



STUDENT HANDBOOK

2021-2022

REVISED SEPTEMBER 7, 2021

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](#). The academic rules of the Law School are established by the faculty through its Rules and Petitions Committee. 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
The University of Chicago Law School

¹Lawyer'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. DEGREE REQUIREMENTS

1.1 J.D. Program Degree Requirements

1L Program Requirements

Students in the first year take a prescribed program covering five principal branches of the law:

1L Branches of Law

Contracts
Torts
Property
Criminal Law
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 an introductory course unique to the Law School called Elements of the Law. Elements considers basic legal issues and their relationships to other fields of thought such as philosophy, economics, and political theory. 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 2.13).

Each spring, all 1Ls take four courses. The first is a Constitutional Law class, which students bid on from a set of options. Those options are: (1) Constitutional Law I, which covers constitutional structure, separation of powers, and federalism; (2) Constitutional Law III, which covers the individual rights of equal protection and due process; and (3) Criminal Procedure I, which focuses on constitutional rights at issue in criminal investigations, i.e., searches, seizures, and interrogation. The second is a required course on Legislation and Statutory Interpretation. The third is a course on transactional lawyering. Finally, 1Ls will have a range of electives to choose from as their fourth spring course.

1L Awards

A Dean’s Award is awarded to the best exam in each required first-year class (excluding the spring electives). 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.

Requirements in 2L & 3L Year

Classes after the first year are all elective, with the exception of a class in professional responsibility, as required by the American Bar Association (“ABA”). There is no set quarter in which students must fulfill this requirement. Aside from the requirements of specific courses, however, all J.D. students must complete certain categories of classes that satisfy other requirements set by the Law School and the American Bar Association (“ABA”), as explained here.

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, 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; the requirement is for classes taken during the second and third year. However, 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
- 39 hours⁵ of required first year coursework

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 in the 3 year JD/MBA program must complete 35 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, and, when teaching a course in the Law School, assistant, associate, and full University of Chicago professors (such as Booth faculty teaching in the Doctoroff program). Lecturers in Law will be deemed core only in exceptional circumstances when so designated by the Deputy Dean because they are teaching a foundational course normally reserved for permanent faculty. Bigelow and other Fellows, as well as Lecturers in Law, are excluded in all other circumstances.

⁵ Students who matriculated prior to Autumn 2020 are required to have 40 hours of first year coursework

- 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
- 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 Legal Research, Writing, and Advocacy 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.

1.2 LL.M. and M.Comp.L. Program Degree Requirements

Program of Study

To graduate, the Law School requires all LL.M. students to be in full-time residence for three quarters. Full-time residence means students must be registered for at least nine credit hours per quarter, 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.

Summary of LL.M Program Requirements

- A minimum of 27 credit hours completed and passed
- Students must be in residence, full-time, for three quarters of no fewer than nine credit hours per quarter

LLM THESIS

Under certain circumstances, a thesis option is available upon application to the Law School's Director of Graduate Programs. This option will only be granted to students who can demonstrate the potential to complete an extensive research paper, explain how the thesis relates to their professional goals, and are supported by a faculty supervisor with whom they consulted. Students interested in the thesis option should submit the online petition no later than the second week of Winter Quarter. The petition is located at <https://www.law.uchicago.edu/students/academics/petitions>.

Students interested in pursuing this option must find a full-time core faculty member at the University of Chicago Law School (as defined by the Student Handbook) to supervise their research and writing of the thesis. The faculty supervisor will also be responsible for awarding a final grade, following the official law school grading scale. While only one faculty member will be finally responsible for the grading of the thesis, students are permitted to consult with other faculty members during their research and writing.

The thesis must be of publishable quality and completed during the academic year in which a student is enrolled as an LL.M. student at the law school, extensions will not be granted. Upon successful completion of the thesis, students will be awarded four (4) credits. Registration for the thesis and the 4 credits will default to the Winter quarter. A minimum grade of 170 is required to receive credit. The grade will appear on a student's transcript as Independent Research: Master of Laws Thesis.

LL.M. Students Applying for the NY Bar

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 Director 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 Director for Graduate Programs.

Note that the 30 credits must be "classroom courses." This means that credits earned in independent research papers will not be counted as part of the 30 required. Credit hours for research papers in seminars or workshops may be counted to meet this 30 credit hour requirement. These additional three credits may be from courses in the Law School or "courses related to legal training" in other departments or schools at the University.

Summary of Requirements for LL.M. students planning to take the New York Bar Examination

- 30 credit hours of Law School courses (up to three credits can also be "courses related to legal training" in other departments or schools at the University). Included in those 30 hours must be:
 - 3 credit hours of a course in professional responsibility
 - 3 credit hours in legal research and writing
 - 3 credit hours in Constitutional Law or Civil Procedure
 - 8 credit hours in other courses whose subject matter is tested on the Bar Exam

For all bar exam requirements, LL.M. students should refer to this page:

<https://www.law.uchicago.edu/llm/bar>

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

Program of Study

To graduate, the Law School requires any LL.M. graduate admitted to the J.D. program to be in full-time residence for six quarters. Full time residence means students must be registered for nine credit hours per quarter, 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, in the spring quarter students must enroll in legislation and statutory interpretation, transactional lawyering, one of the con law choice classes, and 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>.⁶ Credits earned through participation in journals and the Hinton Moot Court Competition count towards the 20 core credit requirement, but cannot count towards the experiential learning 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. Graduates Admitted to the J.D. Program

- A minimum of 105 total credit hours completed and passed
- 39 hours of required first year coursework, including one spring elective class⁷
- 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.**

⁶ 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. Lecturers in Law will be deemed core only in exceptional circumstances when so designated by the Deputy Dean because they are teaching a foundational course normally reserved for permanent faculty. Bigelow and other Fellows, as well as Lecturers in Law, are excluded in all other circumstances.

⁷ 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. Legislation and the Con Law choice classes may also be waived if the student has already taken those classes or classes with substantial overlap.

*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 Legal Research, Writing, and Advocacy 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.

1.4 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.

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.

Students may enroll in only one UChicago degree program at a time unless they (1) have approval in writing from the relevant UChicago programs and deans of students and (2) are enrolled in a joint – or dual degree program.

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.

1.5 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.

Students may enroll in only one UChicago degree program at a time unless they (1) have approval in writing from the relevant UChicago programs and deans of students and (2) are enrolled in a joint – or dual degree program.

1.6 Dual Degrees

Some law students have or are currently pursuing dual degrees in Business, 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. The conversion of course units in other departments to Law School credits is below.

- 50 units = 1 credit
- 75 units = 2 credits
- 100 units = 3 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 other areas such as 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. Once a student has met these dual degree residency requirements at the Law School, they may not be enrolled in additional quarters beyond the requirement. Students in dual degree programs cannot enroll in more than 14 credits in any quarter in which they are counting credits toward the J.D. degree. This includes credits/units taken in the other department (please see the conversion table in the first paragraph of the Dual Degree section). There are no exceptions to this max credit requirement.

Students may enroll in only one UChicago degree program at a time unless they (1) have approval in writing from the relevant UChicago programs and deans of students and (2) are enrolled in a joint – or dual degree program.

The Three Year J.D./M.B.A Program

The three year J.D./M.B.A Program is an accelerated program where students complete both degrees in three years. Similar to other dual degree programs, students 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. Students in this program may count up to 12 credits of coursework outside the Law School (non LAWS-prefixed classes) toward the J.D. degree and towards the quarterly residency requirement.

In the first year of the program, students are enrolled in Law School classes only and will complete their first-year Law School requirements during that year. In the second year, students enroll in a combination of Booth BUSN-prefixed class and LAWS-prefixed classes. In the second year, students are required to take the LAWS-prefixed Doctoroff classes, designated as such in my.uchicago.edu. Students return to the Law School in the third year to complete their Law School requirements. Students in this program must complete 35 core credit hours.

Students cannot enroll in more than 14 credits in any quarter of residency through the duration of this program, and that includes quarters in which they are enrolled in both BUSN and LAWS prefixed classes (please see the conversion table in the first paragraph of the Dual Degree section). There are no exceptions to this max credit requirement.

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. Students who wish to transfer 25 non-law credits towards their J.D. should consult with the Dean of Students, as it can impact the number of credits that may be earned through co-curricular activities and field placements.

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 \$500 award. For additional information on the GPHAP program and the Ray E. Brown Fellowship, please see <https://gphap.uchicago.edu/>.

1.7 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 2021-2022 academic year include:

- Accounting and Financial Analysis
- Competitive Strategy
- Corporate and Entrepreneurial Finance
- Managerial Psychology
- 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 Associate Dean of Admissions and Financial Aid.

2. JD ADVISING & COURSE PLANNING

2.1 Class Planning

Each spring and summer, the Law School makes a tentative determination about which classes⁸ 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 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

⁸ 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.

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 standard 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
- Corporate Tax I and II

2.2 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 and effective transactional documents;
- (4) Demonstrate the ability to conduct legal research;
- (5) Demonstrate communication skills, including oral advocacy and negotiation skills;

- (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.

2.3 Selecting Second Year Classes⁹

Although no specific classes are required during the second year, certain classes are considered foundational and are strongly recommended for students in the second rather than the third year. These foundational classes include:

Foundational Classes

Administrative Law
Business Organizations/Business Associations/Corporations
Constitutional Law I, II, or III
Criminal Procedure
Evidence
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 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 foundational 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 foundational classes between the second and third years to maintain this sense of balance.

⁹ 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.

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.

2.4 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;
- (3) and interdisciplinary studies that help give students a broad and critical appreciation of legal institutions and their development.

2.5 Courses In Your Final Quarter

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.

2.6 Academic Support

The Associate Director of Student Affairs & Academic Services provides academic support for law students. The Associate Director of Student Affairs & Academic Services 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 Associate Director of Student Affairs & Academic Services 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 Associate Director of Student Affairs & Academic Services, 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 <https://www.law.uchicago.edu/students/academicassistance/counselors>.

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 Associate Director of Student Affairs & Academic Services for any additional questions about academic support.

2.7 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 Legal Research, Writing, and Advocacy 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) entirely original work and written independently by the student;
- (3) certified by a member of the tenured or tenure-track faculty at the Law School, or Visiting Faculty, Emeriti, or faculty members holding the title of Clinical Professor of Law, Associate Clinical Professor of Law, Assistant Clinical Professor of Law, Professors from Practice, or 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. Assistant, associate, and full University of Chicago professors who do not have permanent offices at the Law School may also certify an SRP in connection with a course or seminar they are teaching at the Law School, but not through independent research;
- (4) submitted by a student who has taken advantage of one or more opportunities to respond to suggestions and criticism in producing the paper;
- (5) not largely derivative of work undertaken for another academic degree or program, for a summer job, or in some other environment outside the Law School; and
- (6) 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 6000 to 9000 words 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 (3) 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 (WP) can, but need not, be of the SRP form. As a rough guide, the project should involve around 3500 to 4500 words in total, although the ultimate length of the project will be determined in consultation with the faculty member.

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

- (1) an original paper, series of original papers, brief or other substantial writing written independently by the student and 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.

2.8 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 Legal Research, Writing, and Advocacy.

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.¹⁰

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.

2.9 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

¹⁰ Note that some state bars are considering having higher experiential requirements. Students should research any special jurisdictional requirements in this regard.

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 2021-2022 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 pre-requisites, 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. Students may adjust their credits during the registration period by forwarding the faculty member's consent to registrar@law.uchicago.edu by the deadline to adjust credits each 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), the City of Chicago Office of Corporation Counsel, City of Chicago Office of the Inspector General, the Chicago Public Schools Office of the Inspector General, the Civilian Office of Police Accountability, the Cook County Office of the Inspector General, Office of the Illinois Executive Inspector General, the Office of the Illinois Attorney General, 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; and Global Human Rights 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.

2.10 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, or faculty members holding the title of Clinical Professor of Law, Associate Clinical Professor of Law, Assistant Clinical Professor of Law, Professors from Practice, or 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.¹¹

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

¹¹ J.D./Ph.D students should discuss this limitation with the Dean of Students.

- 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 and written independently by the student.
- (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 6.1.
- (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 6.1 (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.”

2.11 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 programs involving an outside agency (i.e., the Poverty and Housing Law Clinic, the Prosecution and Defense Clinic, or the Government Integrity and Transparency Seminar). 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.

2.12 Awards, Fellowships, and Academic Credit Restrictions

The Law School does not allow students to use academic work completed at the Law School in a credit bearing course to also fulfill the requirements of awards or fellowships, or to meet the requirements for an agency that would be providing monetary compensation to the student. For example, a student who has earned academic credit for an Independent Research paper at the Law School, cannot also use that paper to meet requirements of a fellowship that ultimately provides funds to the student. This rule is applicable to any and all internal Law School awards and fellowships, in addition to any outside agencies providing awards, fellowships, or honors that also grant monetary compensation.

2.13 Credit for Participation on a Journal

Students writing comments for any of the four 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. Second year staff members will only receive academic credit during their first year on the journal. Credits may not be reallocated to their second year. The credit placement for students who gain access to a Journal via the Topic Access process may vary depending on the quarter in which they gain access to the journal. Additionally, credits will be allocated based on the student's workload each quarter. No partial credit is given in case of withdrawal. 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.

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. Similarly, students may not use a paper written for a credit bearing course to earn credit or SRP credit for their journal comment.

2.14 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 Legal Research, Writing, and Advocacy 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 (Legal Research, Writing, and Advocacy, 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>.

2.15 CPT for International Law Students

International Law 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 Law 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 2021, 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.

3. REGISTRATION

3.1 Educational 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 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*, 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.

3.2 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 Constitutional Law and elective classes.

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. Limited seats may be available in 1L classes.

Students cannot take more than 14 credits per quarter, with no exception, including credits earned in non-law classes.

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 biddable courses and registration for non-biddable courses;
- (2) Online add/drop;

- (3) Instructor Approval Required to Add/Drop; and
- (4) 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 withdrawal 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.

Please see the online course search for the Kirkland & Ellis Corporate Lab instructors for the current year.

3.3 Bidding

During the initial bidding and registration period of each quarter, students bid online for biddable classes. 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 biddable classes. The deadline to drop biddable classes without a “W” is typically the Friday of the second 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 automatic registration into continuing classes, clinics, independent research projects, non-biddable class enrollments, 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.

3.4 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 some cases, the professor may be able to accommodate the students on the waitlist who attend the first class. A student who wishes to drop a biddable 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.

3.5 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 when possible 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, and there is generally a limit on the number of seats for non-JD students. 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.

3.6 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>.

First year J.D. students are not permitted to audit classes during their 1L year.

Students are not permitted to audit more than one Law class per quarter. Students may not audit a class that has a time conflict with a class in which they are also enrolled. Courses taught in the first year curriculum may not be audited.

Individuals not currently enrolled at the University of Chicago are prohibited from auditing law classes in the 2021-2022 academic year.

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

3.7 Classes Outside of the Law School¹²

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.

Taking classes outside of the Law School is 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,¹³ 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. Under no circumstances may a law student register to take cross-listed classes for a letter grade nor Pass/Fail.

¹² 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 and Section 3.13 Non-Law Students in this *Handbook*

¹³ Please see below for information on how to register for a Booth course.

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 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 (typically 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>.

3.8 Adding/Dropping Courses

For classes not governed by the rules applicable to biddable 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.

3.9 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. Students may not audit a class that has a time conflict with a class in which they are enrolled.

3.10 Similar Classes and Repetition of Classes

Certain courses will cover substantially similar material. In such instances, students may not receive credit for both classes.¹⁴ 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.

¹⁴ 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.

Students may also not repeat a class that has the same course number or has the same or similar title and/or content (as noted above). The only instance where a student must repeat a class is if they have failed a required class. Ordinarily, students may only repeat a required course for which they received a failing grade one time. In this case, both classes will remain on the student's transcript and both classes grades will calculate in the student's GPA. However, the only credits that will count towards the total of number of credits required to earn the degree are those credits attached to the passing grade for that class.

3.11 Registration Petitions

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

Registration 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 \(WP/SRP\) Petition](#)

3.12 Registration Restrictions

First year students will be unable to remain registered in 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 by the deadline communicated by the Office of Admissions each year. The transcript(s) must be sent directly from the other institution(s) to the Law School and must bear the degree earned.

Students may be restricted from registering for classes if they:

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

Students who are not registered by 5:00 p.m. on Friday of the 3rd week of the quarter may be subject to an administrative leave of absence in that quarter. At the beginning of the next quarter, if the student

has failed to clear all restrictions, the student will be administratively withdrawn from the Law School by the Dean of Students (unless the student is on a documented non-administrative leave of absence). .

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

3.13 Limit on Quarters of Enrollment

No J.D. student at the Law School may exceed the nine quarters of enrollment, except in special circumstances as approved by the Rules & Petitions Committee, such as when a student has earned a failing grade and not completed the J.D. requirements. Once a student has completed the J.D. requirements, no further quarters of enrollment at the Law School will be permitted. For dual degree students, once a student has completed the J.D. requirements, no further quarters of enrollment at the Law School will be permitted, even if an additional quarter would be approved by the program in the corresponding school or division at the University.

3.14 Non-Law Students

Registration

Non-Law School students wishing to register in a LAWS-prefixed offering **must** complete the [Non-Law School Student Registration](#) request form. This form must be completed even if the course offering does not require instructor consent.

Students should refer to classes.uchicago.edu and email the instructor(s) prior to submitting this request to fully ascertain prerequisites, course requirements, available grading modalities, and to request consent to register. If the course will be completed during the student's last quarter prior to graduation, the student should also inquire whether a grade will be available by the University's graduating students grade submission deadline.

Students are expected to follow the same rules regarding courses, seminars, examinations, and papers that apply to law students. This includes all add/drop/withdraw/exam deadlines.

Grading

Law School courses must be taken for a letter grade or pass/fail. Professor approval must be obtained for pass/fail. Grade declarations are final after the end of the fifth week. If no declaration is made, a letter grade will be entered. Students may not register to audit law school courses.

The Law School uses a numeric grading scale, and Law classes are graded on a curve: <https://www.law.uchicago.edu/students/handbook/academicmatters/grading>. Once a numeric grade has been entered for a non-law student, that grade will convert to a grade on the University's 4

point scale which includes plus/minus letter grades. To view the grades on this scale, please see the Common Grade Policy page at: <https://registrar.uchicago.edu/records/grading/>

Exams

Students must take exams on their own laptop computers. Students are assigned an exam number each quarter. Students are expected to take examinations as scheduled, though exceptions to this rule are made on a case-by-case basis (see <http://www.law.uchicago.edu/students/petitions/moveexam>). Examinations may never be taken **prior** to the regularly scheduled exam administration.

Please Note: Class information is sent to students using their @uchicago.edu email accounts; this includes Canvas. If you are using an email address other than your @uchicago.edu one, you must set up forwarding from your @uchicago.edu account.

Non-Law students should be aware of the number of course units that are equal to the Law School's credits. If a course is listed as 2 credits you will be registered for 75 units. Please check to see if your program allows you to register in a 75 unit course. The conversion of course units to Law School credits is below.

- 50 units = 1 credit
- 75 units = 2 credits
- 100 units = 3 credits

If you are a Graduate Student-at-Large or Returning Scholar student, please follow this link: <http://www.law.uchicago.edu/students/petitions/gsalorreturning>

4. CLASSES, EXAMS & GRADES

4.1 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 they are 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 20 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 attend 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.

Students who believe they need to miss class for an extended period must speak with the Dean of Students. Students should also speak with their instructor regarding an extended absence as appropriate.

Absences related to job interviews or other career related matters will not count as excused.

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.

4.2 Class Recording Policy

Generally, recording Law School classes is strictly prohibited. For example, the Law School does not record classes for students who must miss class for most reasons including:

- Illness or doctors visits
- Family emergency, death in the family, funerals, etc.
- Interviews or career-related programming
- Other university conflicts
- Student organization conflicts
- Conferences or other professional-related travel

The Law School does attempt to record classes for students who must miss class due to observance of religious holidays.

Any update or change to the recording policy will be communicated to students by the Dean of Students Office.

Students may be eligible for class recordings only for the following reasons:

- Observance of religious holidays
- Approved ADA accommodation through the Student Disabilities Services office
- Pregnancy, delivery, and post-delivery related absences with approved accommodation through the Title IX office
- Two make-up classes scheduled at overlapping times

Students wishing to request that a class be recorded due to observance of religious holidays must submit their petition at least 7 days in advance of the absence. They should complete the petition available at <http://www.law.uchicago.edu/RequestRecordClassHolidayObservance>.

Students wishing to request a class recording when a make-up class is in conflict with another class must complete the petition available at <https://www.law.uchicago.edu/students/petitions/record>

Students wishing to have classes recorded for an ADA accommodation are encouraged to meet with the Student Disabilities Services (SDS) as early as possible prior to the start of the quarter. For pregnancy related recordings, students should be in touch with the Title IX office as early as possible. Please note that the process of having an accommodation request reviewed and approved may take several weeks. The Law School will not record classes for an accommodation without approval from SDS or the Title IX office.

Regardless of the reason, 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.

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.

4.3 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.

4.4 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 Law School classes at the University of Chicago from Autumn 2015 forward can be found at: <https://lawevaluations.uchicago.edu/>.

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.

4.5 Overview of Exams

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 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.

4.6 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. Students may not discuss the exam or share exam questions with any other person until after the end of the exam period. Questions or concerns should be directed to the Registrar or Dean of Students.

4.7 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 typically 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., unless otherwise stated in the online exam schedule. 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.

Students may not discuss the exam or share exam questions with any other person until after the end of the exam period. Questions or concerns should be directed to the Registrar or Dean of Students.

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

4.8 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.

4.9 Prohibition on using Word During an Exam

A student may not use Microsoft Word or any other word processing software or program during an exam to first type an exam answer and then to retype it into the exam software. Microsoft Word and other spelling/grammar check programs offer features not available in Exam4. Any such programs are not permitted during an exam.

4.10 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, 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. This

policy also applies to the 1L memo and briefs for Legal Research and Writing, and any other class where the professor has indicated that the assignment will be graded anonymously.

Examples of issues include where a student:

- Cannot take the exam on time
- Has problems opening the exam
- Uploaded the wrong document
- Used the wrong exam ID number
- Took the exam questions with you instead of turning them in
- Exceeded the word count
- Failed to understand some instruction in the exam
- Turned the 1L memo or brief in late

If in doubt, for any reason, you should first reach out to the Dean of Students or the Registrar and **not** your professor.

4.11 Communications with Faculty During Exams

Students may not contact faculty for any matters related to the exam after the scheduled day and time for that exam as listed on the exam schedule. For example, in a case where the exam period has started but the student has not yet started the exam, the student is prohibited from contacting the professor with any exam related questions. Any questions should be directed to the Dean of Students and Office of the Registrar.

4.12 Electronic Devices & Headphones During Exams

The use of cell phones, tablets (iPads, etc.), second laptops, electronic dictionaries or other similar devices is strictly prohibited, unless use of such a device is approved as an ADA accommodation.

Students are strongly discouraged from using headphones, earbuds, or noise canceling devices during an exam as the majority of states do not allow such devices during the bar exam. We encourage students to take their exams in such a way that it prepares them for the bar. For students who need additional noise reduction, we encourage you to use ear plugs.

While we discourage you from using headphones, you are permitted to listen to music during an in-class proctored exam provided that it is not a closed-book exam. However, you **must** use earbuds or headphones. You may only listen to music via the laptop you are using for your exam. Please be courteous to your fellow students and disable all external audible cues or alarms and keep the music at a level that it will not be heard by your neighbor.

Please also note the following:

- Closed-book exams: All your laptop applications will be disabled. Thus, you may not use your laptop as a music source.
- Limited-open-book exams with no internet access: You may listen to music stored locally on your laptop.
- Open-book exams: You may listen to music from your laptop, streaming from any source.
- Take-home exams: You may listen to music from any source.

4.13 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.

4.14 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.

4.15 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.

4.16 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 Pass/Fail grading scale is not available upon request for LAWS –prefixed classes.

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 Legal Research, Writing, and Advocacy 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.

Students who fail a required class must repeat the class. Ordinarily, a student may only repeat a required class for which they received a failing grade one time. Both classes will remain on the student's transcript and both classes grades will calculate in the student's GPA. However, the only credits that will count towards the total of number of credits required to earn the degree are those credits attached to the passing grade for that class.

Non-law students should refer to section 3.13 of the Student Handbook for more specific information on grading.

4.17 Academic Standing

For students who matriculated prior to the 2019-2020 academic year:

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.

For students who matriculated in or after Autumn 2019:

Good Academic Standing

J.D. students must attain a minimum cumulative GPA of 173.5 at the conclusion of each academic year to maintain satisfactory academic standing.

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.

Academic Probation

A student who receives below at 173.5 cumulative GPA at the conclusion of an academic year will be placed on Academic Probation for the following year. A student on probation must satisfy a number of requirements:

- (1) A student on Academic Probation must meet with the Dean of Students or Associate Director for Academic Services to discuss an academic plan prior to registration for the next quarter;
- (2) The student may be required to meet periodically with the Dean of Students office during the quarter;
- (3) A student in their 2L year while on probation will be required to register for at least half of their Core requirement during that year;
- (4) The student must earn a 173.5 cumulative GPA or higher at the conclusion of the academic year during which they are on probation in order to return to good academic standing.

A student on Academic Probation will have their academic standing re-evaluated at the end of the academic year. A student who earns between a 172.5 and a 173.5 cumulative average at the conclusion of the year will remain on Academic Probation. A student who earns less than a 172.5 cumulative average while on academic probation will not be permitted to continue in the Law School.

A student on Academic Probation will receive a letter from the Dean of Students which will be placed in the student's file.

Please note: If a student has outstanding grades at the conclusion of the academic year, then the student's status will be reevaluated immediately following the last day of the Summer Quarter using all grades available from that academic year, regardless of whether there are still outstanding grades.

Academic Dismissal

A student will not be permitted to continue in the Law School in the following three circumstances:

- (1) A student is on Academic Probation and earns less than a 172.5 cumulative GPA at the end of the year.
- (2) A student receives two F's during their period of residence.
- (3) A student receives one F and one D in any one year of residence.

A student will not be permitted to graduate who has less than a 172.5 cumulative GPA over their entire period of residence.

4.18 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. Transfer students are eligible for Order of the Coif as long as when determining compliance with the 75 percent graded course requirement for Coif membership, the student's transferred credits are considered as having been earned in a "graded course" if, at the time the course was taken, a grade was received.

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. A student must be in residence the entire year at the Law School in order to be eligible for the Kirkland & Ellis Scholar designation.

4.19 Paper Extensions

Extensions on papers are generally disfavored. In extenuating circumstances, non-graduating students may request an extension of no greater than 30 days. Such extensions are within the faculty member's discretion and are not guaranteed. Students should refer to their course syllabus for guidance on whether an extension for an assignment or paper is allowed. In the case of blind graded assignments, or when explicitly directed to do so by the course instructor, students may contact the Dean of Students to request an extension.

4.20 Summer Registration

The Law School does not offer summer classes. Students may elect to take classes in other divisions, but the courses cannot be counted toward meeting the requirements of the J.D., unless approved by the Dean of Students. Students will need to follow the registration process for the other division, and pay the tuition and fees at the rate set by that division. For assistance with registration, please contact the Law School Registrar's office.

Students enrolled in dual degree programs may have other options to take summer classes that will count toward the non-LAW program. Students enrolled in dual degree programs should discuss options for summer classes with their program advisor.

Summer enrollment in Independent Research at the Law School is only permitted for students fulfilling Curricular Practical Training requirements.

4.21 Zoom Participation Policy

Ordinarily, students are expected to participate in remote format classes with their cameras on, and with their first and last name displayed. Participation in a remote format class should resemble regular in-person participation, which means that students should attend class at the regularly scheduled time, be on time, present, participatory and professional—just as if they were in the classroom. Students should refrain from surfing the web, texting, or otherwise engaging in other activities while joining a class remotely. Faculty may set their own class policies for remote participation, including but not limited to cold calls, class discussion, and professionalism. These expectations equally apply to classes that are entirely remote and to classes that have a mixed modality (e.g. both in-person and remote participants).

Students with specific accommodation needs around the use of their camera in a remote format class must speak with the Dean of Students.

5. ENROLLMENT POLICIES

5.1 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:

- A. 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.
- B. 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:

- A. 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. Students who receive approval to visit away for a full year may be granted a reduction in the core credit requirement.

- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.

5.2 Academic Leaves

Students may take a leave of absence at any time during their course of study at the Law School. Voluntary leave may be taken for personal, medical, parenting, and/or military service related reasons. Students interested in taking a leave of absence from the Law School should speak with the Dean of Students and complete the Leave of Absence form. 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

¹⁵ Note, 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.

return due no later than two weeks before the registration period for the quarter in which the student hopes to return.

Availability of student health insurance (U-SHIP) during a leave of absence will be governed by the student health insurance policies at the time the leave is taken. Other University and Law School privileges, facilities, and services are not available to students on leaves of absence, unless otherwise indicated. Students on a leave of absence cannot hold work-study or maintain University student employment positions. Law Students cannot hold positions on a student run journal while on a leave of absence.

Personal Leave of Absence. Students may contact the Dean of Students to apply for a personal leave of absence for any reason. A student may be approved by the Dean of Students for a leave of absence of up to six academic quarters.

Medical Leave of Absence. Students may apply for a medical leave of absence if temporarily unable to continue in their program due to illness or injury. A student may be approved for a medical leave of absence by the Dean of Students for up to six academic quarters. Return from a medical leave of absence will require the student to provide documentation from a medical or mental health provider clearing them to re-engage with full academic coursework.

Parental Relief Leave of Absence. A student who becomes a parent during their program may request a one-quarter Parental Relief Leave of Absence to care for the new child, and pregnant students for whom it is medically necessary, may request a Parental Relief Leave of Absence during pregnancy. Such leaves may be granted by the Dean of Students. Students are still eligible for University privileges during a Parental Leave of Absence. (For more information, refer to the Graduate Student Parent Policy.)

Military Leave of Absence. Students may apply for a military leave of absence in order to fulfill service in armed forces. This includes students from countries outside the United States who leave for service in their country's armed forces.

Curricular Degree Leave of Absence. Students may apply for a leave of absence to pursue another degree program that is integral to their legal studies. The appropriateness, relevance, and length of time of the additional degree will be evaluated by the Dean of Students office. A student may be approved by the Dean of Students for a curricular degree leave of absence for up to three years.

5.3 Administrative Leave of Absence

An administrative leave of absence will be applied to Law Students who are restricted from registering and who do not clear their restrictions by the end of the third week of the quarter.

5.4 Use of Facilities While on a Leave of Absence

Certain rights and privileges extended to registered students are generally not available to students on a voluntary or administrative leave of absence unless they have received written permission from the Dean of Students.

- Students on a voluntary or administrative leave of absence may not attend classes in the Law School or University.
- Students on a voluntary or administrative leave of absence are not eligible for University housing.
- Students on a voluntary or administrative leave of absence cannot participate in Law School Student Organization (LSSO) activities, Recognized Student Organizations (RSO) activities, or other campus activities that are not otherwise open to the public.
- Students on a voluntary or administrative leave of absence cannot hold a position on a student run journal at the Law School.
- Athletic and recreational facilities are available to students on voluntary (not administrative) leave of absence for a fee.
- The Office of Career Services, Academic Advising, and other student services are generally available to students on voluntary (not administrative) leave of absence.
- Borrowing privileges at the library are available for a fee.
- Students on a medical leave of absence who are enrolled in U-SHIP may access the on-campus UChicago Student Wellness through the remainder of the plan year in which their medical leave of absence was granted (i.e., August 31st). These students will be assessed the quarterly Student Services Fee for access to these on-campus health services.

5.5 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.

Students who are not registered by 5:00 p.m. on Friday of the 3rd week of the quarter will be placed on an administrative leave of absence in that quarter. At the beginning of the next quarter, if the student has failed to clear all restrictions, the student will be administratively withdrawn from the Law School by the Dean of Students (unless the student is on a documented non-administrative leave of absence).

5.6 Voluntary Withdrawal

The Law School understands that the decision by any student to cease studies and to withdraw from their program is a serious matter and not undertaken lightly. Should a student decide to voluntarily withdraw for any reason, the student should first speak with the Dean of Students Office. A student who

ultimately decides not to return to the Law School must formally withdraw their registration in writing. To do so, a student may request a Voluntary Withdrawal form from the Dean of Students.

Students on financial aid should review their awards with Financial Aid before deciding to withdraw. If a student has a loan from an outside provider, they should contact their loan servicer for more information before leaving campus.

Rarely and in limited cases, students may resume after withdrawal.

6. ACADEMIC & PROFESSIONAL OPPORTUNITIES

6.1 Journals

The Law School has four student-edited law journals: *The Chicago Journal of International Law*, *The Legal Forum*, *The University of Chicago Business Law Review*, and *The University of Chicago Law Review*, and. 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 year, the student-edited law journals hold meetings for 1L J.D. students to discuss the ways students can join a journal.

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/>.

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 University of Chicago Business Law Review

The University of Chicago Business Law Review, founded in 2021, is the Law School's newest journal. It publishes twice a year and is managed and edited by students. *UChiBLR* publishes articles covering business, corporation, and securities law, and related policy issues. Editors encourage authors to submit articles that are interdisciplinary in nature, particularly those that focus on economic analysis. In addition, journal members provide useful commentary about Delaware law by writing updates, summaries, and analysis of significant developments. Student editors also organize an annual Symposium from which to draw potential scholarship. The symposia focus on a new theme in business law each year, and articles for the two annual issues are sourced from it.

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/>.

Grades

Approximately 10% of the first-year class is selected for *The Law Review* on the basis of grades. Students must have 39 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 Chicago Journal of International Law*, *The Legal Forum*, *The University of Chicago Business Law Review*, or *The Law Review*, or 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 before the end of 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. Students are also required to submit a personal statement.

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.¹⁶

¹⁶ 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.

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 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.

6.2 Policy for New Student Journals or Reviews

Note: due to the founding of a new student journal in 2021, the Law School has begun a period of evaluation and will not consider any proposals for a new journal for a period of five years.

Law School students seeking to establish a new journal or review are encouraged to speak with the following individuals for advice and guidance in this order:

- (1) The Director of Academic Publications
- (2) The chair of the faculty-led Student Journals Committee
- (3) The Deputy Dean
- (4) The Dean of Students

Due to the challenging process and rigorous standards for academic publications, it is generally advised that students seeking to establish a new journal shall have prior experience on one of the Law School student-run journals.

The Law School will consider proposals for new journals once per year at the end of the Autumn Quarter. Students 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 and/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. After this period of review, the Deputy Dean and Dean of Students may seek input on the proposal from the Editors-in-Chief of the existing student-run journals, or forward it on to the faculty committee on Student Journals for review. The faculty committee will evaluate the proposal and forward it to the Dean with a recommendation for approval or denial of the request.

Once a new journal has been approved, the Law School will not consider proposals for a new journal for a period of five years. During that five-year period, the new journal will be under evaluation. At the end of the five-year period, the faculty assigned to the Student Journals Committee will make a recommendation to the Dean as to whether the new journal was successful and remains viable.

6.3 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.

Credit for Moot Court

Students may earn credit through the Moot Court Boot Camp seminar and Hinton Moot Court competition in a number of ways. Please note the following rules and restrictions:

1. Moot Court Boot Camp is a weekend seminar ordinarily offered in autumn quarter. One credit will be granted for the weekend course and an additional credit will be granted upon completion of two judged arguments as part of the Hinton Moot Court Competition. This seminar provides experiential credit.
2. The semi-final round of the Hinton Moot Court competition, typically in the winter quarter, may provide students with 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 pass/fail 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.
3. Please note: participation in the Hinton Moot Court competition cannot count towards experiential credit because it does not have a classroom instructional component, which is an ABA requirement in order to count as experiential. The Moot Court competition can provide writing credit.
4. By default, the three credits for Hinton Moot Court competition 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. Students who choose this option will see enrollment and credits for Hinton Moot Court competition in the spring quarter on their transcript. 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.

5. Neither partial credit nor other reallocation of credits is allowed.
6. Please note that each student may derive a maximum of three credits from all Journal, 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.
7. Credits earned for Hinton Moot Court Competition participation count towards the Law School's 40 core credit requirement, but cannot count towards the experiential learning 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>).

6.4 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 four 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

6.5 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 takes place during Orientation. During the program, students participate in a number of modules related to specific areas of leadership development.

7. ADMINISTRATIVE MATTERS

7.1 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 <https://ipo.uchicago.edu/uchicago-cards/>.

7.2 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/>.

8. COMMUNICATIONS

8.1 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.

8.2 Law Events Listserv

In addition to the Law School Briefs, LSSOs have access to advertise their events through the law_events listserv. All incoming students are automatically added to this listserv. Students have the ability to opt out of the listserv or to change their settings through <https://lists.uchicago.edu>. Students can change their settings to receive a daily digest of emails. This will decrease the frequency with which they receive emails.

Only approved LSSOs, LSA and a select group of approved organizations may send to the law_events lists. Approved groups include the student run Journals, Law School Grad Council reps, and the organizers of Law School Trivia. Students wishing to have access to the list should contact the Dean of Students.

Approved groups must abide by the following listserv rules:

- Organizations may advertise their event up to two times through the listserv.
- Organizations may only send emails related to events or in relation to the recruitment and announcement of their boards. Emails for purposes other than events (e.g. selling or lost items, commentary on events, news stories, jokes, etc.) will not be permitted.
- Event images and PDFs directly related to the purpose of the event may be included.
- LSSOs should begin the subject of their email with their organization abbreviation where applicable.

Student orgs found in violation of these rules may face sanctions, including loss of listserv privileges, for a period of time.

8.3 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.

8.3 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.

8.4 Audio and Video Recordings of Events

Public lectures at the Law School are often recorded, whether by the Law School itself or by the host organization, and those recordings are often made public on the internet and/or archived in the library. For outside speakers, the Law School and any entity within it only have the right to distribute those recordings with the express written permission of the speakers. Forms for providing permission are available at <https://www.law.uchicago.edu/files/record.distribute.permission.pdf>.

The circulation or publication of the text of public lectures by University faculty or academic staff has long been considered normal and unproblematic; at the same time any reservation or refusal expressed by the presenter has always been respected. Consistent with this practice, public lectures by Law School faculty and staff may be recorded and used by the Law School, subject to Law School and University policy. The Law School may use for non-commercial purposes recordings of public lectures or presentations delivered by its employees within the scope of employment, even if copyright ownership is ceded to the author(s). Concomitantly, ONLY the University and the Law School, acting through the appropriate University and Law School officials, have the right to make and use recordings of the faculty's public lectures on campus unless special arrangements are made with the University and/or Law School. In keeping with past practice, any reservation or refusal expressed by the faculty member should be respected.

Organizers of any event being recorded for distribution or archiving should announce at the start of the event that the event is being recorded. By remaining at the event, attendees give their permission to have their image and/or voice be recorded and used for University and/or Law School purposes.

Student groups wishing to record events are subject to the same rules and must secure appropriate permissions for recording and distribution.

Recordings made at the University should be marked, "Copyright [date], The University of Chicago." While the copyright of the recording is in the name of the University, the author of the underlying recorded work retains all applicable rights to that work.

Outside of student organizations who have already received express permission from their speaker to record an event, students may not audio record or video record lectures or events that take place within the Law School.

8.5 Personal Recording and Photography

Members of the Law School community are welcome to take photographs inside the Law School building. All members of the community are expected to respect anyone's wishes not to be photographed.

Anyone from outside the Law School community must have permission to photograph, audio record, videorecord, or otherwise document within the Law School building, regardless of whether the documentation is of people or architecture. Those wishing to photograph or record inside the Law School building should contact the Communications Office.

8.6 Photography at the Law School

The Law School often photographs events held at the Law School and off campus as well as general photography of Law School life. These photographs are used for non-commercial Law School purposes. By attendance at these events or presence during the photography session, attendees grant permission for their photograph to be taken and for these photos to be used for Law School purposes. Any reservation and refusal will be respected; every effort will be made to avoid photographing attendees wishing not to be photographed when they make their wishes known, and the Law School will make every effort not to use particular photos if a request is received by the Communications Office. Those who prefer not to be photographed are requested to avoid the camera when possible.

9. COMPUTER SERVICES

9.1 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.

9.2 University Computer 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).

9.3 Technology Fair Use Policy

University provided technology is intended for educational use. Students may also use University information technology for appropriate personal use, as long as it does not violate University policies or restrictions on political or commercial activities that are applicable to not for profit organizations like the University of Chicago. For example, students may use their Zoom accounts for personal calls, but not to run a business or participate in a political campaign. They also cannot use equipment for printing and copying for political campaigns for business use. For additional details on this policy, please see the Information Technology Services web site for the Acceptable Use Policy:

<https://its.uchicago.edu/acceptable-use-policy/> and the Student Manual:

<https://studentmanual.uchicago.edu/university-policies/networking-information-technology-policies/>

10. 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.

11. FACILITIES

11.1 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.

11.2 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.

11.3 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.

Please note: students should not move tables in the Green Lounge, except under the supervision of Law School staff for the purpose of event set-up. In all other circumstances, the tables must remain in their locations and may only be moved by Law School staff.

11.4 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.

11.5 Lost and Found

Found items are deposited in one of three areas:

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

11.6 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.

Please note the smoking policy includes electronic cigarettes of any kind.

12. FINANCIAL MATTERS

12.1 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.

12.2 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 11th floor of 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>.

13. 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 enrolled in 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.

For grievances related to grades and academic matters, the grievance must be submitted by the first day of the first full quarter after the grade has been posted to the student's academic record (e.g. for an Autumn quarter grade that is posted in Winter, then the deadline for the grievance will be the first day of the subsequent Spring quarter). Grievances related to exam maladministration or gross procedural irregularity should ordinarily be submitted to the Dean of Students within 24 hours of completing the exam.

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 for non-academic matters 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.

13.1 Grade Grievances: Administrative, arithmetical, or mechanical error

Ordinarily, once a grade has been posted to a student's academic record, the grade becomes final. A student may submit a Grade Grievance directly to an instructor if the student believes that an administrative, arithmetical, or mechanical error has occurred. (Note: this process does not allow an instructor to consider new information, to reevaluate the substance of a student's work, or to consider factors outside of the academic work.) All grievances related to administrative, arithmetical, or mechanical grading errors must be submitted by the first day of the first full quarter after the grade has been posted to the student's academic record (e.g. for an Autumn quarter grade that is posted in Winter, then the deadline for the grievance will be the first day of the subsequent Spring quarter). Upon receipt of the grade grievance, the instructor will review the student's submission and the student's exam, paper, or other academic work to determine whether an administrative error occurred. The instructor shall then inform the student in writing as to the outcome of the student's grievance. The instructor shall respond to the student's grievance within 15 business days from receipt of the request, if practicable. The instructor's decision shall be final and is not subject to review by or appeal to the

Dean, Deputy Dean, Dean of Students, the Registrar, or other administrators. Once final grades for graduating students have been sent to the University Registrar, no grade may be changed by an instructor for any reason.

13.2 Grade Grievances: Gross procedural irregularity / exam maladministration

A student may submit an academic grievance to the Dean of Students or the Deputy Dean in the event that a grade may be adversely affected by a gross procedural irregularity, by non-academic criteria, or by an exam maladministration. For example, such irregularities could include a failure of exam software, an improper procedure being followed, or an approved accommodation not being properly implemented. All grievances related to gross procedural irregularity other than exam maladministration must be submitted by the first day of classes of the first full quarter after the grade has been received (e.g. for an Autumn quarter grade that is posted in Winter, then the deadline for the grievance will be the first day of the subsequent Spring quarter). Upon receipt of the academic grievance, the Dean of Students or Deputy Dean will review the student's submission and any other relevant items. The Dean of Students or Deputy Dean may also interview the relevant instructor, administrators, or other individuals. The Dean of Students or Deputy Dean will respond to the student's grievance within three weeks (15 working days) from the receipt of the request, if practicable. The decision by the Dean of Students or the Deputy Dean shall be final and is not subject to review by the Dean or any other administrators. Note: in the event that the Dean of Students or Deputy Dean does determine that non-academic criteria were used in the process of grading, the student may be offered an opportunity to receive a grade of P to indicate passing in lieu of the original grade submitted by the instructor if warranted.

13.3 Special procedures for grievances related to exam maladministration

In the circumstances in which a student believes that a procedural irregularity or maladministration of an exam may adversely impact their grade, the student is expected to promptly contact the Dean of Students, typically within 24 hours of completing the exam, and should not wait for the receipt of the grade. For circumstances related to such issues, once the grade has been posted to a student's academic record, the grade becomes final and may no longer be reviewed through the grievance process.

13.4 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.

14. 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.

15. STUDENT TRAVEL POLICY

15.1 Travel Funding

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>).

15.2 International Travel

Students traveling internationally on University business, or with the assistance of funding by the University, must register their travel with [UChicago Traveler](#) and sign and return a Travel Waiver. Registering on this site and completing the waiver will ensure that the University is aware of student plans and will automatically enroll them in UChicago's International Travel Emergency Assistance program should emergency assistance be needed while abroad. This site also links students to International SOS, which is the University's provider of emergency support when abroad. Students should also review their own personal insurance plans.

Students who wish to travel to a country or region with a Level 3 or Level 4 warning from the U.S. State Department should first consult with the Dean of Students Office regarding their travel plans.

16. 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>.