



RICHMOND
School of Law™

GUIDE TO THE SECOND YEAR

2017 ~ 2018

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I. Introduction

This Guide to the Second Year has been prepared by the Dean's Office with input from several offices on campus to provide information you may find useful in preparing for your second year and beyond. We welcome your comments on the Guide and any suggestions for future revisions. We hope that this Guide provides helpful information to you so that you may make fuller use of available opportunities at Richmond Law.

II. Academic Planning For Your Second Year & Beyond

A. Selecting Upper Class Electives

The Registrar's Office will publish the 2018-2018 upper class Course Schedule in **March. Registration for rising 3L students for Fall '17 will begin on April 4, 2017 and for Spring '18 on April 5, 2017. For rising 2L students, registration for Fall '17 will begin on April 6, 2017 and for Spring '18 on April 7, 2017.** We urge you to spend the weeks before registration thinking broadly about the course selection for your second year and beyond. You should plan to set aside time in March and April to review the course offerings for next year and to meet with an academic advisor to discuss your curriculum interests, including how to draw connections between your academic interests and your career goals.

There are a number of tools you will want to explore when reviewing the 2017-2018 Course Schedule in April. Richmond Law's online catalog contains a full list of courses and course descriptions for the upper level curriculum. It also contains suggested Courses of Study in 13 popular areas of practice along with brief essays describing Richmond Law's curriculum in those fields of study. In addition, you will find a listing of courses, seminars and clinical opportunities associated with each field of study and in many areas, a recommended sequence of courses. Course evaluations provided by the Law School are also available. Before exploring these materials, ask yourself a few questions:

- What are your goals for the next two years of law school, and how would you prioritize them? For example, how important is it to you to develop expertise in a specific field of law or to develop a specific skill such as contract drafting or appellate advocacy? To produce a publishable academic paper? To have significant

COURSE SELECTION RESOURCE GUIDE

Course Schedule Fall 2017 and Spring 2018 (Descriptions Included)

<http://law.richmond.edu/academics>

Exam Schedule Fall 2017 and Spring 2018

<http://law.richmond.edu/academics>

Academic Calendar

<http://registrar.richmond.edu/planning/calendar/index.html>

Course of Study

<http://law.richmond.edu/academics/curriculum/planning/index.html>

Course Evaluations

<https://websecure.richmond.edu/law/courseEvals/index.html>

time for personal commitments or pursuits outside the law? To assume leadership roles in student organizations, moot court, or journals? To take a few courses just for fun? To develop mentoring relations with faculty?

- What classes have you particularly enjoyed in your first year or in other educational settings, and why? (Think about teaching style, substantive material, size of class, nature of graded exercises, the reading material, etc.)
- Do you already have a clear idea of what you want to do after law school? (Many first- and second-years do not.) Are there several areas of law you hope to explore?
- Are there experiences you are considering that will occupy substantially all of one of your remaining semesters (e.g., a clinic, a joint degree, or a semester abroad)?

Beyond the topic of course selection, these same questions are useful to keep in mind as you survey all the academic and co-curricular choices that are discussed in this Guide.

B. Third-Year Practice Certification

To obtain third-year practice certification, a student must have successfully completed four semesters of law school totaling at least 56 credit hours and satisfactorily completed a course or program of study in criminal law, professional ethics, evidence, and procedure. Sharon Krol, Assistant to the Dean in the Dean's office, prepares the letters submitted to the Virginia State Bar requesting third-year practice certificates on behalf of students. Anyone interested in pursuing third-year practice needs to read the applicable third year practice rules. See *Code of Virginia, Rules of Virginia Supreme Court*, Vol. 11, Pt. 6, § IV, Para. 15 (2008); See *Michie's Jurisprudence of Virginia and West Virginia*, Vol. 21D, Appendix A, pp. 38-40 (1997 Replacement Volume).

C. Course Selection and the Bar Exam

There are a number of factors that should go into course selection and the bar exam

IMPORTANT DATES

August 28, 2017

Fall classes begin

September 29, 2017

Last day to file for May or August graduation

October 13-17, 2017

Fall Break

November 21, 2017

Begin Thanksgiving break after last class

December 8, 2017

Last day of fall classes

December 11-22, 2017

Fall term exams

January 15, 2018

MLK Day—No classes prior to 6 pm

January 16, 2018

Add/drop period begins

January 29, 2018

End audit option, 5 p.m.

End add/late registration 5 p.m.

January 29, 2018

End no-record drop period 5 p.m.

March 2, 2018

Last day to withdraw from class

March 9, 2018

Begin spring break (after class)

March 16, 2018

Begin registration for summer

is just one of them. You should not try to take a course during law school on every subject tested on the bar. That said, we recommend that students be aware of which subjects are most heavily tested on the bar exam and that students ensure that they have been sufficiently exposed to the bar exam subjects prior to graduation. Following graduation, nearly all students take a commercial bar review course, and you can expect to learn some new subjects during that time. If too much of the material is unfamiliar, however, you may find that the two-month bar preparation period simply is not enough time to learn all the substantive law necessary for success on the bar.

The Multistate Bar Exam (MBE) **covers Contracts and Sales, Torts, Constitutional Law, Real Property, Evidence, and Criminal Law and Procedure.** Most state exams also include essay questions that focus on jurisdiction-specific topics, such as wills and trusts, uniform commercial code, and state-specific procedure. We recommend that you visit the website of your jurisdiction's bar examining authority to get a complete list of state-specific subjects tested on your state's bar exam. For Virginia's bar exam, go to <http://www.vbbe.state.va.us/pdf/VBBERules.pdf>. You can also find this information – and sometimes a frequency chart showing which subjects are most heavily tested – on commercial bar review companies' websites.

Finally, if you have questions about the importance of certain subjects on the bar exam or if you would like to discuss your own personal circumstances and course selection, please contact Professor Reeves at epaulett@richmond.edu.

D. Upper Class Course Requirements

A frequent question that students have when reviewing their course selections for their second year is: What course(s) do I have to take? After completing the required first-year curriculum, there are four remaining course requirements that must be completed in the upper class years:

- 1. Law Skills III (Trial Advocacy):** In the fall semester of their second year, all students take Lawyering Skills III, which focuses on the skills required of lawyers in the litigation process. Through this course, students learn real-world legal skills during exercises where they act as counsel in litigation settings. For

IMPORTANT DATES *Cont'd*

Mid-April 2018

Fall '18 & Spring '19 Registration

April 27, 2018

Last day of Spring classes

April 30 - May 11, 2018

Spring term exams

May 12, 2018

Commencement

example, students practice arguing motions, taking depositions, and trying a case before a jury. (For more information go to: <http://law.richmond.edu/academics/curriculum/upper-level/html>.) You can sign up for whichever section you like, but it has to be taken in the fall of your second year.

2. Law Skills IV: Students can choose one of several options to satisfy the Law Skills IV requirement. Most students take one of these courses in the Spring semester of the second year, but they may be taken at any time. (For a list, go to the link above.)

3. Professional Responsibility: All students must take a course in Professional Responsibility (“PR”.) There are several such courses, and a list can be found at the link above. These courses focus on ethical standards of the legal profession, including judicial ethics and unauthorized practice of law. While a PR course may be taken in any upper-level semester before graduation, some students prefer to take it during their second year in order to be eligible to receive a Third-Year Practice Certificate (for which completion of a PR course is required) during the last year of law school. (Note that an Evidence course is also required for the Third-Year Practice Certificate.)

4. Upper Level Writing Requirement: 2L and 3L students may fulfill the Upper Level Writing Requirement (“ULWR”) in one of two ways:

- ULWR Seminars - Seminars that fulfill the ULWR provide an opportunity to work closely with a faculty member in a limited enrollment class, and receive extensive feedback on their writing, and ultimately submit an extensive paper of scholarly quality. The requirement is described in detail at the link above. Seminars that fulfill the ULWR are designated as such in the course schedule and in the list of course descriptions.
- Independent Research - Students may also fulfill the ULWR by undertaking a two- or three-credit Independent Research course. The course entails independent research under the supervision of a full-time faculty member, resulting in an extensive paper on a selected topic. The topic must be approved in writing by the instructor under whose supervision the research is

Law Skills IV:

One of the following upper-level courses is required to satisfy the LS IV requirement:

- Appellate Advocacy / LAWR 599
- Contract Drafting / LAWE 679
- Business Litigation Practicum / LAWE 688
- Pre-Trial Litigation / LAWE 660

conducted. There is a limit of three semester hours total permitted for independent research projects. Students must arrange for Independent Studies with faculty on their own initiative and must make such arrangements and register for them through the Dean's Office before the end of Add/Drop period.

E. Upper-Class Electives

Other than these courses noted above, there are no upper-level courses that every Richmond Law student must take. There is a certain number of "classroom" and "skills" credits that the ABA requires each student to take; the details are at the link above, but most students should meet those requirements as a matter of course. The key is to think about your career goals (which includes passing the bar, of course) and to build a foundation for that career through a series of carefully sequenced doctrinal and skills courses. Most important, do not try to figure it all out on your own; before you register, discuss your proposed courses with your faculty adviser, your career adviser, and other faculty you have gotten to know.

Taking Courses at the Business School or Elsewhere in the University:

Sometimes students are interested in taking courses elsewhere in the university. If a course is cross-listed between the law school and another school, students may enroll in the course just like any other law school course and no special permission is required. With permission of the Associate Dean for Academic Affairs, students may also take graduate level courses in the School of Business. Students may not take undergraduate courses for credit.

F. Academic Advising

In late March and April, once you have had a chance to review the 2017-18 Course Schedule, we encourage you to discuss your proposed courses for next year with your faculty advisor. Meeting one-on-one with your advisor gives you the opportunity to get more individualized guidance that expands upon the written advice in this Guide.

You also should consider attending the Registration Information Forum which will be held **March 24, 2017**.

G. Summer School

1. Summer School at Richmond Law: The Richmond Law summer session runs for eight weeks, from Monday, May 15, 2017, until Friday, July 7, 2017. Classes are held during the day and in the evenings. Summer registration will begin on March 16, 2017. Please note that students may take a maximum of eight credits during a summer session.

2. Cambridge (UK) Summer Study Abroad: Richmond Law offers a five-week summer program at Emmanuel College, University of Cambridge, Cambridge, United Kingdom, where students can take a maximum of six credits. For further information about the Cambridge Summer Program, see <http://law.richmond.edu/academics/international/cambridge.html>. Questions should be directed to Clark Williams, Professor of Law, at cwilliam@richmond.edu.

3. London Clinical Placement Program: Students attending the Cambridge Summer Program may also participate in Richmond Law's Clinical Placement Program in London. Students in the London Clinical Placement Program enroll for five credits, representing a combination of 32 work hours a week for five weeks and an academic component. The Clinical Placement Director places students with solicitors and barristers in varied work environments, including public interest groups and the private sector. Students may also be placed with members of Parliament. Questions about the London Clinical Placement should be directed to Margaret Ivey Bacigal, Clinical Professor and Director, Clinical Placement Program, at mbacigal@richmond.edu.

4. Other Summer Study Abroad: The Law School permits students to study abroad at a summer program offered by another ABA-approved law school. Students interested in participating in a summer study abroad sponsored by another law school should consult with Jim Gibson, Associate Dean for Academic Affairs (jgibson@richmond.edu).

IMPORTANT DATES

2017 Summer School Dates

March 16	Summer Registration starts
May 15	First day of classes
May 16/18	Add/Late Registration Period
May 16/18	End P/F Audit Option 5pm; 8wk End No-Record Drop 5pm
May 24 & June 9	Last Day to Withdraw—3 week term and 8-week term, respectively
June 3	Final Exams for 3 week Classes
June 16	Last Day to File for August Degree
July 5	Final Exams for 8 week classes

H. Semester Abroad

The University of Richmond has exchange arrangements with many universities around the world. Law Students may earn up to two semesters credit studying at an approved foreign law school. Fluency in a foreign language is not necessarily required as many foreign law schools offer courses or law degrees in English. For more information about semester abroad opportunities, you should consult Jim Gibson, Associate Dean for Academic Affairs (jgibson@richmond.edu).

I. Dual Degree Programs

Richmond Law offers five Dual Degree (J.D./Masters Degree) programs in the following areas: Business Administration (with the University of Richmond Graduate School of Business), Urban and Regional Planning, Social Work, Health Administration, and Public Administration (the latter four with the corresponding graduate programs of Virginia Commonwealth University). Students who participate in one of these programs and take the requisite number of qualifying courses during their J.D. studies will receive one semester of credit from the Law School for the course work completed in the Master's Degree program, and will also receive one semester of credit from the Master's Degree program for the course work completed in the Law School. Students generally apply to these joint degree programs during the Spring semester of their first year. For more information about these joint degree programs, go to: <http://law.richmond.edu/academics/dual-degrees.html>.

J. Clinics

The University of Richmond offers two types of clinical experiences—in-house clinics and the Clinical Placement Program (CPP). The in-house clinics are taught by full-time faculty members who supervise students working on cases and clinic members. The in-house clinics operate like a boutique law firm situated within the law school. Applications open March 20, 2017 and will be available online at the following link: <http://law.richmond.edu/academics/clinics-skills/in-house/application.html>

In the CPP program, which is directed by a full-time faculty member, students are placed with practicing lawyers and judges in the community who serve as field supervisors.

1. In-House Clinics: The Law School offers three graded in-house clinical opportunities in the fall semester and four in the spring semester to students in their second or third years. All in-house clinics have weekly classroom components, and all require at least weekly meetings with the faculty member who is the supervising attorney. Approximately 56 students can participate per year in these clinical experiences that range from two credit to six credit hours per semester. All clinics provide semester-long experiences. While all in-house clinics accept second year students, preference in enrollment is given to those in their third year. In addition, students who have met the requirements for a third-year practice certificate have greater opportunities in those clinics where courtroom experience is highlighted. Visit <http://law.richmond.edu/academics/clinics-skills/in-house/index.html> to learn more about the clinical offerings.

2. Clinical Placement Program (“CPP”): In the CPP, students are assigned to work with trial and appellate judges; state and federal prosecutors; public defenders; lawyers working in the areas of civil litigation, public policy, regulatory law, and legislative advocacy; and in-house counsel for national and international corporations (spring semester only).

3. London Clinical Placement Program: A five-week summer London Clinical Placement Program (“LCPP”) is also offered for rising second and third-year law students. It is designed to help students integrate legal theory with practice and to provide them with the opportunity to compare different legal systems.

4. D.C. Externship: DC Externship: This program combines a supervised externship (field placement) of 500 hours over the course of the fall semester in a federal agency or nonprofit organization in Washington, DC with a weekly seminar. Open to 3Ls only (apply during your 2L year).

III. Other Planning Issues

A. **Planning For and Preparing to Take the Bar Exam**

Yes, we know that you are not a 3L yet. However, there are a few important things per-

CLINICAL PLACEMENT PROGRAMS

March 20, 2017

Pre-Registration Clinical Informational Meeting

March 20 – March 24 @ noon:

Applications accepted and interviews conducted.

March 27

Accepted students notified of placements.

LONDON CPP—IMPORTANT DATES

Arrival in London: **Thursday, June 1**

The London Orientation to be held **June 2-4**.

Introduces students to the UK legal and political systems, London, and their placements.

Placements begin: **Monday, June 5, 2017**

Placements End: **Friday, June 30, 2017**

London Departure: **Saturday, July 1, 2017**

IN-HOUSE CLINICS CONTACTS

Children’s Defense Clinic

* Prof. Julie McConnell / jmconne@richmond.edu

The Institute for Actual Innocence Clinic

* Prof. Mary Tate / mtate@richmond.edu

Jeanette Lipman Family Law Clinic

* Prof. Dale Cecka / dmargoli@richmond.edu

Intellectual Property & Transactional Law Clinic Asst.

* Prof. Ashley Dobbs / ashley.dobbs@richmond.edu

CLINICAL PLACEMENT PROGRAM CONTACTS

Clinical Placement Program

*Prof. Margaret Ivey Bacigal / mbacigal@richmond.edu

London Clinical Placement Program

* Prof. Margaret Ivey Bacigal / mbacigal@richmond.edu

D.C. Externship

* Prof. Steve Allred / sallred@richmond.edu

taining to bar admission that you should be thinking about during your second year. Specifically, (1) How might your conduct during law school impact your Character and Fitness review? (2) When should you take the Multistate Professional Responsibility Exam (MPRE)? (3) Does your state offer discounts for early filing for admission to the bar? (4) Does your state have any additional requirements for admission for the bar?

1. Character and Fitness: All jurisdictions require a character and fitness investigation prior to licensure in order to protect the public and the justice system. Through such investigation, bar admissions authorities seek to ensure that bar applicants are “worthy of the trust and confidence clients may reasonably place in their lawyers.” Accordingly, when you apply for admission to the bar, you will fill out a lengthy and detailed questionnaire concerning your education, work history, criminal background, credit history, etc. The bar admission authority will consider evidence of any of the following cause for further investigation:

- Unlawful conduct
- Academic misconduct
- False statements, including omissions
- Employment misconduct
- Acts involving dishonesty, fraud, deceit, or misrepresentation
- Abuse of legal process
- Neglect of financial responsibilities
- Neglect of professional obligations
- Violation of a court order
- Evidence of mental or emotional instability
- Disciplinary action by professional agency

Additionally, in weighing the significance of such background information, the authority will consider various factors such as the applicant’s age at the time of the conduct, the recency of the conduct, the seriousness of the conduct, the cumulative effect of the conduct, the applicant’s candor in the admissions process, the applicant’s positive social contributions since the conduct, etc. As part of the character and fitness investigation, the bar examiners will, among other things, review your law school application. If there is a possibility that you failed to disclose any misconduct on your application, please contact the Admissions Office at your earliest convenience to

amend your application. Additionally, it is a good practice to keep the law school informed of any misconduct during your tenure as a law student.

Character and fitness questionnaires will seek financial information and inquire into your credit history, and “neglect of financial responsibilities” is another factor considered by bar admissions authorities as cause for further investigation. Nearly all law students have debt and simply having debt is not a cause for concern; however, unpaid, overdue debts are.

In short, it is essential to remember that your conduct during law school can significantly impact – both positively or negatively – your character and fitness investigation. Again, criminal activity, academic misconduct and employment misconduct, particularly when such conduct occurs close in time to your bar application (e.g. during law school), could prevent or delay your admission to the bar. And while serious criminal conduct naturally may jeopardize your admission to the bar, please note that bar examiners have also investigated applicants for more minor infractions, such as speeding tickets. Finally, pay careful attention to your finances during law school, and be sure to pay debts as they come due.

2. The MPRE: Nearly all jurisdictions, with the notable exception of Maryland, require applicants to achieve a passing score on the Multistate Professional Responsibility Exam (MPRE) for admission to the bar. The purpose of the MPRE is to measure the examinee’s knowledge and understanding of established standards related to a lawyer’s professional conduct. The MPRE consists of 60 multiple-choice questions, and the exam is two hours and five minutes. For more detailed information on the MPRE, visit www.ncbex.org.

The MPRE is separately administered from the bar examination and it is offered three times per year: in March, August and November. Most jurisdictions allow students to take the MPRE during the second year of law school. And although it is not required that you complete the course in professional responsibility prior to taking the MPRE, most students find that the course helps significantly in preparing for the test.

During your second year, you should think about when you plan to take the course in professional responsibility and when you plan to take the MPRE. You may register

MPRE Administration

IMPORTANT DATES



March 18, 2017

August 12, 2017

November 4, 2017

www.ncbex.org/exams/MPRE

for the MPRE on line by following a link from the National Conference of Bar Examiners' website, www.ncbex.org.

What to expect on the MPRE

- You do NOT need to take the MPRE in the state where you will take the Bar Exam. That allows you to take it in Virginia for convenience, even if you are planning to take another state's bar exam. Each state has a different passing score. Be sure to CHECK the state in which you want to practice.
- The test is on **scatron**. Old school for sure. You need to bring in a **regular pencil** and fill in the blanks. Mechanical pencils are **NOT** allowed. There are a total of 60 questions (50 scored and 10 unscored) on the exam and it lasts 2 hours.
- At the testing center, you must bring your admission ticket (printed from your confirmation of registration). You must attach a passport type photo (no larger than 2x2 or smaller than 1x1) that has been taken in the **last 6** months and shows only you face and shoulders. Attach the photo to you Admissions Ticket with glue or tape. Print (in block letters) your name, test date, NCBE Number, and test center code on the back of the photograph before you attach it to your MPRE Admission Ticket in case it should become detached from your ticket.
- You must bring a government issued photo id. Your school I.D. **WILL NOT** work.

Here is what you CAN bring into the testing center:

- A sealed clear plastic bag, maximum size one gallon (3.79 liters). It must be stored under the examinee's chair and may be accessed only with permission by and in the presence of a proctor. The sealed bag may contain only the following items: valid ID; wallet; keys; car key fob (without a data port); hygiene products; **non-mechanical** pencils, eraser, and pencil sharpener; tissues; unwrapped cough drops or hard candy; medication; and glucose tablets or gel.

Here is what you CANNOT bring into the testing center:

- any electronic device, including but not limited to
- cell or mobile phones
- fitness trackers
- watches or timers
- media players
- headphones
- language translators
- picture-taking devices

Other prohibited items, including but not limited to:

- written materials (including books and notes), scratch paper, or paper of any kind
- mechanical pencils, mechanical erasers, pens, or highlighters
- rulers
- briefcases, handbags, or backpacks of any kind
- watches or timers of any kind
- firearms or weapons
- earplugs, earmuffs, or headphones of any kind
- hats and/or hoods (except religious apparel) may not be worn on the head
- food or beverages (unless pre-authorized for medical reasons)

3. The Bar Exam: The bar exam is offered two times per year: at the end of February and at the end of July. You will take the bar exam after you graduate from law school. So, for most students, that means taking the bar in late July.

You will likely file your application for admission to the bar during your final semes-

ter of law school. However, a few states offer discounted fees for early filing (e.g. during the second year of law school), so if you are certain in which jurisdiction you plan to take the bar exam, you should check with that jurisdiction to determine whether it offers early filing discounts. To determine filing deadlines, check your state's bar examining authority's website. The website of the National Conference of Bar Examiners (NBBC), www.ncbex.org, provides links to all jurisdictions' individual websites. From www.ncbex.org, click on Bar Admission Services, then under Bar Admissions Offices, select your jurisdiction. You can also find links to all states' bar examining authority websites at www.barexam.org.

4. Special Bar Admission Resources

Certain state bar associations have special conditions or requirements that must be met before you are eligible to sit for the State's Bar exam. Notably, the New York Bar has recently instituted a requirement of 50 hours of pro bono service. Even if you are not sure where you will practice, it is a good idea to familiarize yourself with various requirements.

For a more detailed discussion of the requirements for admission to the bar and planning during your third year, please see the *University of Richmond Bar Admission Handbook*, available in the Dean's Office, from Prof. Emmy Reeves, or online at law.richmond.edu/academics/advising/bar/html.

B. Disability Services

You can request disability accommodations at any time during your law school career, even if you never received accommodations in the past. Academic accommodations can be made for various disabilities including medical, learning, physical, and psychological disabilities. Associate Dean Kristine Henderson is the Law Schools Disability Coordinator and is available to answer any questions. Additionally, there are several disability specialists housed within the University's Counseling and Psychological Services (CAPS) who are available for consultation should you suspect that you have a disability. They can provide counseling as well as referrals for appropriate testing, if warranted. You can reach Dean Henderson at khender3@richmond.edu, (804) 289-8186, or visit her in the Dean's Office. CAPS can be reached at (804) 289-8119, or visit their

offices on the third floor of Richmond Hall.

IV. Career Development

Your approach to career planning throughout your second year of law school will greatly impact your post-graduate employment outcome.

To prepare for your second summer and post-graduate employment searches, partner with your Career Development Office advisor to: (1) conduct self-assessment regarding your career preferences; (2) match your interests with potential career paths; (3) expand your network and opportunities by participating in informational and employment interviews; and (4) decide which experiences and skills to target during your remaining time in law school through coursework, clinical programs, co-curricular and extracurricular activities, and school-year and summer employment.

If you are confident that you already have discovered your path, your second year will be the time to tailor your activities to best complement your career goals. If you are not so certain about what you want to do, your summer and second year will be the time to further refine your interests.

As you wrap up your first year, reflect on the experiences you have had. These include classes, extracurricular activities, and pro bono experiences. Based on these experiences, evaluate your skills, interests, and values. Below are some questions you should explore:

- Which 1L classes have you liked? Why? In the alternative, which classes have not been as enjoyable? Why?
- Have you participated in any competitions? Did you enjoy them? Why?
- Have you discovered additional professional strengths in the last year?
- What motivates you?
- Which geographic areas interest you? Why? To which geographic areas do you have ties?
- If you worked before coming to law school, what did you like and dislike about your work environment? Your employer, supervisor, and colleagues?

Summer/Fall 2017 Interview Programs

Southeastern Minority Job Fair

July 21 – 22, 2017, Hyatt Regency Suites, Atlanta Northwest, Marietta, GA

Southeastern Intellectual Property Job Fair

July 25, 2017, Georgia State University, Atlanta, GA

Loyola Patent Law Interview Program

August 3 – 4, 2017, Embassy Suites Chicago, Chicago, IL

New England Interview Program (NEIP)

August 11, 2017, Regus Office Suites, Boston, MA

Early Fall On-Campus Interview Program

Week One begins August 8, 2017

Week Two begins August 14, 2017

Equal Justice Works Conference & Career Fair

October 27 – 28, 2017, Crystal Gateway Marriott, Arlington, VA

- Are you self-motivated, or do you work best with close direction and supervision?
- Do you work best in a team or alone?
- Are you detail-oriented or a big-picture person?
- Which practice areas interest you and why?
- How do you define career success?

Your answers to these questions should guide your decision-making about career choices going forward.

The next step is to explore the variety of opportunities available to you. Your career advisor is available to discuss your interests, possible career paths, and the resources you may use to learn more. Conducting informational interviews with alumni and other practitioners also is an important part of the information-gathering process.

Begin connecting your preferences and interests with real options. For example:

- Will your personality fit better in a small or large office?
- Will you be happier working mostly with people or ideas?
- Do you want to work for the government, a law firm, on your own, in the public sector, or for a non-legal employer?

Note the following considerations:

1. The Unified Journal Competition includes a Bluebook exam and case note. If you want to clerk for a judge or work for a large law firm after graduation, strongly consider participating in the competition, as both types of employers highly value journal participation.

2. Large law firms primarily hire entry-level attorneys through their 2L summer programs. If you are interested in a position with a large firm, you should develop your target law firm list by late June following your 1L year. Applications to large firms participating in on-campus interviews (OCI) will be due in July. Therefore, you will need to finalize your resume, grade list and writing sample by then. OCI will begin in early August, prior to the start of fall semester classes.

Unified Journal Competition and Bluebook Exam

May 2017

Do not limit your search to the law firms visiting Richmond Law for OCI. By mid-July, create and submit direct applications to large firms who are not participating in OCI so that you can be considered during their hiring cycle, which also begins in early August.

Some off-campus diversity and intellectual property interview programs (e.g., Loyola Patent Law Interview Program, Southeastern Intellectual Property Interview Program, Southeastern Minority Job Fair, etc.) occur in late July or early August. The CDO will distribute information regarding these programs later this spring and over the summer via email and Symplicity.

Most large law firms complete their hiring for 2L summer associates by mid-September. Their hiring patterns are atypical among employers in that they make entry-level hiring decisions almost two years in advance and primarily through interview programs and job fairs.

3. Federal judges will begin accepting applications for post-graduate **judicial clerks** (to begin in fall 2019) the July prior to the start of your 2L year, and you should set up an OSCAR (Online System for Clerkship Application and Review) account at that time. Review the judicial clerkship website (www.law.richmond.edu/career/clerkships.html) and meet with Marka Belinfanti, the CDO judicial clerkship advisor, to discuss the application process.

Application timelines for state court clerkships vary widely, but usually are during the spring of your 2L year or early fall of your 3L year.

4. Monitor application deadlines for internships with **federal government agencies** via their websites and the Government Honors & Internship Handbook (see the CDO for login credentials). Some agencies have August or September deadlines. Apply to organizations hiring on a “rolling basis” as soon as possible after the agency begins accepting materials.

5. Most **small and mid-size law firms** do not participate in formal recruitment programs. Also, because they hire on an as-needed basis, decisions typically are made closer to the date you would begin summer or post-graduate employment. With some exceptions, that is spring semester for 2L summer opportunities and after the bar exam

for post-graduate positions.

Developing informal connections, which the CDO can help you build, with attorneys and firms in your areas of interest often is the entry point to one of these positions.

6. Through a post-graduate **public interest fellowship**, you may have the opportunity to work in an entry-level position at a non-profit organization. Some funding organizations allow you to propose and design your own position or project, while others seek to fill a specific role. Though most fellowship applications are due during the summer or fall of your 3L year, building a successful application takes time. Meet with Marka Belinfanti, the public sector career advisor, early during your 2L year, to learn more.

7. Formal **recruitment programs** to which 2Ls may apply include:

- Richmond Law's Summer/Fall OCI Program, through which law firms will interview 2Ls for summer employment (note that when you are a 3L, Summer/Fall OCI opportunities are limited) (August, University of Richmond);
- Equal Justice Works Conference and Career Fair, a national public sector career fair (October, Washington, D.C.);
- Richmond Law's Spring OCI Program (note the employer participants primarily are focused on 1Ls for summer positions, so opportunities for 2Ls and 3Ls through Spring OCI are limited) (February, University of Richmond);
- Commonwealth Consortium Government & Public Interest Interview Program, co-sponsored with Washington & Lee and William & Mary law schools, through which public sector employers interview students in each class year (February, University of Richmond); and
- Commonwealth Consortium Spring Interview Program, co-sponsored with the law schools at the University of Virginia, Washington & Lee, and William & Mary, through which small law firms interview 2Ls for summer positions and 3Ls for post-graduate positions (March, University of Richmond).

The CDO will arrange interview dates at other times in accordance with employer preferences and solicits job listings, which are posted in Symplicity, for students and recent graduates throughout the year.

Additionally, please consider the following as you make plans for your second year and beyond:

- To try cases during your 2L summer or during a 3L clinical placement, in Virginia you will need to take the courses required for your Third-Year Practice

Certificate (i.e., Evidence and Professional Responsibility). Other jurisdictions may have different requirements.

- If you want to participate in one of the clinical opportunities offered through the law school, talk with students who have participated in the clinics and the relevant faculty. Learn which prerequisites are required for the program in which you are interested and how it will affect your schedule.
- If time permits and an opportunity matches your interests, consider working part-time during the semester. Small firms frequently hire student interns during the academic year. This experience can help you decide whether you are on the right path and may lead to a summer or post-graduate employment offer.
- Each Richmond Law student is guaranteed funding for one summer of unpaid legal work in the public sector through the Summer Public Sector Fellowship Program. A second Fellowship is not guaranteed, however, those students pursuing a post-graduate career in the public sector may apply for one. Second Fellowship requests *may* be granted subject to available funding and a student's demonstrated commitment to a public sector career. Applications for second Fellowships are due in late Fall, while first requestors should submit their applications in late Spring.

Review the career resources on the CDO website and meet with your career advisor. Career planning and development is a lifelong process, and the CDO team is here to help.

V. Finances

A. Financial Aid For 2017-2018

Detailed information regarding financial aid for can be found at www.financialaid.richmond.edu/law.

1. Scholarships: If you received a scholarship your first year, you will continue to receive it in subsequent years as long as you continue to meet all eligibility requirements. Note that scholarships are available to law students through their sixth term of enrollment (prorated for transfer students), excluding summer term.

2. Loans: Students must re-apply for loans and Federal Work-Study each year.

IMPORTANT FINANCIAL AID DATES

June/July 2017

FAFSA and Summer Loan applications should be submitted at least six weeks prior to beginning of summer enrollment period

May 15, 2017

Deadline for FAFSA submission for students applying for loans for the academic year

June 15, 2017

Award Notifications sent for Academic Year

August 28, 2017

Fall Aid disbursement date (provided all requirements are met)

August 28, 2017

Fall Term begins

January 16, 2018

Spring Aid disbursement date (provided all requirements are met)

January 15, 2018

Spring Term begins

You will need to submit the following forms:

- a) Submit the 2017-2018 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov by the University's May 15, 2017 deadline. (The deadline for financial aid for summer 2017 is earlier; see below, item A3.)
- b) Submit the University of Richmond 2017-2018 Academic Year Federal Direct Loan application available at www.financialaid.richmond.edu/forms at least six weeks prior to the start of the fall term. (The deadline for financial aid for summer 2017 is earlier; see below, item A3.)

How much can I borrow?

You may borrow up to the Cost of Attendance (COA) minus any other aid you are receiving. COA information is at <http://financialaid.richmond.edu/law/cost.html>. Law students may borrow up to \$20,500 under the Federal Direct Unsubsidized Loan program. Amounts borrowed for summer session will reduce borrowing capacity from this program for the following academic year.

The Federal Direct Grad PLUS Loan provides additional loan funding to assist with academic year costs. Students may borrow up to the COA minus any other aid being received. The Direct Grad PLUS loan is a credit-based loan. Students are encouraged to review their credit reports and resolve any issues immediately. Students who are denied the Direct Grad PLUS Loan will receive information about the reason(s) for the credit denial. You may appeal the decision or apply with an endorser, or co-signer. Students who borrow through the Federal Direct Unsubsidized Loan during the summer may borrow funds through the Federal Direct Grad PLUS Loan to make up the difference.

Visit <http://financialaid.richmond.edu/law/loans.html> for more information and applications on Federal Direct Loans.

Private, credit-based loans are also available. However, we strongly encourage students to borrow from the Federal Direct Unsubsidized Loan and the Federal Direct Grad PLUS Loan programs rather than from a private lender as loan terms are usually better, and a poor credit history can prevent a student from obtaining these loans, even with a co-signer. If you are thinking about using a private credit-based loan to finance your education, we encourage you to speak with a financial aid advisor first.

When will I be notified of my aid for 2017-2018?

Aid will be posted to BannerWeb, and notifications will be sent to returning students by the end of June, assuming that the FAFSA is submitted by the deadline.

When will my aid disburse?

Aid for Fall 2017 will disburse on August 23, 2017 as long as all eligibility requirements are met. Aid for Spring 2018 will disburse on January 11, 2018.

If your financial aid exceeds your billable charges, you will have a credit balance. Students will receive a refund for the credit balance, from the Bursar's Office, within 7-10 business days of disbursement. Refunds will be issued by Direct Deposit or by check. Students should contact the Bursar's Office (804-289-8147 or 1-866-241-8893) regarding the refund process and/or if they wish to sign up for Direct Deposit. Please visit: <http://controller.richmond.edu/payroll/direct-deposit.html>.

Is there an installment plan?

An installment plan is offered by the Bursar's Office for Fall and Spring term charges only. The plan offers payment schedules of equal payments over the academic year or semester. Additional information can be found at <http://controller.richmond.edu/tuition/pay/plan.html>.

3. Loans For Summer 2017: Loans are available for summer study, including the London Clinical Placement Program and the Cambridge program. If you want to borrow loans for Summer 2017, you must submit the 2017-18 FAFSA (www.fafsa.ed.gov) at least six weeks prior to the start of your summer session. If you submit the FAFSA closer to the beginning of the term, your summer loan may not be available by the start of your summer school session.

You must also submit a 2017 Summer Federal Direct Loan application (available at www.financialaid.richmond.edu/forms) to the Office of Financial Aid at least six weeks prior to the start of your summer session. Loan applications will not be processed if the required paperwork is submitted after the midpoint of your summer enrollment period.

Register for your summer session classes as soon as possible. We will not process your loan application until your registration is completed. You must be registered at least half-time (three hours for summer term) in order to be eligible for loans.

The Federal Direct Unsubsidized Loan program provides loans of up to \$20,500 per

year. Amounts borrowed for summer session will reduce borrowing capacity from the Direct Unsubsidized Loan program for the following academic year.

Additional information regarding financial aid for law school can be found online at www.financialaid.richmond.edu.

4. Student Employment

Note: The American Bar Association prohibits any law student from working more than 20 hours per week while attending classes.

Federal Work-Study Program: Federal Work-Study (FWS) funds may be available to eligible Law students who are interested in working on-campus or at UR Downtown during the fall and spring terms. Adding FWS eligibility to your financial aid package will reduce your eligibility for student loans. If you are interested in FWS funding, contact the Office of Financial Aid to determine your eligibility and if funding is available.

Under Federal Work-Study, students are authorized to earn up to a specified amount; however, they are not guaranteed employment to that level. Although the University assists students with their job search, it is the student's responsibility to arrange interviews with prospective employers and to find a job. A Job Fair is held at the beginning of the fall term and available positions are listed on the Student Employment website at: studentjobs.richmond.edu. Work-Study earnings are received in the form of a bi-weekly paycheck; they are not disbursed directly to the student's account. Actual earnings are dependent on the rate of pay and the actual number of hours worked.

University Work Program: Students who do not receive Federal Work-Study funds as part of the financial aid package can seek employment under the University Work Program as long as they are enrolled on at least a half-time basis (six credits/term). A Job Fair is held at the beginning of the fall term and available positions are listed on the Student Employment web site at student-jobs.richmond.edu.

B. Financial Planning and Loan Forgiveness

1. Financial Management For Law Students: The financial realities of your legal education are important factors to be planned for and managed. Most students leave law school with student loan indebtedness. However, there are ways to help limit and manage one's debt.

You should develop a realistic budget and borrow what you need, not necessarily for what you are eligible. The old adage is true: if you live like a lawyer when you are a student, you may need to live like a student once you are a lawyer. You may also choose to work during your second and/or third year of law school. These earnings may allow you to borrow less during your enrollment. You can lower your debt by considering paying down interest on your interest bearing your loans while you are in school. Unpaid interest will be capitalized once you enter repayment. Capitalized interest is added to the principal and will become the new principal balance.

Once you graduate, there are several repayment options available. Some repayment plans allow students to pay a set amount for a certain number of years. There are also graduated repayment plans, which reset the monthly payment amount every two years, for a set number of years. Income driven repayment plans set the monthly payment amount based on a combination of income, family size, and the federal poverty level. Income driven repayment plans include:

Income Based Repayment (IBR) – a repayment plan based on the following calculation: If your monthly payment under a standard 10 year repayment plan is more than 15% of your discretionary income (defined as the difference between your Adjusted Gross Income and 150% of the poverty level based on family size and location), then you pay only 15% of your discretionary income. If a borrower is on this plan for 25 years and meets other requirements, the remaining loan balance may be cancelled. This debt cancellation has IRS tax implications.

Pay As You Earn Repayment (PAYE): a repayment plan based on the following calculation: If your monthly payment under a standard 10-year repayment plan is more than 10% of your discretionary income (defined as the difference between your Adjusted Gross Income and 150% of the poverty level based on family size and location), then you pay only 10% of your discretionary income. In order to qualify for this plan, a student must have no federal student loan debt prior to October 1, 2007 and receive a new disbursement on or after October 1, 2011. Students must apply for the Pay As You Earn plan and submit annual income information. Students may apply for Pay As You Earn online at www.studentloans.gov. If a borrower is in this plan for 20 years and meets other requirements, the remaining loan balance may be cancelled. This debt cancellation has IRS tax implications. Additional information can be found at <http://www.studentaid.ed.gov/repay-loans/understand/plans/pay-as-you-earn>.

Revised Pay As You Earn Repayment (Re-PAYE): a repayment plan based on

the following calculation: If your monthly payment under a standard 10-year repayment plan is more than 10% of your discretionary income (defined as the difference between your Adjusted Gross Income and 150% of the poverty level based on family size and location), then you pay only 10% of your discretionary income. Students must apply for the Re-PAYE plan and submit annual income information. Students may apply for Re-PAYE online at www.studentloans.gov. If a borrower with undergraduate loans only is in this plan for 20 years and meets other requirements, the remaining loan balance may be cancelled. If a borrower with graduate loans is in this plan for 25 years and meets other requirements, the remaining balance may also be canceled. This debt cancellation has IRS tax implications. Additional information can be found at <http://www.studentaid.ed.gov/repay-loans/understand/plans/pay-as-you-earn>.

Income Contingent Repayment (ICR) – a repayment plan that allows qualifying students to pay the lesser of (1) payments that would be made under a standard 12 year repayment plan or (2) 20% of your discretionary income (defined as the defined as the difference between your Adjusted Gross Income and the poverty level based on family size and location.) Students must apply for ICR and submit annual income information. If a borrower is on this plan for 25 years and meets other requirements, the remaining loan balance may be cancelled. This debt cancellation has IRS tax implications.

Additional information about these various repayment plans can be found at <http://www.studentaid.ed.gov/repay-loans/understand/plans>.

2. Public Service Loan Forgiveness (PSLF): If you decide to enter public service, you would be eligible to apply for forgiveness of any outstanding Direct Loan balance after making 120 qualifying payments. Public service employment consists of: government (federal, state, tribal, and local) employment; a non-profit organization under section 5019(c)(3) of the Internal Revenue Code; a tribal college or university; a private organization that provides certain public services; and a public child or family service agency.

PSLF is only for Direct Loans. FFEL loans and Federal Perkins loans do not qualify for PSLF. However, if you have FFEL loans and/or Federal Perkins loans, you can consolidate them with the Direct Loan program when you enter repayment. These loans would then qualify for PSLF. This is one of the many reasons why we strongly urge you not to take out private loans. Private loans cannot be consolidated through the Direct Loan Program and are not eligible for PSLF.

Additional information about PSLF may be found at <http://www.studentaid.ed.gov/>

[repay-loans/forgiveness-cancellation/charts/public-service.](#)

Law School is a financial investment. Through careful planning, you can successfully manage this investment.

VI. Activities Outside the Classroom

A. Pro Bono Opportunities

As you plan your second year and beyond, you should consider participating in one or more of our many pro bono opportunities. Lawyers have a professional obligation to serve their communities and pro bono service is a great way not only to fulfill this obligation but also to get hands-on legal experience. We have many opportunities that allow students to work side-by-side with attorneys providing assistance to clients in need. We offer a variety of pro bono opportunities, some of which involve one-time commitments, others are ongoing. Program descriptions may be found at <http://law.richmond.edu/public-service/pro-bono/index.html>, and Pro Bono Placement opportunities are promoted throughout the academic year through Symplicity as well as The Docket. For more information, please contact Tara Casey, Director of the Carrico Center, at 804-287-1207 or tcasey@richmond.edu.

New York has issued a rule for bar admission, requiring students to have completed 50 hours of pro bono service. Chief Justice Lippmann and the New York Board of Bar Examiners have issued guidance on how this new rule is to be implemented. For additional information on this requirement, please see <http://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf>

Pro Bono Certificate:

Students who have devoted significant time and energy to pro bono service during their time here and meet certain requirements are awarded a Pro Bono Certificate at graduation. For more information regarding this Certificate, please visit law.richmond.edu/public-service/pro-bono/pro-bono-certification-form.html.

B. Law Journals

Richmond Law has four student-run journals:

- *University of Richmond Law Review*
- *Richmond Journal of Law and Technology (JOLT)*
- *Public Interest Law Journal ((PILR)*
- *Richmond Journal of Global Law and Business (GLOBAL)*

Each Journal publishes articles and essays written by scholars as well as students. Some also sponsor academic symposia during the academic year. Each Journal has a website providing an overall description (see <http://law.richmond.edu/students/journals.html>). Additionally, all four Journals have offices in the building and conduct office hours.

Journal Work:

Student members research all manner of legal sources (articles, statutes, constitutions, cases) to collectively improve the quality of the scholarship selected for publication. During the second year of Journal membership, a student can seek to be named as one of the Editors of the Journal. Journal Editors may be responsible for selecting work for publication, administering symposia, or assisting in the administration of the Journal.

How do I become a member of a Journal?

There is a Unified Competition for entry onto the Journals at Richmond, consisting of a Bluebook exam and a case note writing competition. The competition is scheduled in May of each year after classes end.

The *University of Richmond Law Review* has two options for entry: “grading on” and “writing on.” For the top 10 ranked individuals in the 1L class (as of the end of the spring semester), the “grade on” option offers automatic selection for the *University of Richmond Law Review* if the qualifying individual fully completes the Bluebook exam and case note competition. For all other individuals, selection consists of three criteria: 25% based on Bluebook examination scores; 25% based on grades as of the spring 1L semester; and 50% based on the case note competition score. There is also a transfer competition open to any 2L transfers in the fall, but the spring competition represents the sole opportunity for non-transfer students to be selected for the *University of Richmond Law Review*.

The other 3 Journals determine membership based on the individual’s performance on

both the Bluebook exam and the case note writing competition.

C. Appellate Advocacy, Trial Advocacy, Client Counseling and Negotiations, and Alternative Dispute Resolution (ADR)

At Richmond Law, advocacy competitions are organized through student-run competition boards.

Alternative Dispute Resolution (ADR) Society

Board Membership – Students gain entry on the Board through their performance in an internal competition. All 1L and 2L students are eligible to compete and the teams that make it to the semi-final round (four teams) are selected to the Board. The Executive Board reserves the right each year for discretionary bids based on performance.

Internal Competition – The ADR Society conducts a Mediation Competition in the spring of each year. Information sessions are held the second or third week of January.

External Competitions – The ADR Society participates in the ABA Law Student National Representation in Mediation Competition. For more information see http://www.americanbar.org/groups/dispute_resolution/awards_competitions/law_student_national_representation_in_mediation_competition.html)

Client Counseling and Negotiations Board (CCNB)

Board Membership – Students gain entry on the Board through one of the multiple competitions run by CCNB. All 1Ls and 2Ls are eligible to compete.

Internal Competitions – In the fall (normally in October), the Board holds an annual Negotiations Competition. In February of each year, the Board holds an annual Client Counseling Competition. Finally, the Board hosts an internal Merhige Environmental Negotiations Competition in late March.

External Competitions – The CCNB competes in the National Merhige Competition (traditionally held in April) as well as the ABA Regional Negotiations Competition in the Fall.

Moot Court Board

Board Membership – Students gain entry onto the Board through their performance in

either of the two internal competitions. The top eight advocates gain admission to the Board. The Executive Committee also reserves the right to make discretionary bids.

Internal Competitions – All 1Ls are eligible to participate in the James H. Barnett, Jr. Competition each spring. All 2Ls (including transfers) are eligible to compete in the Harry L. Carrico competition in the Fall.

External Competitions – Each year, the Moot Court Board makes a determination as to which regional and national competitions they will enter.

Trial Advocacy Board (TAB)

Board Membership – Students gain entry onto the Board through their performance in one of two internal competitions. Traditionally, VTLA is open only to second and third year law students, but first year students may compete if space is available.

Internal Competitions – TAB holds two competitions, the first, the Trial Advocacy Board Competition, is held in the fall semester (late October/early November) and is open to first and second year law students only. The second competition is The Virginia Trial Lawyers Association (VTLA) Competition which is held in January. Both competitions require students to master the basics of trial advocacy and trial preparation. For additional information about TAB, please visit: <http://lawstudent.richmond.edu/tab/index.php?pageType=home> and their Facebook page.

External Competitions – Each year, TAB competes in several external national competitions. In the Fall, they traditionally compete in the ABA Labor and Employment Law Competition. In the Spring, they traditionally compete in the American Association of Justice Student Trial Advocacy Competition and the John L. Costello National Criminal Law Trial Advocacy Competition hosted by George Mason Law School.

D. Student Governance & Activities Student Organizations

1. Student Organizations: There are over 38 groups in the law school covering a multitude of interests and perspectives. You can find a list of all organizations at <http://law.richmond.edu/students/organizations.html>. Organizations elect new officers late in the Spring semester.

As you will recall, each August, there is a student organization fair set up during first-

year orientation. All students are welcome to attend and gather more information.

2. The Student Bar Association: The Student Bar Association (SBA) is the student governing body at the Law School. It also serves as the student voice before the faculty and administration. The Executive Board is composed of the President, Vice President, Treasurer, and Secretary. These positions are filled through a general election process held each spring, normally before Spring Break. Additionally, there are class representatives from each year that makeup the SBA Executive Board—two 2L students, two 3L students, and three 1L students (one representative from each first-year section). The election for 2L and 3L representatives occurs in the spring. The election for 1L student representatives takes place in September of each year.

In addition to their governing responsibilities, the SBA is allocated significant funding from the University and is charged with the responsibility of financially supporting Law School student activities and organizations. The funding process begins in the Spring for the upcoming academic year with requests from each organization.

VII. Internal Communications

As you probably know by now, the Law School is abuzz with activities. The best way to find out what is happening around the School is to consult our e-newsletters, *The Docket* and *This Week at Richmond Law*.

There is an online master calendar which is an all-encompassing list of events taking place in the law school. Please use this as a resource when planning your schedule. Student organizations can request that an event be added to the calendar and e-newsletters. Access this information, as well as additional resources, at <http://law.richmond.edu/students/index.html>.

VIII. Honor Code

The Law School honor system is entirely student run. The Honor Council adjudicates claims of academic misconduct under the Law School Honor Code. The Grievance Committee is responsible for investigating and prosecuting Honor Court cases. Members of

the Student Advocate Corps are available to provide a defense for the accused student. If a claim of misconduct goes to trial, the Honor Court determines guilt or innocence and, in the event of a guilty verdict, imposes sanctions pursuant to the Code. Justices of the Honor Court, along with members of the Grievance Committee and the Student Advocate Corps are elected by the student body. A copy of the Honor Code can be found in the Law School Catalog (<http://law.richmond.edu/students/honor-code.pdf>). Students are bound by the Law School's Honor Code by virtue of their matriculation at the Law School.

IX. Standards of Conduct

Law students are governed by the Law School Honor Code as well as the University's Standards of Conduct. The purpose of the Standards of Conduct is to help ensure an environment that is most conducive to academic learning. The Standards define the rights, freedoms, and responsibilities regarding conduct of individuals and groups that make up the student academic community, and to identify those standards of conduct the University of Richmond deems essential for fulfilling its educational mission and its community life. The Standards govern the conduct of students and their guests on the campus of the University of Richmond or at University-sponsored activities and functions. The full text of the Standards of Conduct along with the consequent disciplinary procedures can be found in the Law School Catalog (<http://law.richmond.edu/students/honor-code.pdf>).

X. Sexual Misconduct Policy

As an educational institution, the University of Richmond values a learning community in which all members feel secure, physically and intellectually. Behavior that harms others or threatens campus security challenges the institution's key mission to "sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge." Sexual misconduct is such behavior and is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment and stalking.

As a recipient of federal funds, the University of Richmond complies with Title IX of the Education Amendments of 1972. Title IX provides: "No person in the United States shall,

on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. "This sexual misconduct policy ("Policy") also applies to sexual misconduct complaints involving applicants for admission, or students aggrieved by third parties such as contractors or vendors serving the University. The full text of the Sexual Misconduct Policy and consequent hearing procedures can be found in the Law School Catalog (<http://law.richmond.edu/students/honor-code.pdf>).

Sexual Assault Reporting

If you have been the victim of a sexual assault we encourage you along with an advocate of your choice to report to the UR Police. You have the right to participate or decline to participate in a criminal investigation.

Reporting an assault to URPD is the first step of the criminal process. If an individual is assaulted outside of campus URPD will assist a victim and connect that individual to the appropriate law enforcement jurisdiction. The report to URPD is a document of fact, not a commitment to move forward with a criminal prosecution. At this time an individual may ask or be provided information to be better educated with the legal process. Reporting of certain crimes may open the door to the Commonwealths victim/witness services to include possible compensation for certain crimes.

Beth Simonds, Assistant Chief of Police, (804) 289-8722
bsimonds@richmond.edu

UR Police

Emergency: (804) 289-8911

Non-Emergency: (804) 289-8715

Off-Campus emergency: 911

Report Incidents of Discrimination

Students, faculty, and staff who are subjected to or believe they may be the subject of discrimination prohibited by University policies or applicable laws or who witness potential discrimination should file a complaint in accordance with the University's Harassment

and Discrimination Policy. Complaints of discrimination may also be made, informally, to the director of Common Ground, Dr. Glyn Hughes, who shall assist the individual making the complaint in pursuing such complaint through applicable University policies and in accessing available University resources for support and guidance. You may contact Dr. Hughes at ghughes@richmond.edu.

Report a Bias Incident

Students, faculty, and staff who are the subject of or who witness a Bias Incident may report such incidents to the director of Common Ground, by completing this bias incident reporting form. The Common Ground director will assist individuals making reports in identifying appropriate University resources for support and guidance, and will notify the members of the Bias Resource Team of such reports.

Academic Freedom

This protocol shall be interpreted and implemented in a manner consistent with the University's commitment to academic freedom, as described in Article III (G) of the Faculty Handbook.

Because bias activity has the potential to adversely affect the members of the University community and to undermine the climate of civility and respect necessary to achieve and maintain a diverse and inclusive community, the University has developed a protocol designed to supplement existing University policies and procedures and to coordinate University resources in response to complaints of bias activity.

As used in this protocol, the term 'bias activity' includes the following:

Bias/Hate Crimes -- defined as any criminal offense or attempted criminal offense that one could reasonably conclude is motivated, in whole or in part, by the alleged offender's bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, immigration or citizenship status, marital status, national origin, race, religion, religious practice or sexual orientation.

Discrimination -- defined as a violation of the University's Harassment and Discrimination Policy, other applicable University policies and procedures and/or applicable anti-discrimination laws.

Bias Incident -- defined as acts that do not appear to constitute a crime or actionable discrimination, but which may intimidate, mock, degrade, or threaten, individuals or groups and which one could reasonably conclude targets a member or group within the University community because of that individual or group's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, gender identity or expression, immigration or citizenship status, marital status, national origin, race, religion, religious practice or sexual orientation.

Report a Bias/Hate Crime

Students, faculty, and staff who are victims of or who witness activity that is or could reasonably be considered a bias/hate crime, including but not limited to assaults, attempted assaults, destruction or damage to property or defacement of property should report such activity immediately to University Police by calling 289-8911, or anonymously, using Silent Witness. Where appropriate, the University Police will notify the Bias Resource Team of reports of bias/hate crimes occurring on campus.