

Student Handbook

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Revised February, 2009

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All Law Students are charged with knowledge of the contents of this handbook and are responsible for complying with all requirements, rules, and regulations contained in the document. Students are also charged with knowledge of the contents of the Law School Catalog and with knowledge of all official communications in both electronic and print form.

1. DEGREE REQUIREMENTS

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A. Credit Hours

A student is required to complete and pass a total of 86 semester hours.

Sufficient elective courses must be taken to bring the total credits earned to at least 86 semester hours. A student is permitted to count preapproved non-law school graduate level course work credit toward the elective hours. Students should contact the Associate Dean for Academic Affairs for more information. not to exceed 9 hours.

No more than 12 credit hours can be earned by a student enrolled in the In-House Clinics and/or Clinical Placement Programs.

Credit may not be earned in two courses for the same work.

B. Residency Semester

A student is required to have 6 semesters of residency study.

ABA Standard 304 (a) provides:

- The law school shall require, as a condition of graduation, successful completion of a course of study in residence ... extending over not fewer than three academic years.

An academic year consists of a minimum 140 days on which classes are regularly scheduled. A resident semester is defined as a 15-week period in which the student is enrolled in at least ten credit hours and passes at least nine of those hours.

Students may graduate in less than three years, however, by acquiring a pro rata share of residency study during the summer. What the Law School will do is combine summer study up to a maximum of one semester of residency credit. Normally this takes two eight week summer terms during which they have taken a combined total of ten or more hours.

Alternatively, a student may combine attendance in the Cambridge summer program and a 8 week summer term plus an additional 3 week summer term completed in a different academic year to acquire a residency semester.

C. Time Frame

All degree requirements must be met within five years from the date of enrollment.

D. Required Courses

The following courses are required:

Civil Procedure
Constitutional Law

Contracts
Criminal Law
Lawyering Skills I, II, III, and IV
Property
Professional Responsibility
Torts

Students contemplating a request for Visiting Student Status at another Law School should be aware that all required courses must be completed in residence at the University of Richmond. Students who transfer to the Law School after their first year at another law school and who have completed a traditional legal research and writing course must consult with the Associate Dean (Academic Affairs) to determine whether any part of the Lawyering Skills requirement will have been met.

E. Upper Level Writing Requirement

1. During the second or third year of law school (i.e., following successful completion of 30 semester hours), students must complete satisfactorily a substantial paper that requires in-depth research and rigorous analysis of a specific area of law and evidences a sophisticated knowledge of the law including larger issues of impact of the law on various parts of society and future directions the law may take. This requirement may be fulfilled by an independent research paper meeting these goals, a paper prepared for a seminar course designated as approved for this requirement, or a published article or student note in a law review of an ABA approved law school. The Law School's schedule of classes, which is published each year, will note the seminar courses through which this requirement can be satisfied.

2. A student using a course to satisfy the upper level year writing requirement must enroll in the course for at least two credits. The following is a statement from the Curriculum Report regarding the quality of seminar papers. If an Independent Research course is being used to satisfy the writing requirement, this statement should govern the quality of that paper as well.

"...[successful completion of the course requires] a substantial paper which requires in depth research and rigorous analysis of a specific area of law and evidences a sophisticated knowledge of the law including larger issues of impact of the law on various parts of society and future directions the law may take." (1990 Curriculum Report, Recommendation 6, page 30).

3. The paper must be of a quality comparable to that required to meet the criterion of "publishable" by a law review. Although the quality of the paper is to be emphasized over its length, the paper should be 15 - 20 pages per credit, exclusive of footnotes or endnotes and appendices.

F. Grade Point Average

A cumulative grade point average of 2.20 is required for graduation.

G. Graduation Applications

An application for graduation is available on-line through the Registrar's website at www.richmond.edu . **If you fail to apply for graduation by filing this form with the Registrar's Office you will not be listed in the graduation program nor will you be allowed to graduate.** No diploma will be prepared for you.

H. Dual Degree Candidates

Credits transferred to the Law School as part of an approved dual degree program are accepted upon completion of both degrees.

2. GRADES

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A. General Grading Standards

The following grades with grade point values are in effect in the Law School:

A 4.0 C+ 2.3 F 0.0

A- 3.7 C 2.0 P credit received in a pass/fail course

B+ 3.3 C- 1.7 I incomplete/provisionally counts as failing grade*

B 3.0 D+ 1.3 Y incomplete

B- 2.7 D 1.0 Z shows course was audited

*Converts to F if not removed by time agreed to by faculty member and Associate Dean (Academic Affairs) or graduation which ever is sooner. The faculty has adopted the policy that each faculty member is encouraged to adopt a median grade of B for all required first-year courses.

There is no faculty policy on the standard for grading second or third year students.

B. Good Standing and Academic Suspension

At the end of the second semester (one year) of law study:

- A student who fails to attain a cumulative grade point average of at least 1.85 shall be required to withdraw from the Law School.

A student whose cumulative grade point average is at least 1.85, but less than 2.00, shall be required to withdraw from the Law School for one year.

At the end of the fourth and each subsequent semester of law study:

- A student who fails to attain a cumulative grade point average of at least 2.10 shall be required to withdraw from the Law School.

Any student who has failed to attain the requisite cumulative grade point average will be required to withdraw immediately from the Law School, even though he or she has enrolled in the next semester's courses (including summer session courses).

The point at which a part-time student must attain the requisite grade point average shall be the time at which he or she has completed the substantial equivalent of the second semester of study and the substantial equivalent of the fourth and succeeding semesters of study. Such students will be notified in advance by the Associate Dean of the times at which the stated cumulative grade point averages must be met.

A student who has been required to withdraw under the 1.85 or 2.00 criteria stated above will not be readmitted to the Law School with advanced standing. In the rare event of readmission, it is as an entering first-year student with no credit for prior work. Nevertheless, the prior work will continue to be shown on the permanent academic record, but the grade point average will include only the course work attempted after readmission.

Note: A failed first-year course must be retaken in the semester in which the course is next offered.

C. Grade Appeals

D. Rules for Grade Appeals

1. A student who objects to a grade must discuss the matter first with the grader, making a reasonable attempt at contact within fourteen days of the Registrar's deadline for posting grades..

2. After a grade has been delivered to the Registrar, a grader who discovers mathematical or clerical error may request the assistance of the Associate Dean for Academic Affairs in correcting a grade record, but a grader must obtain the faculty's approval for any correction prompted by reconsideration of the merits of a student's answers.

3. If the grader cannot satisfy the student within fourteen days of first contact (or longer when the student and grader agree to talk longer), the student must take the matter to the Associate Dean for Academic Affairs. The Associate Dean should attempt a resolution agreeable to both student and grader.
4. If the matter cannot be resolved in a manner agreeable to both parties, the student may appeal to the faculty for relief. The appeal must be in writing and include a statement of the case sufficient to warrant relief. The appeal should be delivered to the Secretary of the Faculty. The Secretary shall provide a copy promptly to the grader.
5. At the next faculty meeting, after review of the student's written appeal, the faculty may refuse to consider it further. Otherwise, on motion by the Secretary, a committee of three should be elected to consider the appeal, investigate further, and make recommendation to the faculty.
6. The grader may respond in writing to the student's appeal. That response should be directed to the Secretary. In turn, the student may reply in writing and has fourteen days from receipt to do so.
7. When the student and the grader disagree about a material fact, each may offer proof in such form as the committee finds useful, subject to applicable law and generally accepted notions of procedural fairness.
8. Each party is entitled to a meeting in person with the committee, but must request it in writing. The opposing party is entitled to timely notice of that meeting and an opportunity to be heard.
9. The committee must make an adequate record of any meeting in person with the student or the grader and share that record promptly with both. That record need not be verbatim.
10. Subject to the will of the majority of the committee, the chair will conduct any meeting and rule on procedural and evidentiary issues as necessary for the success of that meeting
11. The committee may decide when the time for further comment from either student or grader is over. The chair shall promptly inform both student and grader when the committee has ruled that the time for further comment has ended.
12. The committee may allow others to participate on its terms, but need not.
13. Within thirty days of when the time for further comment has ended, the committee shall deliver its report in writing to the Secretary of the Faculty, who should provide copies promptly to the student and the grader. Each may respond in writing and has fourteen days from receipt to do so. The Secretary will transmit the committee's report,

and any comments from the student or the grader, to the full faculty, and offer the matter for the agenda of the next faculty meeting.

14. The faculty may then take such action as it finds appropriate.

15. What the faculty decides shall be reported promptly to the student and the grader by the Secretary.

D. Anonymous Grading

Courses are, where possible, graded on an anonymous basis. Each year, students receive an anonymous administrative number. Unless told to the contrary by the faculty member, this number should be used instead of your name when submitting work in satisfaction of course requirements.

Certain courses, however, cannot be graded anonymously. For example, courses with significant writing or performance requirements must of necessity fall outside the anonymous system.

Also, certain courses are graded on a partially anonymous system. For example, a first-year course might be graded primarily by use of an exam. There might, however, also be a portion of the grade based on classroom participation. Professors who count class participation (or other factors) into the grade must submit their grades, along with a list of those students who are to receive bonus/deduction points. A staff member then combines the grades in accordance with the professor's instructions.

It is very important that you use your correct number. Always check to make sure you have the correct number before taking an examination. Using the wrong number may result in a delay in receiving your grades.

E. Transcripts

Transcripts are available in the University Registrar's office in Sarah Brunet Hall. The transcript policy can be found at <http://oncampus.richmond.edu/academics/registrar/policy/trnsreq.html>

F. Grade Reports

Grade reports are available on-line at www.bannerweb.richmond.edu at the end of each semester. **Under no circumstances will grades be released either over the phone or to someone other than the person whose grade it is.**

G. Class Rank And Rating

Students receive a class rank and rating at the end of each semester. The class you enter with is the class with which you will be ranked. Transfer students will be the exception to this rule. Transfer students will not be ranked within their respective classes. Instead, transfer students will receive a number corresponding to their position in the class if they had been ranked.

Should you not graduate with your class you will then be ranked with the current rising third year class.

For purposes other than rank and rating, i.e., 3L parking, Third-Year Practice Certificate, the following will apply:

2L- 30 credit hours earned

3L - 56 credit hours earned

class ranks will be available on-line at www.bannerweb.richmond.edu.

3. COURSE LOAD REQUIREMENTS

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A. Full-Time Students

Full-time students may not register for more than 18 or less than 12 semester hours without the approval of the Associate Dean (Academic Affairs).

B. Part-Time Students

A limited number of students are allowed to attend part-time. Part-time students must have their registration approved by the Associate Dean (Academic Affairs).

C. Petitioning for Over/Underload

Students who wish to take either an overload or an underload must seek the approval of the Associate Dean (Academic Affairs).

D. Dropping First-Year Courses

Students are generally not allowed to drop first-year courses. If a student believes there are compelling reasons to justify dropping a first-year course they should see the Associate Dean (Academic Affairs).

E. Changing First-year Sections

Students are placed into first year sections. Students are not permitted to change sections.

4. ATTENDANCE REQUIREMENTS

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Regular class attendance is expected and required. Enforcement of this policy is the responsibility of each faculty member. Sanctions may be imposed, including imposition of a failing grade, in a case where violation is noted.

Students should be aware that this Handbook and the Law School catalog constitute notice of this policy and a particular faculty member has discretion to impose a sanction for violation even if a more specific policy is not announced in the particular class.

With the increasing diversity of the University community and the limited flexibility in setting the academic calendar, it is not possible to avoid some religious and secular holidays that are very important to some members of our faculty, staff, and student body. However, the University is very sensitive to the special needs of those who need to observe such holidays and will make accommodations for them to make the up the time missed if arrangements are made in advance. Consult <http://oncampus.richmond.edu/academics/registrar/policy/attendholpolicy/html> for more information on religious observances.

5. GUIDELINES FOR INDEPENDENT RESEARCH

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The following Guidelines for Independent Research (Course Number 796) give effect to the 1990 Curriculum Report.

1. The purpose of this course is to afford students an opportunity to conduct in depth research in an area of law or law related issue. A student may enroll in this course for up to three credits, and in more than one semester (i.e., a student may enroll for one credit one semester, and for two credits another semester).
2. This course is graded on the same scale as other courses; it is treated like any other course for purposes of the timing add/drop or withdrawal from it. A student who fails to complete the requirements for the course will receive a grade of F, unless the Associate Dean (Academic Affairs) and the supervising faculty member allow the student to withdraw from the course.

3. A student interested in a particular project must find a faculty member to sponsor the research. The student and faculty member should agree on the area of the research prior to the registration by the student for the course. Generally, the faculty member must be a member of the full-time faculty. Students should be aware that as a general rule faculty members are not to sponsor more than two research projects a semester. Permission for the research to be sponsored by a member of the Adjunct Faculty must be obtained from the Associate Dean (Academic Affairs) in advance of registration for the course. In order that the Dean's Office be apprised of the nature of the research, a form, available in the Dean's Office, must be submitted to the Dean's Office upon registration for the course.

4. The paper must be of a quality comparable to that required to meet the criterion of "publishable" by a law review. Although the quality of the paper is to be emphasized over its length, the paper should be 15 - 20 pages per credit, exclusive of footnotes or endnotes and appendices.

6. Dual Degree and Cooperative Programs

Cooperative Program with MCV/VCU Department of Health Administration

A cooperative program offered by the law school and the Department of Health Administration at Medical College of Virginia, Virginia Commonwealth University (MCV/VCU) enables law students to take preapproved graduate courses offered by the Department of Health Administration. By so doing, law students can enhance their knowledge of the health care industry. A list of approved courses is maintained by the dean's office and should be consulted before registering at MCV/ VCU. These courses are graded at MCV/VCU, but credit for them is accepted at the law school on a pass/fail basis. Generally, no more than 9 hours of graduate level course work can be applied toward the Juris Doctor degree.

Dual Degree — Law/Health Administration

The delivery of health care services poses some of the most critical social, economic, and moral issues of our time. Lawyers representing individuals or health care providers confront myriad regulatory systems and issues fairly unique to this area. Health care policy makers and administrators are likewise concerned with the effective operation of entities within these regulatory confines and with the utility of these systems. The dual degree program leads to the award of the Juris Doctor and Master of Health Administration degrees. The program integrates these two professional curricula. Participants are thus provided with the necessary expertise either to represent clients effectively within the health care industry or to function

as policy makers or administrators who appreciate fully the legal environment within which they operate. Applicants for this program are required to meet the admission standards of both the law school and the Department of Health Administration. Typically, one semester's worth of dual degree work will be accepted.

For information regarding admission to the Department of Health Administration, contact:

*M.H.A. Program Director
Department of Health Administration
Virginia Commonwealth University
MCV Campus, P.O. Box 203
Richmond, VA 23298*

When this four-year program is successfully completed, the Master of Health Administration degree is awarded by Virginia Commonwealth University, and the J.D. is awarded by the University of Richmond.

Cooperative Program with the MCV/VCU School of Social Work

The cooperative program offered by the law school and the School of Social Work of Virginia Commonwealth University (VCU) is designed to prepare students for professional practice in areas that can benefit from the knowledge and skills drawn from both fields. Recent legislation, expanding public concern, and continual alterations and extensions of the concept of the public welfare, have given social workers' efforts in social planning and programs for social change a new importance and priority. Knowledge of the law gives focus to their efforts. At the same time, lawyers seeking better ways to deal with human aspects of legal disputes and minimize social costs are turning to the social worker for guidance and assistance. These conditions have made interdisciplinary cooperation between lawyers and social workers normal procedure in many instances, and the two professions are giving increased attention to the interests they share. The cooperative program allows law students to register for preapproved courses offered by the School of Social Work at VCU which are approved by the law school faculty. A list of these courses is maintained by the dean's office and should be consulted before registering at VCU. These courses are graded at VCU, but credit for them is accepted at the law school on a pass/fail basis. Generally, no more than nine hours of graduate level course work can be applied toward the Juris Doctor degree.

Dual Degree — Law/Social Work

The dual degree program is designed to provide its graduates with two degrees—the Juris Doctor and the Master of Social Work—attesting to competency in both law and social work. It is expected that this program will bring together persons sensitive to both the legal and human elements in social and personal dysfunctions. This program is designed to bring together two fields that call for knowledge and skills directed toward resolving human problems. This effort to integrate education in law and social work will draw

on the contributions each can make to practice in both fields. A student who is accepted into the dual degree program will be permitted to count one semester's work in the law school toward meeting the graduation requirements in the School of Social Work at VCU, and one semester's work in the VCU School of Social Work toward meeting the graduation requirements of the law school. This will enable participants in the dual degree program to complete the requirements for the J.D. and the M.S.W. in four years. Applicants for this program are required to meet admission standards of both the law school and the VCU School of Social Work. For information on admission to the School of Social Work, contact:

*Director of Admissions
School of Social Work
Virginia Commonwealth University
Richmond, VA 23284*

When this four-year program is successfully completed, the Master of Social Work is awarded by Virginia Commonwealth University, and the Juris Doctor is awarded by the University of Richmond.

Cooperative Program with the VCU Department of Urban Studies and Planning

A cooperative program offered by the law school and the Department of Urban Studies and Planning at Virginia Commonwealth University (VCU) offers law students the opportunity to take preapproved graduate courses offered by the Department of Urban Studies and Planning in order to enhance their understanding of that discipline and its interaction with the law. A list of approved courses is maintained by the dean's office and should be consulted before registering at VCU. These courses are graded at VCU, but credit for them is accepted at the law school on a pass/fail basis. Generally, no more than nine hours of master's level course work can be applied toward the Juris Doctor degree.

Dual Degree — Law/Urban Studies and Planning

The professions of planning and law address the concerns of social and economic equity through the institutions which help shape the direction of urban change. While lawyers often are concerned with the impact of legislation and judicial decisions on groups and individuals, planners concentrate on social, economic, and political impacts of land use with the aid of legal strategies to guide community growth and development. The Master of Urban and Regional Planning and Juris Doctor dual degree program integrates these two professional curricula to provide the necessary expertise to apply legal and planning analysis to the resolution of urban and regional policy issues and problems. Some areas of cooperation include the development and enforcement of land use and growth management controls, environmental protection strategies, housing and community development, and numerous health and welfare programs. The dual degree is a four-year program of study designed to equip graduates for a variety of professional

positions, including staff or legislative committees, government agencies and commissions, private consulting, neighborhood advocacy, directorships of planning and related agencies, and executive or legal aids to elected officials. Applicants for this program are required to meet the admission standards of both the law school and the Department of Urban Studies and Planning at VCU. Typically, one semester's worth of dual degree work will be accepted toward the J.D. degree. For information on admission to the Department of Urban Studies and Planning, contact:

*Chair, Department of Urban Studies and Planning
Virginia Commonwealth University
812 West Franklin Street
Richmond, VA 23284*

When the four-year program is successfully completed, the Master of Urban Studies and Regional Planning degree is awarded by Virginia Commonwealth University and the Juris Doctor is awarded by the University of Richmond.

Cooperative Program with the VCU Department of Public Administration

The cooperative program offered by the law school and the Department of Public Administration of Virginia Commonwealth University (VCU) offers law students the opportunity to take preapproved graduate courses offered by the Department of Public Administration in order to enhance their understanding of that discipline and its interaction with the law.

The program recognizes the role of law in public policy and public affairs. A list of approved courses will be maintained by the dean's office and should be consulted before registering at VCU. These courses are graded at VCU, but credit for them is accepted at the law school on a pass/fail basis. Generally, no more than nine hours of graduate level course work can be applied toward the Juris Doctor degree.

Dual Degree — Law/Public Administration

The dual degree program is designed to provide its graduates with two degrees—Juris Doctor and Master of Public Administration—attesting to competency in both law and public administration. The program recognizes the role of law in public policy and public affairs, and prepares professionals versed in the values, knowledge, and skills of both fields, to bring an integrated base of competency to the work of government. A student who is accepted into the dual degree program will be permitted to count one semester's work in the law school toward meeting the master's degree requirements in the Department of Public Administration at VCU and one semester's work in the VCU Department of Public Administration will be counted toward meeting the graduation requirements of the law school. This will enable participants in the dual degree program to complete the requirements for the J.D. and the M.P.A. degrees in four years. Applicants for this program are required to meet admission standards of both the law

school and the VCU Department of Public Administration. For information on admission to the Department of Public Administration, contact:

*Director, Department of Public Administration
Virginia Commonwealth University
Suite 301, 923 W. Franklin St.
Richmond, VA 23284-2028*

When this four-year program is successfully completed, the Master of Public Administration degree is awarded by Virginia Commonwealth University and the Juris Doctor is awarded by the University of Richmond.

Cooperative Program with the University of Richmond School of Business

A cooperative program with the Richard S. Reynolds Graduate School of the E. Claiborne Robins School of Business enables students to enroll in preapproved courses offered in that school, on a space-available basis. Admission to these courses requires the approval of the graduate program director. Students are thereby able to broaden their backgrounds in areas of business and finance. A list of approved courses is maintained by the dean's office and should be consulted before registration. Credit for these courses will be included in the maximum number of semester hours which may be taken each semester without payment of additional tuition. These courses are graded at the business school, but credit for them is accepted at the law school on a pass/fail basis. Generally, no more than nine hours of graduate-level course work can be applied toward the Juris Doctor degree.

Dual Degree — Law/Business Administration

The University offers a dual degree program designed to provide its graduates with two degrees - Juris Doctor and Master of Business Administration. This program reflects the interrelationships between law and business management. Its graduates will be better able to function as managers because of their familiarity with the legal framework within which business must operate. Alternatively, as attorneys, they can better serve the needs of business clients because of their appreciation of the business milieu. Students accepted into this program will be permitted to count 12 semester hours of work in the law school toward satisfaction of the degree requirements of the M.B.A. program and 12 semester hours of work in the M.B.A. program toward satisfaction of the degree requirements of the law school. Accordingly, successful participants will be able to complete the requirements for both degrees in four years. Applicants for this program must meet the admission standards of the law school and the graduate business school. For information on the M.B.A. program, contact:

*Director, M.B.A. Program
Richard S. Reynolds Graduate School of Business
E. Claiborne Robins School of Business
University of Richmond, VA 23173*

Individual Dual Degree Programs

In addition to the dual degree programs described here, individually tailored programs can be created to meet special needs and interests of particular students. For example, in the past programs have been approved in biology and in history. Interested students should contact the law school dean's office.

Advising for Dual Degree Programs

Upon admission to dual degree programs, every student will be assigned an advisor in both schools to help plan courses of study that will include all requirements, plus elective courses that will best serve individual student interests.

7. NON-LAW SCHOOL GRADUATE COURSE WORK

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Students may take graduate level course work for Law School credit under either our cooperative programs or under certain circumstances with the approval of the Associate Dean (Academic Affairs).

Transfer of Non-Law School Graduate Credit In General

Upon approval of the Associate Dean (Academic Affairs), non-law school graduate level courses may be taken and credit transferred to the Law School where it is shown that the graduate level course significantly compliments the student's legal studies. As with all transfer credits, if the course is approved, the student must receive at least a C and the credit, but not the grade, is transferred to the Law School. Courses taken and hours of allowable credit are limited in the discretion of the Associate Dean (Academic Affairs).

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A. Summer School on Campus

The Law School offers three on campus programs during the summer.

1. Eight-week summer term

The eight-week summer program, taught by a combination of regular, visiting, and adjunct faculty, provides students with the opportunity to complete the equivalent of one-half semester's work. The program typically begins the week following spring finals and finishes in mid-July.

2. Three-week May term

A three-week term is offered during May. Two or three courses are offered during this period. The three week term was instituted so that when combined with a 5 week foreign program, as discussed below, a student is able to obtain one-half semester residency requirement. The three-week term, however, is open to all students.

3. Summer entry program

This eight-week program allows students accepted for the fall to take two courses during the preceding summer. Enrollment in this program has varied, though in recent years approximately 20 students have taken advantage of the opportunity. This program is taught by regular or visiting faculty.

B. Summer Programs Abroad

Cambridge Summer Program

A five-week residential program is offered at Cambridge University's Emmanuel College. Courses are taught by Cambridge as well as Richmond faculty. The courses focus on international law or legal history. Questions should be directed to Associate Dean Tim Coggins.

C. Summer School Courses Taken at Other Law Schools

Students wishing to take summer school courses at other law schools (including foreign programs sponsored by other schools) must seek approval from the Associate Dean (Academic Affairs) prior to enrollment in the course. As with all transfer credits, if the course is approved, the student must receive at least a C and the credit, but not the grade, is transferred to the Law School.

9. EXAMINATION PROCEDURES

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A. First Year Examinations

The following procedures govern the taking of first year examinations:

- 1. General

The procedures set forth below should not be varied by individual faculty members. Relief from them in extraordinary cases should be sought from the Associate Dean or the Dean.

- a. No student may deviate from these procedures or the examination schedules without approval in advance from the Associate Dean (Associate Dean or Student Services) or Dean, unless sickness or some other emergency makes it impossible to obtain advance approval. In event of sickness or other emergency which makes the taking of an examination impossible, the Associate Dean (Associate Dean or Student Services) or Dean must be notified as soon as possible. The emergency must be a situation or circumstance beyond the student's control.
- b. Failure to take an examination during the assigned time will result in a grade of "F" for the course, unless relief has been granted by the Associate Dean (Academic Affairs or Student Services) or Dean as provided in this section.
- c. Make-up examinations will be administered only in exceptional circumstances. In order for a make-up examination to be authorized, the student requesting it must demonstrate to the Associate Dean (Academic Affairs or Student Services) or Dean good cause for missing the scheduled examination.

- 2. Honor Code

Students are bound by the Law School's Honor code by virtue of their matriculation at the Law School. The Honor Code applies to the taking of examinations. Students observing conduct that might involve a violation of the Honor code must report the incident to the Grievance Committee.

- 3. Examination Schedule

Examination dates, starting times and rooms will be specified on the examination schedule posted by the Dean's Office (the "Examination Schedule"). Copies are also available in the Dean's Office.

- 4. Place of Examination

Examinations must be taken in the Law School in the classrooms designated by the professor or indicated on the Examination Schedule, or in Library carrels if permitted by the instructor.

5. Collection of Completed Examinations

When the time allowed for completion of an examination has expired, students must immediately stop writing and turn in the examination.

B. Second and Third Year Examinations

Examinations in second and third year classes are administered as scheduled examinations, "take-home examinations", or under the Flexible Examination System. The Examination Schedule indicates those examinations administered on a scheduled basis. All other examinations are administered under the Flexible Examination System, unless the professor has indicated that the examination will be a "take-home examination". The procedures for any such examinations will be announced by the professor. The procedures for scheduled examinations are the same as those for first year examinations. The following procedures apply to the Flexible Examination System:

- 1. General

These procedures may not be varied by individual faculty members. Relief from them in extraordinary cases should be sought from the Associate Dean (Academic Affairs or Student Services) or Dean.

- a. Students may not deviate from these procedures without approval in advance from the Associate Dean (Academic Affairs or Student Services) or Dean. Approval to modify will be granted only in cases of sickness or emergency beyond the student's control. Relief will not be granted on account of sickness or emergency unless the student will actually have been deprived of a sufficient number of examination blocks to take all of his or her examinations on an every-other-day basis.
- b. Failure of a student to take an examination within the two-week examination period will result in a grade of "F" for the course, unless relief has been granted by the Associate Dean (Academic Affairs or Student Services) or Dean as provided in this section.
- c. Make-up examinations will be administered only in exceptional circumstances. In order for a make-up examination to be authorized, the student requesting it must demonstrate to the Associate Dean (Academic Affairs or Student Services) or Dean good cause for the request.

- 2. Honor Code

Students are bound by the Law School's Honor Code by virtue of their matriculation at the Law School. The Honor code applies to the taking

of examinations. Students observing conduct that might involve a violation of the Honor Code must report the incident to the Grievance Committee. Members of the Grievance Committee can be found in the Public Folders/Dean's Office/Student Organization Listing.

3. Place of Examination

Unless otherwise specified by the instructor, Flexible examinations may be taken at a student's Library carrel or in a classroom specified for taking Flexible Examinations.

4. Procedure for Distribution and Collection of Examinations

- a. Examinations administered under the Flexible Examination System, including take-home examinations, will be distributed in the Dean's Conference Room by the Exam Room Attendants during the following times:
 - 1) between 8:30 and 9:00 a.m. for examinations to be taken during a morning flexible examination period;
 - 2) and between 1:00 and 1:30 p.m. for examinations to be taken during an afternoon flexible examination period.

THE TIME PERIOD FOR PICKING UP EXAMS, WHETHER FLEX OR TAKE-HOME WILL NOT BE EXTENDED. If, however, there is a line of students to pick up examinations at the end of the stated time period, the time period will be extended to allow all students in line to pick up an examination.

- b. Flexible examinations may be taken throughout the two-week examination period only during those time blocks designated on the Examination Schedule as a "Flexible Examination Period".
- c. During any Flexible Examination Period, a student can request any examination to which he or she is entitled. Students may be required to display their currently validated student identification cards when requesting an examination.
- d. Students are responsible for ascertaining the completion time allowed for each examination they are taking. There will be an automatic time/date stamping clock in the Dean's Conference Room. Students must stamp the examination taken with the time and date upon leaving the room, and with the time and date of return when they return the examination to the Exam Room Attendants in the Dean's Conference Room. **Students are responsible for ensuring that both time stamps (pick up and return) are clearly visible.** Time stamps that are not legible could result in a grade penalty.
- e. Late Examinations

- 1) Any examination which is stamped with the time and date of return and returned to one of the Exam Room Attendants in the Dean's Conference Room within the time allowed for the examination plus a single five-minute grace period will not be considered a "late examination". The five-minute grace period is intended to give students time to go to and from the examination room or library carrel (if authorized) from the Dean's Conference Room.
- 2) A "late examination" is one not returned to the Exam Room Attendants within the completion time plus the five-minute grace period. Whether or not an examination is "late" will be determined solely by reference to the times stamped on the examination by the time/date clock. **It is the student's responsibility to be sure both time stamps are legible.**

3) If an examination is less than five minutes "late", beyond the allowed completion time and grace period, the grade assigned by the professor for the examination will be reduced by one gradation (e.g., an "A" will be reduced to an "A-"; and "A-" to a "B+"; a "B" to a "B-", etc.). If an examination is five minutes, but less than ten minutes late, the grade assigned by the professor will be reduced by two gradations (e.g., an "A" will be reduced to a "B+"; a "B+" to a "B-"; a "B" to a "C+", etc.). If the examination is ten minutes, but less than fifteen minutes late, the grade assigned by the professor will be reduced three gradations (e.g., an "A" will be reduced to a "B"; a "B+" to a "C+"; a "B-" to a "C-", etc.). If the examination is fifteen minutes or more late, the grade will automatically be reduced to an "F".

4) A take-home examination may only be returned to the flexible examination administration desk during a flexible exam period. A student should be aware, for example, that a 48 hour take-home exam administered from the flexible examination table would have to be picked up during a flex period's regular distribution time period, and be returned no later than 48 hours during a flexible exam period.

5. Discussion of Examination

Students may not discuss a flexibly administered examination during the two-week examination period, even with other persons who have completed that particular examination.

6. Questions Regarding Examinations

Faculty members may not answer any questions about a flexibly administered examination during the two-week period. A faculty member is free to answer a question regarding the substance of a course during the two-week examination period.

C. Use of Computers

Computers may be used to take examinations **unless otherwise specified by the professor**. Classrooms are wired for computer use or have wireless accessibility.

D. Printing

Printing of exam answers must be done on personal printers, rather than on the printers in the Library Computer Lab or elsewhere in the Law School building. Use of another printer is permitted only in an emergency situation with permission of the Associate Dean (Academic Affairs or Student Services), Director, or Deputy Director of the Library.

E. Computer or Printer Breakdown

If a breakdown or other crisis arises in the operation of a computer or printer during the course of an examination, **a student is to notify the Dean's Office immediately**. In that way, the time and nature of the problem can be noted, and appropriate relief or accommodation may be made for the problem at that time.

F. Students Seeking Accommodation for a Disability

Students with a disability or suspecting they have a disability should review the University of Richmond's **Policy Regarding Students with Disabilities** contained in the Appendix of this document. Requests for accommodation should be directed to the Associate Dean for Student Services.

10. EMPLOYMENT WHILE ATTENDING LAW SCHOOL

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The study of law is a very demanding discipline. In recognition of that, accreditation requirements mandate that law schools design their curriculum for full-time students to occupy substantially the full working time of enrolled students. We do, however, recognize that legally related employment experiences can be valuable and that financial reality may require part-time employment. Keeping the competing interests in mind, the following policy applies.

Full-time students may work no more than 20 hours per week. Violations of this requirement could result in an Honor Court violation. If in doubt, please check with the Dean's office.

11. LEAVES OF ABSENCE/WITHDRAWAL

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Students must file a petition with the Associate Dean (Academic Affairs) to take a Leave of Absence or to withdraw from the Law School. A Checklist for Withdrawal is available from one of the Associate Deans (Academic Affairs or Student Services). Failure to file the petition and complete the checklist could prejudice the student's chances of being readmitted at some later time. Students who do not receive administrative approval to withdraw have no automatic right to continue in law school.

The student should be aware of the requirement that the law school requires completion of all degree requirements within five years of enrollment. For that reason, there should be a compelling reason for a leave of absence. Students who have medical reasons or other personal reasons will be asked to provide documentation.

12. VISITING ANOTHER SCHOOL DURING THIRD YEAR

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Students who wish to earn credit towards the J.D. degree while visiting away at another ABA accredited law school must first receive special permission to do so from the Associate Dean for Academic Affairs. Permission to visit at another law school will not be granted as a routine matter. Requests for such permission must be supported by a demonstration of compelling circumstances. An administrative fee will be charged to the student by the University of Richmond for each semester in which the student visits away at another law school.

Students choosing to visit must also, of course, apply to the law school they wish to visit. Most law schools will require a letter indicating that the student is in good standing and that the University of Richmond will accept transfer of credits. Upon approval of a visit, this letter may be obtained from the Associate Dean (Academic Affairs). Upon acceptance as a visiting student at another school, the Richmond student must immediately inform the Associate Dean (Academic Affairs) of the acceptance so that University and Law School records will indicate the change in status. Failure to notify of acceptance may result in the University of Richmond billing the student for the coming year's tuition.

Any student who visits at another law school must have all courses approved by the Associate Dean (Academic Affairs) prior to enrollment. Students who visit must also provide the Associate Dean (Academic Affairs) with an official transcript following completion of each semester of work.

Visiting students are expected to return to Richmond and attend graduation as required of all students. The Dean's office should be contacted to arrange to pick up the cap and gown. Visiting students should also be aware that if their transcript does not arrive in time to be certified as a May graduate (generally the third week in May), the student's graduation will be delayed until August.

13. LETTERS INDICATING YOU ARE ENROLLED AND IN GOOD STANDING

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You may obtain a letter of good standing from the Law School's Dean's Office. Once you have spoken with the Associate Dean for Academic Affairs, a form requesting a letter of good standing will be provided to you.

14. ADMISSION WITH ADVANCED STANDING AND TRANSFER POLICY FOR STUDENTS FROM OTHER SCHOOLS

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The Law School generally admits with advanced standing a very few transfer students from other law schools. Such students must have completed the first year of law school with a strong record at a school on the approved list of the American Bar Association. No advanced standing credit will be given for work completed in another law school unless it was completed with at least the grade of *C*, or its equivalent, and is compatible with the curriculum of this Law School. As with all transfer credits, the credit but not the grade, is transferred to the Law School.

15. CLINICS

Clinical Programs

The law school provides a comprehensive, integrated clinical education program, combining simulation, clinical placements, and law school-operated ("inhouse") live client representation clinics.

A. Simulation-Based Courses

All students are required to take the two-year lawyering skills course. The lawyering skills requirement is unique in several respects. Traditionally, law schools require a first-year course on legal research, writing, and analysis. The traditional course's focus is on the skills of writing, research, and appellate advocacy. While these are important skills, they by no means represent the only, or even the most often used, lawyering skills. By expanding to a two-year lawyering skills course, the law school is able to teach a wider range of lawyering skills including interviewing, counseling, negotiation, pretrial motion practice, pretrial discovery (e.g., deposition skills), trial practice, and appellate practice. Moreover, this course strengthens students' research and writing abilities, since each of the additional skill areas has a writing component. In addition to lawyering skills, the law school offers a rich variety of upper-level elective simulation-based courses, including advanced courses in interviewing and counseling, negotiation, and trial practice. Letter grades are awarded for work in the simulation-based clinical courses.

B. In-House Clinics

The law school houses the Children's Law Center of the University of Richmond (CLCUR), part of the National Center for Family Law, which operates three entry-level clinics and one advanced clinic in which the students, under the supervision of law school faculty members, represent real clients. The center has its own facilities within the law school that include videotape capability, student carrels, an interview room, and a class/conference room. The Disability Law Clinic represents youths with mental disabilities. Law students represent children and parents seeking appropriate special education and community-based services mandated by both federal and state law. Students may also represent youth with mental disabilities who are incarcerated or institutionalized and may also act as guardians-adlitem for children with mental health needs in the justice system.

In the Delinquency Clinic, students advocate on behalf of children appearing before area juvenile courts. In the majority of cases, students serve as defense counsel for youth accused of delinquency (criminal) offenses. Students are also occasionally assigned to work on other cases which involve children's issues such as abuse and neglect or custody.

With faculty permission, students who have completed either the Delinquency Clinic or the Disability Law Clinic may enroll in the Advanced Children's Law Clinic for between two and six credits. Advanced students take leadership roles in clinic cases and complete a significant project over the course of the semester.

The Juvenile Law and Policy Clinic is a full year clinic in which students learn how to do legislative advocacy and practice these skills at the General Assembly. Students primarily work on issues involving juvenile justice but

may also work on child welfare and educational issues. This is a full-year clinical program with three credits in the fall and two in the spring.

The Institute for Actual Innocence has two academic components. The first is a fall, three credit -hour seminar that examines the causes of wrongful conviction. The seminar delves into eyewitness misidentification, junk science, unreliable snitches, inadequate indigent defense, and other subjects. The upper-level writing requirement can be fulfilled in the seminar. The Wrongful Conviction Clinic is offered in the spring semester. Students must have successfully completed the fall wrongful conviction course before enrolling in the clinic component. Participation in the clinic allows students to identify and reinvestigate select cases from Virginia which have credible evidence of innocence. This process can lead to post-conviction litigation with direct student involvement. The clinic employs a term-based, dynamic approach which allows students to experience many of the challenges found in the practice of law.

The law school also offers a multidisciplinary Family Law Clinic that is housed at UR-Downtown. Located near the state and federal courts, this unique clinic, which includes social work and psychology students, works with low-income families in the City of Richmond.

The in-house clinics enrich the academic life of participants by allowing them to represent clients from initial client interview through resolution of the client's problem, whether that involves drafting document, settling a dispute, or litigating a lawsuit. As part of the law school's integrated skills program, the in-house clinics build upon and reinforce work done in the simulation-based courses as well as in traditional coursework. In addition to advanced skills training, the clinical setting provides students with opportunities to apply these skills in real-life situations. The in-house clinics also allow law students to question some of the assumptions and deficiencies in the practice of law generally, as well as in the specific context of children's law. Finally, the in-house clinics focus on issues of professionalism and professional responsibility in preparing students to become members of the bar. The credit hours earned are not included in the number of hours of non-law work which can be counted toward meeting the 86 hours required for graduation. However, no more than a total of 12 credit hours in the Clinical Placement Program (see below) and the in-house clinics may be applied toward the J.D. degree requirements (see Academic Regulations section.) The programs are more completely described in the Clinical Placement Program Student Manual, which is on reserve in the law library. It also may be accessed at law.richmond.edu/clinic.

Clinical Placement Program

The Clinical Placement Program (CPP) offers students the opportunity to integrate legal theory with practice. Selected students are assigned to a law office or judge's chambers, which becomes the classroom. Here, students experience the practice of law, combining substantive and procedural

knowledge with skills development. The student's work is as varied as the placements. Some will serve as student law clerks while others will represent clients and handle "real" cases. During the semester, students grapple with issues of role assumption and personal and professional responsibility. They also learn firsthand about the legal system and the social, economic, and political forces which impact it. Issues involving access to justice, bias, and other societal concerns challenge student thinking. Throughout the semester, students are encouraged to take charge of their own learning experiences and to utilize critical thinking skills in evaluating performance.

The CPP is divided into five sections: civil, criminal, judicial, litigation, and in-house counsel (spring only). Students work under the supervision of experienced judges and lawyers as well as the CPP director and faculty. The civil section offers placements with government and public interest agencies. The criminal section is composed of state and federal defense and prosecutorial placements. The judicial section includes placements with state and federal judges. Opportunities are available at both the trial and appellate levels. The litigation section includes trial related placements in all three areas. The in-house counsel section offers placements with both national and international corporations. Third-year practice certification is required for all but one of the criminal placements and selected civil placements. Some judicial placements require completion of a course in evidence. Successful completion of the CPP requires meeting the requirements of the placement, 16, 20, or 24 hours of work weekly at the field placement, depending on credit hours; active participation in a weekly seminar; weekly journal entries reflecting on the clinical experience; bi-weekly meetings between the student and clinical professor; and time sheets. Students can enroll in the program for five, six, or seven pass/fail credits. The credit hours earned are not included in the number of hours of non-law work which can be counted toward meeting the 86 hours required for graduation. However, no more than a total of 12 credit hours in the Clinical Placement Program and the in-house clinics (see above) may be applied toward the J.D. degree requirements (see Academic Regulations section.) The programs are more completely described in the Clinical Placement Program Student Manual, which is on reserve in the law library. It may also be accessed at law.richmond.edu/clinic

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D. Third Year Practice

Most of the In-house and many of the Clinical Placement Programs require a third-year practice certificate. Virginia Supreme Court Rules allow eligible third-year students to appear in court under the supervision of a member of the bar. To receive a third-year practice certificate, a student must have completed 56 credit hours, Procedure, Criminal Law, Evidence and

Professional Responsibility. (Rules S.Ct. Va. Part 6, Section IV, No. 15). The Dean's Office applies for the certificates for all students who have completed the requirements necessary for application after all grades have been reported and processed with the Registrar's Office. Certificates may be picked up by the student in the Dean's Office (if you have a change of address, please notify the Dean's Office before this time).

To obtain a certificate, you must be currently enrolled in the Law School. For third year practice rules in Federal Court see Local Rule 46(a), Federal Rules Appellate Practice, 4th Cir. Local IOPS, Michies Jurisprudence p. 442-443; Rules of the U.S. District Court for the Eastern District of VA, Appendix A.

16. REGISTRATION

Tentative class schedules are usually posted in January for the following academic year. Students are **strongly** encouraged to make comments concerning the schedule to the Associate Dean for Academic Affairs. Once the schedule is officially published in the registration materials, changes will not be made absent the ability of the faculty member to teach the course.

Third-year students have priority in registration, provided they register during those periods limited to third-year enrollment.

Registration typically takes place in November for the Spring Term and in April for both Summer and Fall Terms. Specific information is handed out at that time.

Registration as well as ADD\DROP is handled through the University's Banner registration system. Full details are distributed with registration materials.

A student will not be permitted to attend class until his or her name has been entered on the official roll of that class by the Registrar and arrangements satisfactory to the University have been made for that term's fees.

A student may register late, add courses, or opt for audit status in a course through the tenth class day of the semester provided that the specified approvals are obtained and fees, if any, are paid.

A student may withdraw from courses without academic record through the fifteenth class day of the semester. Withdrawals after this time will be shown on the academic record, and the student must present an adequate reason, receive the approval of the Associate Dean, and follow any specified administrative procedures including the payment of fees, if any.

17. ACADEMIC COUNSELING

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First-year students are assigned a faculty advisor at registration. That faculty advisor will usually meet with the students as a group during orientation, and serves as a resource for academic counseling throughout each student's entire three years. The Dean's Office will reassign students to another faculty member if their faculty advisor is on leave from the Law School. In addition, during the second semester of the first year, students are given course planning information by the Associate Dean (Academic Affairs). Students are, however, encouraged to talk with other individual faculty members or with the Associate Deans if they feel more comfortable with these people.

18. STUDENTS WITH DISABILITIES

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Students with a disability or suspecting they have a disability should refer to the University of Richmond's **Policy Regarding Students with Disabilities** in the Appendix. A copy of this document is also on reserve at the Circulation Desk in the Law Library. A Request of Disability Accommodation form is made available to all new students prior to the beginning of their first academic year. This form should be completed and submitted to the Associate Dean for Student Services by any student needing a disability accommodation.

19. FINANCIAL AID

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A. How To Get Grant Assistance

First year students who want to be considered for grant assistance must submit the financial aid application so that it is received by the application processor by mid-February. Second and third year students must meet the May 1 deadline date for receipt of the application at the processor. Grant awards are generally renewed during a student's second and third year. Certain restrictions might apply to those renewals.

B. Summer Session

Law Students enrolled for at least three credits may use loans to help finance summer session study. Loans used for summer session study may reduce the amounts that can be borrowed during the academic year. Because the financial aid application must be filed before a summer loan can be processed, students planning to borrow during the summer should file their aid applications at least eight weeks before the start of the summer session.

C. When Can I Get My Loan Check?

Loan checks are generally disbursed at the start of each semester. You must endorse the check at the Student Accounts office in Sarah Brunet Hall and the check will then be applied to any balance due on your account. Refunds for credit balances must be requested through Student Accounts; refunds will not be released until after the first day of classes.

D. Can You Work?

Students may reduce their loan requirements by working on-campus. While there are numerous job opportunities available, those with the highest wage rates are in the Law Library and as Law Research Assistants. If you are interested in the Federal Work-Study program, contact the Financial Aid Office. The American Bar Association prohibits students from working more than 20 hours per week during the school year. Students are **STRONGLY** discouraged from working their first year. The Financial Aid Office will not award work study funding to a first year student without special circumstances.

E. Where Do I Get More Information?

Stop by the Financial Aid Office in Sarah Brunet Hall, or call 289-8438

F. Affigne Emergency Student Loan Fund

This loan fund was established by a former Admissions By Performance student who was not successful in gaining his admission to the Law School but was most grateful for the opportunity afforded him. The Fund is administered by the Associate Dean of Admissions.

Emergency loans are intended to be short term in nature and to cover unexpected need until other means to do so become available to the student.

To apply for an emergency loan see the Associate Dean of Admissions.

To qualify for an emergency student loan one must be a student in good standing at the Law School.

Amount and Terms of Loan:

A student may borrow no more than a total of \$500.00 in any semester and the loan must be repaid in a timely fashion based on individual circumstances determined at the initiation of the loan.

In any case, the loan must be repaid in its entirety prior to registering for the subsequent semester. Unpaid loans which are due will cause a hold to be placed on registration and transcripts.

20. HONOR CODE

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All students, upon matriculation, become members of the Student Bar Association and agree to abide by and support the Law School Honor System. The Honor System covers academic violations and is administered by the students through a Grievance Committee and an Honor Court in accordance with procedures adopted by the Faculty. See the appropriate document contained in the Appendices.

If you believe you have a problem that may be covered by the Honor Code (either because of your conduct or the conduct of another student) but are not sure how to proceed, you should contact the Associate Dean (Academic Affairs or Student Services) for a list of faculty have been identified as people to whom you may go for confidential advice. Please be aware that Honor Code discussions with other members of the faculty are not confidential.

Allegation of misconduct are taken to the Grievance Committee.

The Honor Code provides all students with more detailed information.

21. STANDARDS OF CONDUCT

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Every student at the University of Richmond School of Law has agreed by virtue of matriculation to abide by the University Standards of Contact (see appendices for full text).

The University of Richmond considers cultivation of self-discipline and resolution of issues through processes of reason to be of primary importance in the educational process and essential to the development of responsible citizens. All members of the University community are expected to conduct themselves, both within the University and elsewhere, in such a manner as to be a credit to themselves and to the University of Richmond, Moreover, they have a responsibility for complying with local, state, and federal laws, and with all published University policies and regulations. In a community of learning, individual or group conduct that is unlawful, that disrupts or interferes with the educational processes, that causes destruction of

property, or otherwise infringes upon the rights of others or of the University itself, cannot be tolerated.

The Trustees of the University of Richmond have authorized a Policy Statement on Standards of Conduct, Penalties, and Disciplinary Procedures to guide the conduct of students and their guests. This statement sets forth those standards of conduct which the University of Richmond deems essential for fulfilling its educational mission. Any person who violates the standards of conduct and regulations of the University of Richmond shall be subject to disciplinary action and, if need be, legal action. Disciplinary action may range from reprimand/disciplinary warning up to and including dismissal or expulsion from the University. Penalties will be imposed after proper determination has been made in accordance with established disciplinary procedures of the University, with fair procedures observed and with appropriate appeal procedures available, as outlined in the Policy Statement and any approved revisions thereof.

A copy of this Policy Statement is contained in the Appendices to this document.

22. SEXUAL HARASSMENT POLICY

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The University of Richmond Harassment and Discrimination Policy (including Sexual Harassment), as adopted by the Board of Trustees and approved by the faculty, is contained in the Appendices to his document.

23. PARKING STICKERS

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Parking Stickers will be issued by the Campus Police Department. "L" Stickers will be issued as follows: For the Fall semester each student qualifying for an "L" sticker by having completed **56** hours of law school work will be issued this sticker upon completing a parking sticker application. For the Spring semester the Dean's Office will certify those additional students entitled to receive "L" stickers. This will be accomplished in January each year after all grades have been posted. Notice will be posted as to when eligible students may request such sticker from Campus Police. It will be necessary to visit that office and complete a new parking sticker registration form.

24. CHANGE OF NAME, ADDRESS FORMS

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Forms to record change of name and/or address are available in either the Dean's Office or in the Admissions Office. Completing a form in either office will allow this change to be made on the campus-wide computer system immediately and inform all necessary offices of the change simultaneously.

25. SUMMER ADDRESSES

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There are occasions when one of the Law School Administrative Offices must be able to contact a particular student or group of students in a timely manner during the summer. It is the student's responsibility to leave their summer address and both a home and a work telephone number with the Law School by the last day of class in the Spring Semester. A student may miss important deadlines if the Law School sends the information to his/her permanent address and it is not forwarded promptly. The Career Services Office has been designated to collect this information from each student.

26. OFFICE OF DEVELOPMENT & ALUMNI PROGRAMS

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The Office of Development and Alumni Programs has two major functions: (1) to raise funds for the support of financial aid, special programs and capital projects for the Law School, and (2) to organize and manage those events and communications which support our alumni constituency. Alumni events include Law Weekend which includes a number of activities that include the students such as lectures and the Fall Gathering.

27. CAREER SERVICES[\[Return to top\]](#)

A. Purpose and Scope of Office

The Career Services Office assists students in their search for permanent, summer, and/or part time employment. It supplements students' individual efforts to secure employment by helping them locate resources and information to search for legal jobs, by sponsoring seminars and workshops on job search techniques and law practice, by providing law-related job listings, and by organizing interviews on-campus or through various job fairs.

The Office provides students with a handbook in November of their first year. The handbook includes information on resume and cover letter preparation, interviewing skills, available resources, and office services.

B. Registration

Students must register with the Career Services Office and sign a release statement. Resumes cannot be forwarded to any employers for students without their completed release on file.

C. National Association for Law Placement (NALP) Guidelines

The Law School is a member of the National Association for Law Placement (NALP) and is therefore governed by its "Principles and Standards for Law Placement and Recruitment Activities" for law students, law schools and legal employers. These guidelines are available at www.nalp.org. Parts III and V of the guidelines cover what is expected of law students in the employment process, the timing of offers made by employers, and acceptances of offers by law students. First year students should take note of Part V, Paragraph D, "Summer Employment Provisions for First Year Students," including the provision that placement services for summer jobs are not to be provided to first year students prior to November 1.

D. Policy Toward Discriminatory Practices

The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law. Submission of the On-Campus Interview/Resumes Only Request Form or the Job Listing Form signifies the employer's agreement to abide by the University of Richmond's policies and principles and the NALP Principles and Standards for Law Placement and Recruitment Activities.

E. Employment Status Notification

As indicated in Part III, Paragraph D of the NALP guidelines, students should notify the Career Services Office upon acceptance of an employment offer. Whether the accepted offer of employment was full or part time, for the summer or for a permanent position, or obtained through the Career Services Office or directly by the student, the student is obligated to report the name and location of the employer to the Career Services Office. This information is needed so the Law School can comply with various federal and institutional reporting requirements. Employment information is part of the student's record, and as such remains confidential in accordance with University of Richmond policy and federal and state law.

F. Summer Addresses

There are occasions when one of the Law School Administrative Offices must be able to contact a particular student or group of students in a timely manner during the summer. It is the student's responsibility to leave their summer address and both a home and a work telephone number with the Law School by the last day of class in the Spring Semester. A student may

miss important deadlines if the Law School sends the information to his/her permanent address and it is not forwarded promptly. The Career Services Office has been designated to collect this information from each student.

28. LIBRARY

The William Taylor Muse Law Library provides students with a spacious and attractive facility in which to study or conduct legal research. Housed in the Law School building, the library features a first floor reading room and four levels of shelf space. Users will find ample seating, including individual carrels, on all levels. There are also a number of group study rooms available for law student use in the library's basement.

A. Comprehensive Guide

The library publishes a user guide that provides hours of service, librarian contact information and location information for library resources. More detailed information, policies and descriptions of services, are available at the Library and Technology portion of the Law School website. The guide also features extensive maps showing the locations of various materials.

B. Hours of Service

Library hours for Fall and Spring Semesters are as follows:

Monday-Thursday.....7:30 a.m. to Midnight

Friday.....7:30 a.m. to 9:00 p.m.

Saturday.....9:00 a.m. to 9:00 p.m.

Sunday.....10:00 a.m. to Midnight

The library observes special hours for Summer sessions, examination periods, intersession periods and holidays. These hours will be posted in advance on the board by the library's entrance.

C. Circulation Policies

Many materials in the Law Library may be charged out to students for four-week periods. Borrowers may renew materials for an additional four week period.

Many library materials do not circulate. Those include:

- Reporters and Codes (primary materials)
- Reference Materials and Finding Aids
- Microforms
- Looseleaf Services
- Individual Volumes from Multi-Volume Sets
- Periodicals

D. Reserve Materials

A collection of frequently used materials is kept on permanent reserve at the Circulation Desk. Included in this collection area all current handbooks, casebooks for courses taught during the current semester, selected Virginia materials and titles in the *West Nutshell* series. The on-line catalog will indicate when an item is located on reserve.

Materials are also placed on reserve for current courses and student organizations. Course reserve items include electronic items as well as photocopied materials on the reserve shelves. The "Course Reserves" tab of the online catalog allows the user to locate material on reserve for particular courses.

Material on reserve circulates for use only within the library. The loan period for reserve items is either two or four hours depending on the expected demand for the particular item. Electronic reserve items are accessed via the online catalog, and the user must log in as an authorized user.

E. Photo-duplication

The Law Library's photocopiers are available from opening to fifteen minutes before closing each day. The photocopiers, located on the main floor, operate only with copy cards. User may purchase copy cards at a card machine near the copiers. The initial purchase of a copy card requires a \$1 bill for a card that costs 50 cents plus 50 cents value on the card. The card machine accepts \$1, \$5, \$10 and \$20 bills. Using a \$10 to \$20 bill will result in a bonus value being added to the card. Change may be obtained at the Circulation Desk.

Hard copy prints and electronic scans of materials on microform are available through the use of the library's film/fiche reader/printer, located in the microform room. A copy card is required to obtain microform prints.

F. Interlibrary Loan

Students who need books or articles from periodicals not held in the Law Library collection may request the material from another library. As a participant in an on-line interlibrary loan network, the library has access to the resources of hundreds of law and non-law libraries nationwide and can often obtain requested materials very rapidly.

G. Library Policies, Rules, and Regulations

Noise

Conversations should be kept to a quiet level in order to avoid disturbing fellow students and other users. The tables and chairs in the Reference and Circulation areas of the library are for group study, however, conversation should reflect that it is still a library and study area. The tables in the Reading Room are intended for quiet study and collaborative uses. Your fellow students expect that the carrel/stack areas of the library be quiet, therefore, please refrain from extended conversations in those areas.

Smoking

Smoking and the use of other tobacco products is prohibited in all areas of the library.

Drinks/Food

Beverages are permitted in approved spill-proof containers only. Only "snack-type" foods are permitted.

Small Appliances

Small appliances such as coffee-makers are not permitted in library carrels.

Re-Shelving

Library users are expected to re-shelve their own books before leaving the library.

Telephones

Telephones located at the Circulation Desk, Reference Desk, the Computer Help Desk and in library offices are not for public or student uses. Intercom phones are available in various locations from which patrons can call the Circulation Desk for assistance.

Cell Phones and Pagers

Cell phones and pagers may not be used in the Law Library. All patrons should turn off the ring feature on their cellular phones and pagers when entering the library so the noise level does not disturb other patrons. If a call is received it must be taken outside the library immediately.

Paging and Messages

The library does not page patrons.

Exit Alarms

The only authorized exit from the library is located on the first floor adjacent to the Circulation Desk. All other exits are to be used in emergencies only. Opening an emergency exit or stepping on the warning mats in front of those doors will activate the alarm system. Intentionally exiting through an unauthorized door is a violation of the University's Code of Conduct and may be a violation of the Law School Honor Code.

Security System

The Law Library has an electronic security system to discourage the unauthorized removal of library materials. The library entrance is monitored by surveillance cameras. Attempts to circumvent the security systems are violations of the University's Code of Conduct and may be a violation of the Law School Honor Code.

Fines

Fines for lost materials are assessed on the following schedules:

- Lost Book – Circulating materials more than four months overdue will be declared lost and the patron will be charged the cost of the book and a \$5.00 processing fee plus all accrued fines.

Vandalism

The unauthorized removal, mutilation or abuse of library equipment and materials is prohibited. Such acts are a violation of law under Title 42:1 of the Code of Virginia.

Violations

Violations of the rules may result in suspension of the student's library privileges and could subject law students to sanctions under the Law School Honor Code or the University's Code of Conduct. Copies of these Codes are kept on reserve at the Circulation Desk for students' convenience. Both documents are also attached to this handbook as appendices.

Pets

Animals are not allowed in the library. An exception is made for service animals.

29. BAR EXAMINATIONS

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The Virginia State Bar Exam is given as follows:

February - the last Tuesday and Wednesday each year
July - the last Tuesday and Wednesday each year

December Graduates Taking February Bar Exam:

1. In late October the Dean's Office will post a sign-up sheet on the Bulletin Board at the top of the Down Under staircase for those students who plan to graduate in December and take the February test. Please sign this sheet if you intend to graduate in December **and** take the February test.

2a. Virginia Bar Applicants should refer to the Virginia Board of Bar Examiners website <http://www.vbbe.state.va.us> for detailed application instructions and deadlines.

2b. Other State applicants should refer to that state's Board of Bar Examiners for detailed application instructions and deadlines.

3. The Dean's Office will send you an email with detailed instructions regarding the Character & Fitness component of the Bar application. For

Virginia Bar test-takers, the Dean's Office generates the required confirmation letters.

4. Fingerprint cards will be available in the Dean's Office by **November 15** each year. The University of Richmond Campus Police will assist you in completing this requirement. Their hours are 9-11 and 1-3 daily. It is advisable to call ahead.

5. STUDENTS SHOULD CHECK WITH THEIR RESPECTIVE STATE BOARD OF BAR EXAMINERS FOR APPLICATION DEADLINES. NO EXCEPTIONS ARE MADE IF DEADLINES ARE MISSED!

May Graduates Taking July Bar Exam:

1. In late February, sign-up sheets will be posted for those intending to graduate and take any State Bar Exam in July.

2. As above.

3. Fingerprint cards will be available in the Deans Office by **April 15** each year.

4. As above.

5. STUDENTS SHOULD CHECK WITH THEIR RESPECTIVE STATE BOARD OF BAR EXAMINERS FOR APPLICATION DEADLINES. NO EXCEPTIONS ARE MADE IF DEADLINES ARE MISSED!

Certificates of Graduation:

A confirmation of graduation will be sent from the Dean's Office on your behalf as soon as all grades are recorded and the faculty has certified your graduation.

You will receive a routine letter from the Board of Bar Examiners advising you that they have not yet received this confirmation. Do not panic! These confirmations will be sent in a timely manner and while the Board is aware of law schools' timetable for this submission they feel it necessary to advise you nonetheless.

Graduates Taking Another State's Bar Exam:

You will need to request an application from the Board of Bar Examiners of that State. The Certificate of Graduation Form which you will receive with that state's application should be forwarded to the Dean's Office for

completion and submission on your behalf. Dean's Certification Forms, Law School Certification of Attendance Forms, etc. should be forwarded to the Dean's Office.

30. MISCELLANEOUS

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A. Blackboards and Outlook Folders

Check the electronic blackboard and Outlook folders for each respective course for class assignments, Admissions, Career Services and Dean's Office information, and student organization happenings.

B. Dorm Repairs See Admissions Office

C. Law School Repairs

For rest room problems, lights out in a classroom, etc. - see Dean's Office

D. Lost and Found See Dean's Office & Law Library

E. Mail Folders

Mail folders (filed alphabetically by year) are located in the Down Under. Please check them daily for messages and mail.

F. Messages

A message board is located next to the Library display case in the stairwell to the Down Under. This is used by the administration for urgent messages.

G. Reserving Rooms/Scheduling Events

To reserve classrooms and study rooms for organizational meetings, competition practice, receptions and study, please go to the Dean's Office.

H. Student Research Assistants

After being hired by a Professor, come to the Dean's Office to complete the proper forms so cards may be generated for payroll purposes. Alternatively, students may receive academic credit for work done as a research assistant. Students should consult the Associate Dean for Academic Affairs for details.

I. Vending Machines

For machines out-of-order, lost money, etc. - see Dean's Office

31. Student Organizations

Please see the Law School website <http://law.richmond.edu> for information on law student organizations.

32. APPENDIX

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- [University of Richmond School of Law Honor Code](#)
- [University of Richmond Policy Statement on Standards of Conduct, Penalties, and Disciplinary Procedures](#)
- [University of Richmond Harassment and Discrimination Policy \(Including Sexual Harassment\)](#)
- [University of Richmond Policy Regarding Students with Disabilities.](#)
- [University of Richmond School of Law Inclement Weather and Class Cancellation Policy](#)
- [University of Richmond Policy on Sexual Orientation](#)

Comments? Provide the webmaster with feedback or questions [here](#).