Booth School of Business to implement the program, which is modeled on Booth's very successful Leadership Effectiveness and Development class. This program is customized for law students to give them the tools to respond to the legal profession's unique challenges. All first year J.D. law students participate in the Kapnick Initiative, which begins at an off-site retreat before classes begin and continues throughout orientation. During the program, students participate in a number of modules related to specific areas of leadership development. Second year law students who want to continue to develop their leadership skills may apply to serve as facilitators for the Kapnick Initiative during their third year.

1.30 MASTER OF LEGAL STUDIES PROGRAM

Master of Legal Studies (M.L.S.) Program. This one-year degree program is designed for Ph.D. students who wish to improve their knowledge of law without completing a full three-year degree. The goal of the M.L.S. program is to help Ph.D. candidates better understand the legal issues relevant to their research and to improve their research through interdisciplinary training. Graduates of the program will become academics in either their Ph.D. discipline or in law. Admissions decisions are based in part on the availability of Law School faculty for mentoring admitted students.

Although one of the program's goals is to support those who wish to incorporate legal scholarship in their Ph.D. dissertation, this is not required. Understanding a candidate's research interests is important when assigning a faculty advisor, however.

M.L.S. candidates will be taught by current faculty. Each candidate also will have a faculty advisor to mentor and provide consultation on research interests. All J.D. courses will be open to M.L.S. candidates. For classes with competitive enrollments, the M.L.S. candidates participate in the regular bidding system with J.D. candidates.

Graduates of the M.L.S. program may become academics in their Ph.D. field, as they would without the degree. It is the Law School's hope that legal training will improve the quality of their doctoral work, and thus help with job prospects. It also is possible that M.L.S. graduates may be able to become legal academics, since they would be more credibly connected to law than people without legal training. Their work would be more likely to address important legal topics, and they would better be able to teach law students because they would have had exposure to the law school classroom. These advantages, we hope, will enable M.L.S. graduates to land top-tier academic jobs.

Degree Requirements

The program is designed for students who have completed their core Ph.D. coursework and are either proposing or working on their dissertation. Candidates will take some of the general first year law school courses and advanced law courses in subjects related to their Ph.D. discipline. The particular program of study is individualized to each student and will be set in consultation with a faculty advisor. To complete the program and earn the M.L.S. degree, candidates must successfully complete 27 credit hours of coursework. Additionally, M.L.S. candidates must take a minimum of nine credits per quarter for three quarters, with no fewer than six Law School credit hours per quarter. Non-law coursework will not be counted toward the 27 credit hour requirement.

Registration

Upon admission to the program, candidates should contact the M.L.S. Faculty Director to be assigned a faculty advisor. Candidates will register for classes with all other degree-seeking students in the Law School.

1.31 INTERNATIONAL J.D. STUDENTS

International J.D. students who wish to work in the United States must obtain permission to do so through the Office of International Affairs' curricular practical training ("CPT") program. The Law School uses course-based CPT, which requires students to register for an independent research with a faculty member that complements or supports the student's employment position. Students should note that the Law School only permits CPT in conjunction with summer employment, and students therefore are not eligible for CPT during the academic year.

International J.D. students wishing to work during the summer have the option of completing the independent research during the spring quarter (prior to commencing employment) or during the summer (contemporaneously with employment). Students choosing to register for summer CPT will be assessed tuition for summer registration. For summer 2018, students were charged \$250. For additional information regarding CPT, students should consult with the Office of International Affairs and/or the Office of the Dean of Students.

2. ADMINISTRATIVE MATTERS

- 2.1 The Chicago Card
- 2.2 Immunization Requirements

2.1 THE CHICAGO CARD

Once students arrive on campus, they must obtain the University of Chicago Card, which allows students to access a wide variety of University facilities, privileges, and services.

Students may obtain their Chicago Card at the ID & Privileges Office, located in Room 100F in the lobby of Regenstein Library. Students must bring a government-issued photo ID. For additional information about the card and for office hours, please see <http://ipo.uchicago.edu/page/uchicago-cards>.

2.2 IMMUNIZATIONS

Under Illinois law, generally all new students are required to present proof of immunity from German measles, measles, and mumps (proof of two doses is required) tetanus/diphtheria/pertussis (proof of three doses is required), and meningococcal for those students under 22 years of age. The Student Health Service notifies all new students of the requirement and provides instructions for compliance. After the third Friday of the first quarter of enrollment, those students who are not yet compliant will have their subsequent registrations restricted and restrictions will not be lifted until they have become compliant with the immunization requirement. The Law School cannot provide an exemption to this Illinois state requirement, nor is the Law School able to assist in obtaining an appointment to receive needed immunizations. Students are urged to plan ahead and schedule an appointment as soon as possible to avoid having to get shots during final exams, etc. For additional information, students should contact the Student Health & Counseling Services at 773-702-4156 or visit <https://wellness.uchicago.edu/medical-services/immunizations/>.

3. COMMUNICATIONS

- 3.1 [Law School Briefs](#)
- 3.2 [Law School Posting Policy](#)
- 3.3 [Email](#)
- 3.4 [Mail](#)

3.1 LAW SCHOOL BRIEFS

Students are encouraged to regularly review *The Law School Briefs*, a bulletin of activities and announcements for the Law School community, published and emailed to the Law School community every Monday by the Law School Office of Communications.

3.2 LAW SCHOOL POSTING POLICY

The Law School permits Law School and University of Chicago organizations, schools, divisions, departments, and members of the Law School or University of Chicago community to post documents, fliers, signs, or posters in designated areas in the Law School. All postings must be dated and only one posting per location/bulletin board is permitted. Anonymous postings are strictly prohibited in the Law School, and all postings must include the name of a current University of Chicago-affiliated contact (whether an organization, a school, a division, a department, or an individual) and an active uchicago.edu email address.

Postings are only permitted in designated areas in the Law School. Those designated areas are limited to (1) the free-standing boards for fliers for “today’s events” only; (2) the bulletin board located above the mail folders; (3) the holders outside classroom doors; (4) the designated student organization bulletin boards; (5) the kiosk boards on the lower level; and (6) the bulletin board space inside classrooms I-IV right inside the north door to each of those rooms. No signs, fliers, or posters are permitted on any other surfaces within the building – wood, glass, columns in the Green Lounge, classroom walls, tables, desks, counters, etc. Signs, documents, fliers, or posters placed in unauthorized places or posted in violation of this policy will be removed and a cleanup fee of \$50 will be charged to any individual or organization that fails to adhere to these guidelines.

Anyone posting in the Law School must remove the posting within seven days of the date listed on the posting or, if the posting relates to a specific event, within seven days of the conclusion of the advertised event. On a periodic basis, Law School staff will remove all postings inconsistent with the Law School’s posting policy. To report violations of the Law School posting policy, please email lawpostingpolicy@lists.uchicago.edu

As with all violations of Law School and University policy, please note that violations of the Law School posting policy may in some instances lead to fines or disciplinary action.

3.3 EMAIL

All Law School students are required to check email each business day during the academic year. Most administrative announcements will be sent via email, and students are responsible for the information. Students who have a personal email account they prefer to use must link their UChicago account to it, as all announcements will be sent to the UChicago address. Please refer to the Policy of Information Technology Resources online at <https://itservices.uchicago.edu/page/it-policies> for a description of the responsibilities of users of the University’s computer system. Students who decide to link their personal email account to their UChicago account should keep in mind that they must still log into their UChicago account periodically to delete messages. IT Services will turn off email accounts that go over capacity, creating a risk of missing important Law School announcements.

3.4 MAIL

Campus Mail/Student Mail Folders

Student mail folders are located in the south end of the classroom wing. Folders are color coded to reflect class year. The class year is also noted on the identification tab. Students should check these folders daily for important notices. LL.M.s - Yellow, Class of 2019 - Green, Class of 2020 - Blue, and Class of 2021 - Red. Mail folders should not be used for storage, receiving book sales payments, etc., and students are advised to remember that mail folders are not secure.

4. COMPUTER SERVICES

- 4.1 Law School Services
- 4.2 University Computing Services

4.1 LAW SCHOOL SERVICES

Computer Lab

The Law School operates a computer lab on the third floor of the Library (Room 305B). The lab contains computers running Microsoft Windows. All computers have Microsoft Office, Mozilla Firefox, and Adobe Acrobat Reader. The lab contains printers and a scanner. The lab is open in accordance with the general Law School building hours identified in Section 6.1, below. The lab is staffed on weekdays from 8:00 a.m. to 10:00 p.m. and 12:00 p.m. to 6:00 p.m. on weekends. Students who have questions when the lab is not staffed may send an email to the Help Desk (helpdesk@law.uchicago.edu).

Printing

Students currently enrolled at the Law School are allotted \$156.00 in printing credit per academic year, which equates to 1,200 standard black and white pages. Once a student has exhausted this credit, students are charged according to the prices set forth below. Research Assistants and students on journals, on the Moot Court Board or who qualify for the final or semi-final rounds of the Moot Court Competition are given an additional allocation for printing jobs connected to those projects upon request to the Help Desk (helpdesk@law.uchicago.edu).

The prices for printing are:

- One-Sided 8.5 x 11 Black & White Print \$0.13
- One-Sided 8.5 x 11 Color Print \$0.18
- One-Sided Large Format 11 x 17 Black & White Print \$0.26
- One-Sided Large Format 11 x 17 Color Print \$0.36

Questions regarding printing accounts should be directed to the Help Desk (helpdesk@law.uchicago.edu).

Training

The Law Library provides training on law-specific computer services, such as Westlaw and LexisNexis. In addition, throughout the year the Library periodically offers students demonstrations on useful law-- and business-related Internet sites, as well as sessions on preparation for practice. The Library also periodically hosts Microsoft Office Training sessions, which are designed to show students how to maximize use of Microsoft Office products.

Network Access

All study carrels, reading tables on the north side of the Wilson Reading Room, and tables in the book stacks on the upper floors of the library have Ethernet connections, which allow students to connect to the network and gain access to printers, the Internet, Lexis, and Westlaw. Student study areas are covered by the wireless network as well. Students may use their CNet IDs to connect to UChicago-Secure in study areas, common areas, or the library.

The Law School uses DHCP to assign IP addresses dynamically. Instructions on configuring your laptop to use DHCP are available at Orientation and in the Computer Lab. If you wish to access the network both at the Law School and your residence, you may need to switch your network settings when you move from one location to another.

Computers in the Library

In addition to the Computer Lab, the Library provides computers in the John P. Wilson Reading Room on the second floor and on floors 4, 5 and 6 for searching the Library Catalog and databases, web searching, and checking email. A CNet ID and password are required for access to these computers.

The D'Angelo Law Library also subscribes to many databases and e-journals, which may be accessed via the Library web server at <https://www.lib.uchicago.edu/law/databases/>.

LexisNexis and Westlaw

Students will receive their LexisNexis and Westlaw passwords from the Library during their first year of study.

Internet Services & Student Websites

The Internet is available throughout all common area spaces at the law school, including the Computer Lab, Library, and Green Lounge. Internet and wireless access is restricted in the classroom wing, and is only available in courses when authorized by the instructor.

Individual students and student organizations may publish personal web pages at: <https://voices.uchicago.edu/>.

Computer Passwords

Law students have five sets of passwords:

- (1) UCLawID: To prevent unauthorized access, use of the Law School computer labs are restricted to holders of UCLawID usernames and passwords. These are issued to

students during orientation. Students need these credentials to log in to the computers in the labs, to access printers over the Law School network, and to access some services restricted to law students (job listings from Career Services, evaluation websites, etc.). Students should sign off computers when done to prevent unauthorized access to their account.

- (2) CNetID and password: These credentials are used to check email and authenticate to the wireless network, as well as to access many of the University's online services.
- (3) LexisNexis ID and password: Students receive a LexisNexis access code from the librarians during research classes scheduled as part of the Bigelow curriculum. Students will use the access code to log on to LexisNexis at <http://www.lexisnexis.com/lawschool>, register, and create a custom ID and password.
- (4) Westlaw password: Students receive their Westlaw password from the librarians during research classes scheduled as part of the Bigelow curriculum. Students create a custom Westlaw password upon first log on and register at <http://lawschool.westlaw.com>. The original Westlaw password continues to work even after creation of a custom password.
- (5) Bloomberg Law password: Students will create a custom Bloomberg Law username and password when they register. These are used to log on to Bloomberg Law.

A word about laptops: It is risky to configure software on a laptop computer to automatically remember passwords. If the laptop were stolen, the thief would have access to all of the laptop's accounts.

What to do if a password is lost or compromised:

- (1) UCLawID password: Please see Help Desk staff on the 3rd Floor to change your password to prevent unauthorized users from accessing your account and files. For security reasons, the Help Desk absolutely cannot give out passwords over the phone or by email.
- (2) CNet ID password: Reset this by visiting the CNetID website at <http://cnet.uchicago.edu>. Students who encounter problems online should go in person to the ID & Privileges Office located in the lobby of the Regenstein library, and they will create a new password. For security reasons, they absolutely cannot give out passwords over the phone or by email. If a password is compromised, the account may be frozen because of abuse by the unauthorized user.
- (3) LexisNexis ID and password: LexisNexis does not distribute passwords; each user creates a custom ID and password from an access code upon registration. The Library is not provided with a list of custom IDs and passwords. Students who

no longer have their custom ID and password should contact LexisNexis customer service at 1-800-543-6862.

- (4) Westlaw password: The Library maintains a list of Westlaw passwords distributed to students. Students who no longer have their password should see a reference librarian.
- (5) Bloomberg Law password: The Bloomberg Law student rep can look up a Bloomberg Law password that you have forgotten. If your password has been compromised, the Bloomberg Law rep can cancel the old password and have a new one created. In an emergency, phone Bloomberg Law customer service at 1-888-560-2529.

Problems/Questions

Any questions about computing resources or technology at the Law School should be directed to the Help Desk at 773-834-5300 or helpdesk@law.uchicago.edu.

4.2 UNIVERSITY COMPUTING SERVICES

Information Technologies Services (ITS) provides all students with a wide range of computing resources, including email, networked information, interactive computing and Internet service. ITS manages several computing sites for the University community:

- (1) Regenstein: Second Floor; open during library hours and housing both Macintosh and PC computers
- (2) Crerar: Basement Level; open during library hours and housing both Macintosh and PC computers

ITS provides technical support and can be reached on the techline (773-702-5800) or by email (itservices@uchicago.edu).

5. DISCIPLINARY PROCEDURES

The Law School's Disciplinary Procedures follow without variation the procedures described in the *Student Manual* section on University Policies and Regulations. Both the University Disciplinary procedures and the Area Specific Disciplinary procedures are subject to change. The most up to date version is available online at <http://studentmanual.uchicago.edu/disciplinary>. The University Policy on Harassment, Discrimination, and Sexual Misconduct can be found at <http://studentmanual.uchicago.edu/page/policy-unlawful-discrimination-sexual-misconduct>. Anyone with a disciplinary issue or who needs assistance understanding the University policy should contact the Dean of Students.

6. FACILITIES

- 6.1 Building Hours
- 6.2 Building Services & Maintenance
- 6.3 Green Lounge
- 6.4 Lockers
- 6.5 Lost and Found
- 6.6 Smoking Policy

6.1 BUILDING HOURS

The hours during which law students will be able to access the Law School and Library vary throughout the year (longer hours during exams and shorter hours during the summer) but are generally:

Monday – Friday:	8:00 a.m. - 12:00 a.m. (Library opens at 8:00 a.m.)
Saturday – Sunday:	9:00 a.m.-12:00 a.m. (Library opens at 10:00 a.m. on Saturdays and 12:00 p.m. on Sundays)

Members of the University who are not enrolled in the Law School have access to the building and Library when the Library’s Circulation Desk is open. The Library’s hours when classes are in session are as follows:

Monday – Thursday:	8:00 a.m. - 9:00 p.m.
Friday:	8:00 a.m. - 6:00 p.m.
Saturday:	10:00 a.m. - 6:00 p.m.
Sunday:	12:00 p.m. - 9:00 p.m.

The Law School uses a card-key access system at all doors depending on the time of day. The security benefits of the card-key access system depend on the conscientiousness of the users. Key access points are located at the northeast entrance (north side of the classroom wing) and the East Breezeway. Students are able to enter the building using their Chicago Card during building hours. During weekday business hours, the Receptionist monitors building entry. All members of the University community may enter during the day. Visitors must sign in, show ID, and indicate the purpose of their visit. An appropriate person from that area will be notified. A Visitor Control Attendant (VCA) is stationed in the East Breezeway area after business hours through the time the building closes. The VCA may leave his or her station to patrol the building during the later hours, so students should be aware that they may not be able to enter the building for several minutes if they do not have their Chicago Card with them. Moreover, the VCA may not be available to escort students to their cars during those times.

Students should carry their Chicago Card at all times. In addition to needing it to enter the building, students may be asked to display it to verify that they are a law student.

Please do not hold doors open or admit people not known to you. Direct guests to the East Breezeway entrance.

A receptionist or VCA is present at all times when the building is open.

It is the VCA's responsibility to ensure access to the building is restricted to those who are authorized and to check the bags and briefcases of those exiting to make sure books have been properly checked out. S/he is also responsible for checking to make sure all exterior doors are securely locked and alarmed, and for escorting students to their cars in the Law School parking lot at night upon request. All students must be out of the building by the time the VCA leaves for the night. Remaining in the building after the VCA departs for the evening is grounds for disciplinary action.

The VCA takes periodic walks throughout the building, lasting for approximately 10 minutes at a time.

Students are not to allow admittance to the building by an individual who is not a Law School student, faculty member, or staff member. Guests should be referred to the receptionist or the VCA.

Non-service animals are not permitted in the building.

6.2 BUILDING SERVICES & MAINTENANCE

The Facilities Office has primary responsibility for the daily operation and maintenance of the Law School Building. If you wish to report a problem with the building (heating, lighting, etc.), please see a member of the Facilities staff, Room K007, or email facilities@uclaw.uchicago.edu. The Associate Dean for Administration (Room A207, 773-834-3790) is ultimately responsible for building operations.

6.3 GREEN LOUNGE

The Harold J. Green Lounge is the focal point and "living room" of the Law School. Please help maintain the Green Lounge and clean your tables after you have eaten, and remember to deposit any trash (food containers and wrappers, papers, etc.) in the trash cans and recycle bins located throughout the Green Lounge. Do not post or place notices/signs on any surfaces in the Green Lounge.

6.4 LOCKERS

Lockers in the Law School Lower Level are automatically assigned to all students by the Administrative and Instructional Support Specialist. Students leave items in lockers at their own risk. Please keep your valuables with you. Please also make sure that the door is secured and that you spin the dial after you close the locker door. If there is a mechanical problem with your locker, please report it to the Facilities staff (facilities@uclaw.uchicago.edu). Graduating students must remove all personal items from their lockers by the date specified by the Office of the Dean of Students or the items will be discarded.

6.5 LOST AND FOUND

Found items are deposited in one of three areas:

- (1) Library Circulation Desk
- (2) Reception/VCA Desk
- (3) Facilities Office (K007)

6.6 SMOKING POLICY

Under the University's campus-wide non-smoking policy, no smoking is permitted in University buildings or within 15 feet of any building entrance.

7. FINANCIAL MATTERS

- 7.1 Bills
- 7.2 Financial Aid

7.1 BILLS

The Director of Admissions & Financial Aid is the best person at the Law School to ask about the University's bills.

In general, though, bills are generated by the Bursar's Office. Approximately three to four weeks before the beginning of each quarter, the University will send a bill for the next quarter. Scholarship and loan support is generally credited on the initial quarterly bill. Students are expected to pay the difference before the deadline. A second bill will arrive about two weeks after registration.

If you are unable to pay your bill, you must call Student Accounts (773-702-7086) in order to receive an extension. They are usually very accommodating when reasons for delay involve a loan processing problem or a personal problem. If you have difficulty with your bill after it is due, e.g., a returned check, you should also contact Student Accounts at 773-702-7086. Do not wait to resolve a problem.

Late Payment Fees

Failure to pay the first bill will result in late payment fees. In some cases, the Dean of Students may request that the late payment fee be waived. This will only be done if the student can establish in writing that there were circumstances beyond the student's and the student's family's control.

Unsettled Accounts

A student who fails to settle any account due to the University will not be considered to be in good standing. Students with unsettled accounts will have their registration restricted. Until the restriction is lifted, a student cannot register, forfeits all library privileges, cannot access transcript or placement services, cannot have a valid Chicago

Card, cannot graduate, and cannot receive a degree. In addition, the student loses health insurance coverage and may encounter problems with his or her bar applications.

Any of the following unsettled charges trigger a restriction: tuition, room and board, rental charges for University housing, or charges imposed for violation of University rules (such as library fines, parking fines, or late registration fees). Also included are loans from the University (whether derived from its own sources or under governmental programs). The University reserves the right to waive the application of this rule in appropriate cases.

7.2 FINANCIAL AID

The Director of Admissions & Financial Aid or the Student Loan Administration (SLA) will assist students with financial aid issues. Students should contact SLA with loan questions and the Director of Admissions & Financial Aid with all other questions regarding financial aid.

Students who receive federal financial aid should note that they must demonstrate continuing progress in their program of study. Student Loan Administration assesses progress by reviewing a student's grades each quarter; specifically, SLA expects students on financial aid to have at least one graded class within 35 days of the conclusion of the exam period. Thus, all students receiving financial aid are strongly encouraged each quarter to take at least one class that will be graded at the end of the quarter.

Student Loans

Loan determinations are made by Graduate Financial Aid (<https://financialaid.uchicago.edu/graduate>), which is located on the in Walker Museum Room 309 (1115 East 58th Street). All questions regarding the awarding of student loans and loan applications should be directed to that office at gradfinaid@uchicago.edu or 773-702-6061.

All loans are disbursed at the beginning of each quarter. Federal Direct Unsubsidized and Federal Direct PLUS loans must be paid out in three equal disbursements. Your loan will be applied to your tuition account, and any excess funds will be refunded to you for living expenses deposited directly to the checking or savings account of your choice if you sign up for direct deposit. If you don't sign up for direct deposit, refund checks will be mailed to your current address on file. Most refunds are available approximately one week prior to the first day of each quarter.

Disbursement of Federal Direct Unsubsidized Stafford, Federal Direct PLUS and Alternative Loan Funds

The timing of loan disbursements is contingent upon the timeliness of your application to Graduate Financial Aid. Once loan funds are received at the University, your tuition account will be credited for the amount of the loan. The Bursar's Office will generate a refund when loan funds applied to your tuition account exceed your costs. These funds are generally available approximately one week prior to the first day of classes. Refunds

are either sent to your personal bank account (if you have signed up for direct deposit) or the Bursar will mail a check to your address on file. Funds received after the quarter begins will be applied to your tuition account as they arrive. Please visit the Bursar's web site at <http://bursar.uchicago.edu/> for more information on the direct deposit service.

NOTE:

The Graduate Financial Aid office must return any loan funds that cannot be disbursed within three days of their receipt. Therefore, if you are not registered within the first three days of the quarter, or if you have not completed the entrance loan counseling requirement and you have not completed all required forms, your funds will be returned to your lender and you will have to reapply for them. It may then take up to an additional six weeks before the new loan is processed and you receive your funds.

Prior Education Loan Deferment

Students who have education loans from undergraduate or graduate study prior to entering the Law School may be eligible for deferments of interest and principal payments on these loans while they attend the Law School. Students with such loans should confirm with their lenders that their loans are eligible for educational deferment.

Additional Information

If you run into an unexpected financial emergency, please see the Director of Admissions & Financial Aid or the Dean of Students. Temporary emergency funds or loans may be available.

As an additional resource, students should visit the Law School Financial Aid web page at <http://www.law.uchicago.edu/students/financialaid> or the Graduate Financial Aid web page at <https://financialaid.uchicago.edu/graduate>.

8. GRIEVANCE POLICY

Purpose & Scope

The Law School is committed to fostering and maintaining a community of mutual respect. The purpose of this Grievance Policy is to ensure that Law School students have a means and opportunity to resolve complaints alleging fundamentally unfair or other impermissible treatment. This policy applies only for those grievances not specifically addressed by any other Law School or University policy or procedure.

Who May Bring a Claim

The procedures set forth in this Grievance Policy may be used by grievants who: (a) are enrolled or registered at the Law School; (b) were enrolled at the Law School the immediately preceding term; (c) are on approved educational leave or other approved leave status; (d) are members of the University community but are taking a class or classes at the Law School; or (e) are participating in a Law School-sponsored educational event at the time of the incident being grieved. The person filing the grievance must be

the alleged victim of unfair treatment; a person cannot file a grievance on behalf of another person.

What May Be Grieved

This procedure may only be used to resolve grievances regarding decisions or actions made by employees or agents of the Law School. The following claims may not be grieved:

- (a) Claims unrelated to an employee or agent's job or role at the Law School;
- (b) Disciplinary decisions, since those decisions are covered by a separate Law School policy; and
- (c) Complaints of unlawful harassment and/or discrimination, as those grievances are covered by a separate University Law School policy.

Time Limit

With the exception of grievances related to grades or other academic errors, the procedure outlined in this Grievance Policy must be initiated within 60 calendar days of the decision, action, or events giving rise to the grievance. If the 60th day falls on a Saturday, Sunday, or a campus holiday, the time period will be extended to the following working day. This time limit may be extended by the Dean of Students or the Dean of the Law School if the grievant makes the request for extension within the 60-day period, provided the grievant can show good cause for the extension.

Informal Resolution Process

The Law School seeks to maintain a professional environment, and a core aspect of professionalism includes learning to resolve disagreements in a collegial and mature manner. For this reason, all students are expected to make a good faith effort to resolve any and all conflicts with faculty, staff, and administrators directly. Further, prior to filing a formal grievance pursuant to this policy, a student must first demonstrate that he or she has attempted to resolve the matter informally with the person responsible for the action or decision being grieved, and/or that person's supervisor (or higher administrative authority), or both persons.

In the event that the grievance does not concern a specific employee, but rather a policy, procedure, or regulation, the student should contact the faculty or administrator responsible for implementing or enforcing the policy, procedure, or regulation.

The student may contact the Dean of Students for assistance with informal resolution. If a student believes that efforts at informal resolution may result in retaliation or other unfair treatment, the student should contact the Office of the Dean of Students. If the grievance relates to the Office of the Dean of Students, the grievant should contact the Deputy Dean of the Law School.

Attempts to resolve the matter informally should be completed within 60 days from the time at which the student knew or could reasonably be expected to have known of the action the student seeks to grieve. **Any student wishing to file a formal grievance must do so within the 60 day limit, regardless of the status of the informal process.**

Formal Complaint Procedures

A student may file a formal written grievance for problems that cannot be resolved informally or if the student has received permission from the Office of the Dean of Students (or, in the event of a grievance related to the Office of the Dean of Students, the Deputy Dean of the Law School) to by-pass the informal resolution process.

A. Grade or Academic Grievances

Students with grievances based on grades or some other academic issue must submit a written request to the professor or faculty member describing in detail the nature of the grading or academic error, why the student believes an error occurred, and what the student believes is the correct grade. All grievances related to grades must be submitted within four weeks (20 working days) of the receipt of the course grade or evaluation.

Upon receipt of the grade or academic grievance, the professor shall review the student's submission and the student's exam and determine whether an error occurred. The professor shall then inform the student in writing as to the outcome of the student's grievance (e.g., the grade will remain the same, the grade will be changed, etc.). The professor shall respond to a student's grievance within 10 days from the receipt of the request, if practicable. The professor's decision shall be final.

In the event that a student prefers to maintain his or her anonymity, the student may submit his or her grievance to the Office of the Dean of Students and the Dean of Students shall forward the grievance on to the professor.

B. Non-Grade Grievances

As with all other grievances, students with non-grade grievances must make every reasonable attempt to resolve the grievance informally. If, however, informal resolution is unsatisfactory and/or the time limit for filing a formal grievance is about to expire, the student should do the following:

- (1) Complete the Grievance Form or a written document that includes all of the substantive areas set forth in the Form.
- (2) Submit the Grievance Form to the Office of the Dean of Students (or, in the event of a grievance involving the Office of the Dean of Students, the Deputy Dean of the Law School) within 60 calendar days of the decision, action, or events giving rise to the grievance. If the 60th day falls on a Saturday, Sunday, or a campus holiday, the time period will be extended to the following working day. This

- time limit may be extended by the Dean of Students, the Deputy Dean of the Law School, or the Dean of the Law School if the grievant makes the request for extension within the 60-day period, provided the grievant can show good cause for the extension.
- (3) In the event that a grievance is deemed to be untimely, the Office of the Dean of Students or the Deputy Dean of the Law School (in grievances involving the Office of the Dean of Students) shall dismiss the grievance and send a letter to the grievant specifying the reason for the dismissal.
 - (4) The Dean of Students or the Deputy Dean of the Law School will review the grievance and conduct an investigation of the facts underlying the grievance. The investigation will include interviews of faculty and staff, if deemed appropriate within the discretion of the Dean of Students or the Deputy Dean of the Law School. When weighing the merits of the grievance, the Dean of Students and/or the Deputy Dean of the Law School shall use a preponderance of the evidence standard.
 - (5) The Dean of Students or the Deputy Dean of the Law School will inform the student and the Dean of the Law School, in writing, of the decision regarding the grievance. The Dean of Students or the Deputy Dean of the Law School will strive to reach a decision within three weeks (15 working days) of receipt of the written grievance.
 - (6) If the issue cannot be resolved by the Dean of Students or the Deputy Dean of the Law School, and/or if the student wishes to appeal the decision, the student may appeal to the Dean of the Law School. Any appeal of the Dean of Students' or the Deputy Dean's decision must be made in writing within 10 days of notice of the outcome of the investigation.
 - (7) The Dean of the Law School (or his or her designee) shall consider all pertinent materials and determine whether the student's grievance has any merit. The Dean's (or the Dean's designee's) decision is limited to deciding whether the decision or action being grieved was fundamentally unreasonable, arbitrary or unfair.
 - (8) The Dean and/or his or her designee may exercise discretion and request that the student and/or other witnesses appear before the Dean or his designee to answer questions or to present any new relevant information. In addition, the student also may request to appear before the Dean or his or her designee. In the event that the student appears before the Dean or his or her designee, the student shall be allowed to select an advisor for assistance. If the student elects to have an advisor present, the student must notify the Dean at least one full business day in advance of the student's appearance before the Dean or his or her designee. Advisors are not advocates or active participants in the process and serve solely to support and advise the student.

- (9) The Dean of the Law School and/or his designee will make a final decision and communicate that decision to the Dean of Students or the Deputy Dean of the Law School. The Dean of Students or the Deputy Dean of the Law School shall convey the decision to the student in writing. The decision of the Dean of the Law School and/or his or her designee shall be final and unreviewable.



GRIEVANCE FORM

Name: _____

First Name

Middle Initial

Last Name

Mailing Address: _____

_____ Phone: _____

Email Address: _____

The date(s) of most recent occurrence(s) leading to this complaint: _____

Please provide a brief description of the action(s) being formally grieved. You also may attach a written statement to this form.

Please state with specificity the resulting injury or harm caused by this action:

If you believe that the action being grieved violated a law, policy, or rule, please indicate here the applicable law, policy, or rule allegedly violated:

Please provide a description of the evidence supporting the grievance (may be attached):

Please state the remedy or relief you are requesting:

Signature: _____ Date: _____

Received by the Dean of Students/Deputy Dean on _____
(Date)

9. STUDENT CONCERNS REGARDING ABA ACCREDITATION STANDARDS

The University of Chicago Law School invites students to share any concerns they might have about the Law School's curriculum, particularly any issues that directly implicate the school's compliance with the ABA's Accreditation Standards. Students having such a concern should submit the concern, in writing, to the Dean of Students, who shall work with the appropriate administrator to address the issue. The Dean of Students, or another Associate Dean, as appropriate, shall keep a record of all submissions and their resolutions. If the student has not received a response within 30 days of the submission or believes the response to be inadequate, the student may appeal to the Deputy Dean of the Law School. Such concerns may be submitted anonymously via the virtual suggestion box at <http://www.law.uchicago.edu/students/suggestions>. Please note that anonymous submissions cannot receive a response nor can the appropriate administrators seek more information from the submitter.

10. STUDENT TRAVEL POLICY

The Law School recognizes the educational value of student travel and therefore strives to make travel financially possible for all of its students. Any student interested in obtaining funds for travel may submit a request to the Dean of Students. The Law School will only consider funding student travel if the primary purpose of the proposed trip is educational and bears a relation to the student's future legal practice or the study of law in general.

In addition, any student(s) or student organization(s) seeking travel funds must meet each of the following criteria:

- (1) Each student must contribute financially to the cost of the proposed trip. A student is expected to contribute at least 10% of the costs of the trip (including transportation, lodging, and any applicable registration fees) or \$75, whichever amount is greater.
- (2) The proposed trip must not require the student to miss class or reschedule exams. **This requirement will not be waived under any circumstances.**
- (3) Before any Law School funds for travel will be approved, the student or student organization must demonstrate efforts to secure funding from the following alternate funding sources:
 - a. Center for Leadership and Involvement (CLI);
 - b. Student Government Funding Committee (SGFC);
 - c. Graduate Council; and
 - d. Law Students Association (LSA).

- (4) If the purpose of the trip is to attend a conference, the conference must be academic in purpose *and* the student must attend as a presenter rather than as a participant. Upon return from the conference, the student is required to submit his or her presentation materials to the Office of the Dean of Students for review.

If a student or student organization meets these enumerated criteria, the student or student organization must meet with the Dean of Students to discuss the potential funding. If approved, the Law School may contribute up to \$500 per student towards the travel costs. If appropriate, prior to approving travel funds for any student or student organization, the Dean of Students may: (1) refer student(s) or student organization(s) to External Affairs for fundraising outside of the Law School; and/or (2) require student(s) or student organization(s) to take efforts to raise travel funds within the Law School.

Students seeking funding for travel must be sure to adhere to the University and Law School restrictions on reimbursements and costs. For information on reimbursement procedures, please refer to the Student Organization Handbook (<http://www.law.uchicago.edu/students/organizations/handbook>).

11. UNIVERSITY POLICIES

Some of the University policies have been noted in this *Handbook*. For a more complete description of University policies and the full text of the policies cited herein, please refer to the *Student Manual* section on University Policies and Regulations. The manual is available online at <http://studentmanual.uchicago.edu>.