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I. Introduction

This Guide to the Third 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 third year and beyond. We hope it serves as a “what to expect” handbook. 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 Third Year

A. Coursework

As you move into your third year, it is a good idea to confirm that you have met all your course requirements and are on track to graduate.

1. Graduation Requirements:
   
a) 87 Credit Hours. You must have earned 87 credit hours to receive the JD degree. No more than 12 of these credits may be earned in clinical courses. No more than four credits may be earned as a research assistant.

b) All First Year Courses. You must have earned a passing grade in each of the courses required in the first year of law school (i.e. Civil Procedure, Contracts, Constitutional Law, Criminal Law, Property, Leg/Reg, Torts, Law Skills I and II).

c) Professional Responsibility

d) Law Skills III. See http://law.richmond.edu/academics/curriculum/upper-level.html

e) Law Skills IV. This may be satisfied by any of the courses designated by the Registrar as satisfying Law Skills IV, including: Appellate Advocacy, Contract Drafting, Corporate Fraud & Litigation, Environmental Lawyering, and Pre-Trial Drafting. For more information see: http://law.richmond.edu/academics/curriculum/upper-level.html

f) Upper Level Writing Requirement (ULWR). This may be satisfied in one of three ways:

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<th>IMPORTANT DATES</th>
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<tr>
<td>August 28, 2017</td>
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<tr>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 29, 2017</td>
</tr>
<tr>
<td>Last day to file for May or August graduation</td>
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<tr>
<td>October 13-17, 2017</td>
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<tr>
<td>1L and 3L Fall Break</td>
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<td>November 21, 2017</td>
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<tr>
<td>Begin Thanksgiving break after last class</td>
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<tr>
<td>December 8, 2017</td>
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<tr>
<td>Last day of fall classes</td>
</tr>
<tr>
<td>December 11-22, 2017</td>
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<td>Fall term exams</td>
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<td>January 15, 2018</td>
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<tr>
<td>Classes begin</td>
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<tr>
<td>January 16, 2018</td>
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<tr>
<td>Add/drop period begins</td>
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<tr>
<td>January 29, 2018</td>
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<tr>
<td>End audit option, 5 p.m.</td>
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<tr>
<td>End add/late registration 5 p.m.</td>
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<tr>
<td>January 29, 2018</td>
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<tr>
<td>End no-record drop period 5 p.m.</td>
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<tr>
<td>March 2, 2018</td>
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<tr>
<td>Last day to withdraw from class</td>
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<tr>
<td>March 9, 2018</td>
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<tr>
<td>Begin spring break (after class)</td>
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i. ULWR Seminars. Seminars that fulfill the ULWR provide an opportunity to work closely with a faculty member in a limited enrollment class, receive extensive feedback on their writing, and ultimately submit an extensive paper of scholarly quality. The requirement is described in detail in the online catalog at: http://law.richmond.edu/academics/curriculum/upper-level.html Courses that satisfy the ULWR are designated as such in the course schedule and in the list of course descriptions.

ii. Independent Research. Students may also fulfill the ULWR by undertaking a two-credit 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 conducted. There is a limit of three credit hours total permitted for Independent Research projects. Registration for Independent Research must be done through the Dean’s Office, with prior permission from both the supervising faculty member and the Associate Dean for Academic Affairs.

iii. Law Review article. A student may satisfy the ULWR by having an article (not merely a student Comment) published in a law journal of an ABA-accredited law school. For a published article to satisfy the ULWR, it must be reviewed and certified by a full-time faculty member as meeting the requirements for the ULWR.

g) Final Grade Point Average of 2.20. At the completion of all other degree requirements, a student must have a minimum GPA of 2.20 in law school course work for the JD degree to be confirmed.

2. Course Audits

You can conduct a course audit by going to GradTracker (located in BannerWeb under Student Services Tab). GradTracker allows students to review course history, check progress toward graduation, and plan future courses. Any transfer work or grade changes that have not been formally submitted and accepted will not appear on your audit.
3. Third-Year Practice Certification

After completing 56 credit hours, you may obtain a third-year practice certificate which allows you to appear before local courts and administrative agencies under the supervision of a licensed attorney. You may be required to get a third-year practice certificate for a clinic or clinical placement. Even if you aren’t required to get one, you may want to secure one before you graduate because you may be able to use it after graduation.

The certificate remains in effect for 18 months after it is filed with the Executive Director of the Virginia State Bar OR until the announcements of results of the first bar exam following the student’s graduation, whichever date is earlier. You should consult the Rules of the Court, Pt. 6, §IV, ¶15 for details concerning the terms and requirements for use of a third-year practice certificate.

To obtain the third-year practice certificate, please notify Sharon Krol, Assistant to the Dean in the Dean’s office, that you believe you have met the required criteria - i.e., have earned 56 credit hours, have taken a procedure course: Virginia Procedure, Civil or Criminal; Evidence, Criminal Law and Professional Responsibility. She will prepare the request letter for the Virginia Bar and notify you when the certificate has been received. If you will need a third-year practice certificate from another state, please furnish the Dean’s Office with the necessary documentation.

4. Course Selection For Your Third Year

The Registrar’s Office will publish the 2017-2018 upper class Course Schedule in early March. Registration for rising 3L students for Fall 2017 will begin on April 4, 2017 and for Spring 2018 on April 5, 2017. For rising 2L students, registration for Fall ‘17 will begin on April 6, 2017 and for Spring ‘17 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.

COURSE SELECTION RESOURCE CENTER

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/future.html

Course of Study
http://law.richmond.edu/academics/curriculum/planning/index.html

Course Evaluations
https://websecure.richmond.edu/law/courseEvals/index.html
There are a number of tools you will want to explore when reviewing the 2017-2018 Course Schedule in March. 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.

B. 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.

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.

In-House Clinics: The Law School offers four graded in-house clinical opportunities in the fall semester and five 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 72 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.

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, and legislative advocacy; and in-house counsel for national and international corporations (spring semester only).
The CPP is also offered during the eight-week summer school session. 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.

For more information about the program and its requirements, as well as descriptions of all the placements, visit http://law.richmond.edu/academics/clinics-skills/clinical-placement/index.html or review the Clinical Placement Program Student Manual. Electronic copies can be obtained from Jessie Munn, Administrative Coordinator, at jmunn@richmond.edu. Hard copies are on reserve in the law library.

III. Finances

Direct Loans by entering their grace period end date on the consolidation application. This will delay the processing of their federal consolidation application. Students can determine their grace period end date by contacting their servicer.

Additional information about Federal Direct Consolidation Loans can be found at www.studentaid.ed.gov/repay-loans/consolidation. Students may apply online at www.studentloans.gov.

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

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. You will need to submit the following forms:
a. Submit the 2017-18 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.)

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.)

*How much can I borrow?*

You may borrow up to the Cost of Attendance minus any other aid you are receiving. Cost of Attendance information is at http://financialaid.richmond.edu/law/cost.html. The annual loan limit for Direct Unsubsidized Loans is $20,500 for law students. 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.

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.

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 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 Law School 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 studentjobs.richmond.edu.

B. Financial Management for Law Students

1. Exit Counseling

Students who have borrowed Federal Direct Subsidized, Unsubsidized, and/or Grad PLUS loans are required to complete exit counseling before leaving the University. Information about exit counseling will be sent electronically to you in advance of your graduation. You are strongly encouraged to complete your exit counseling online.

The online session will provide your information about your rights and responsibilities as federal loan borrowers. The counseling will provide your total federal loan indebtedness, estimated repayment information, and servicer information.

Additional exit counseling is required for Federal Perkins borrowers which also may be completed online.

During the spring semester, a representative from financial aid will conduct a group session regarding loan repayment. Additional information is available online at http://financialaid.richmond.edu/law/loans/index.html. Students who have additional questions may schedule an appointment with David Curtis, Senior Assistant Director, Office of Financial Aid, by emailing him at jcurtis2@richmond.edu or by calling (804) 289-8438.

2. Loan Servicers

Federal Direct Subsidized, Unsubsidized, and/or Grad PLUS loans are serviced by different federal loan servicers. Direct Loans for a student will be assigned to one servicer. Students will work with their servicers for payments, for deferment or forbearance requests, and other issues related to their federal student loans. While in school, students receive routine updates and mailings, including interest statements, from their servicers. Students can also determine their servicers by accessing their student loan history at the National Student Loan Data System (www.nslds.ed.gov).

Campus Partners, located in Winston Salem, NC, is the University of Richmond’s Federal Perkins Loan servicer. Students who borrowed a Federal Perkins loan while at
Richmond can access their account information at www.mycampusloan.com or by calling 1-800-334-8609.

3. Repayment

Federal Direct Subsidized and Unsubsidized Loans have an automatic six-month grace period before repayment begins. Students who borrow a Federal Direct Grad PLUS loan may request to delay repayment for six months. Federal Perkins Loans have a nine-month grace period. Private loans may have a six-to-nine-month grace period, depending on the loan terms. The grace period begins based on the last day of at least half time enrollment. For most students, this will be the last day of the semester.

**Federal Direct Loans** have a number of repayment plans which to meet different needs. Repayment plans may range from 10 to 25 years. The repayment plans are:

- **Standard Repayment**: a 10-year repayment plan, where borrowers will make a fixed payment for up to 10 years. Monthly payments will vary based on loan debt but will be at least $50.

- **Extended Repayment**: for borrowers with at least $30,000 in outstanding Direct Loans, a repayment plan which offers fixed or graduated payments of up to 25 years.

- **Graduated Repayment**: a 10-year repayment plan, with payments starting at one level and increasing every two years.

- **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. Students must apply for the IBR plan and submit annual income information. Students may apply for IBR online at www.studentloans.gov. If a borrower is in 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 can be found at http://www.studentaid.ed.gov/repay-loans/understand/plans/income-based.

- **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 no more than 10% of your discretionary income. Discretionary income is 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 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 in 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 can be found at http://www.studentaid.ed.gov/repay-loans/understand/plans/pay-as-you-earn.
income-contingent.

IBR, PAYE, Re-PAYE, and ICR are complicated plans with very specific requirements and qualifications. Students can access an online Repayment Estimator at http://www.studentaid.ed.gov/repay-loans/understand/plans. Students with specific questions about repayment can contact David Curtis, Senior Assistant Director, Office of Financial Aid, at 804-289-8438 or at jcurtis2@richmond.edu.

**Federal Perkins Loan**

The University of Richmond is the lender for Federal Perkins Loans received while attending Richmond. Payments will begin nine months after a borrower is no longer enrolled at least half-time. Payments will be at least $40 a month; however, this amount may be larger, depending on the total amount borrowed. The fixed interest rate is 5%. There are various cancellation provisions associated with the Federal Perkins Loan. Additional information about these may be found at https://www.mycampusloan.com/static/html/infocenter/FAQ_5.htm. Payments for a Federal Perkins loan will be made to Campus Partners, our servicer. Students may contact Campus Partners at www.mycampusloan.com, by calling 1-800-334-8609, or by writing: Campus Partners, PO Box 2901, Winston-Salem, NC 27102-2901. Federal Perkins Loans do not qualify for Public Service Loan Forgiveness. Borrowers may consolidate their Federal Perkins Loan into a Direct Consolidation Loan which would then be eligible for Public Service Loan Forgiveness. (See item 4 about Public Service Loan Forgiveness and item 5 about Consolidation.)

**Private Loans**

Repayment for private loans will be based on the terms and conditions of the promissory note. Typically, payments are made on a monthly basis. Payments may be fixed or may vary, depending on if the interest rate is fixed or variable. Borrowers are encouraged to contact their private lender for additional details about repayment.

**4. Public Service Loan Forgiveness (PSLF)**

If you decide to enter public service, you will be eligible to apply for forgiveness of any outstanding Direct Loan balance after making 120 qualifying payments. Qualifying payments are those made under Income Based Repayment, Income Contingent Re-
payment, the Pay As You Earn Repayment Plan, the Standard Repayment Plan, or any other repayment plan where your monthly payment amount equals or exceeds what you would pay under a 10-year Standard Repayment Plan. Public service employment consists of: government (federal, state, tribal, and local) employment; a non-profit organization under section 501(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://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service.

5. Federal Direct Consolidation Loans

A Federal Direct Consolidation Loan allows borrowers who have multiple federal student loans to borrow a new federal student loan to pay off existing loans. Students determine which federal loans to include in the consolidation. Students may extend repayment to up to 30 years. The interest rate for the federal consolidation loan is determined by a weighted average of the interest rates for the loans being consolidated, rounded to the nearest eighth.

Normally, Federal Direct Consolidation Loans enter repayment within 60 days of consolidation. Students can maximize their use of their six-month grace period for federal Direct Loans by entering their grace period end date on the consolidation application. This will delay the processing of their federal consolidation application. Students can determine their grace period end date by contacting their servicer.

Additional information about Federal Direct Consolidation Loans can be found at www.studentaid.ed.gov/repay-loans/consolidation. Students may apply online at
www.studentloans.gov.

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

IV. Career Development Office

A. Bridge to Practice Fellowships

Created thanks to the generosity of our alumni, Bridge to Practice Fellowships (BTP Fellowships) provide a four-month funded fellowship for graduates who intend to pursue careers in the public sector. The fellowship creators recognize that government and public interest organizations typically cannot hire new attorneys before they have been admitted to the bar. However, in Virginia and many other states, graduates have to wait several months before bar results are released. BTP Fellowships allow graduates to take an unpaid position and gain critical experience and contacts. BTP Fellowships pay $2,000 a month for a maximum of four months. Applications typically are due in late January.

B. Career Advising and Programming

As you enter your third year of law school, the Career Development Office (CDO) will continue to partner with you to attain your career and professional development goals. During the summer before your third year, you should reassess these goals and make an appointment with your career advisor to discuss them. Your advisor can help you incorporate what you have learned throughout your second year of school and second summer experience into your search strategy.

Richmond Law graduates secure post-graduate positions with support from the CDO through various means. Some post-graduate positions result from offers made following the student’s second-year summer experience. If you are spending your second summer with a large law firm, the firm may make offers for entry-level attorney positions during the late summer or early fall of your third year. A small number of third-year students secure post-graduate positions through on-campus recruiting, as opportunities for 3Ls during these programs are limited. Some 3Ls secure positions through applications submitted via Symplicity or other job postings websites. Most find jobs through relationship-building efforts.
Your career advisor will work with you to develop applications to prospective employers of all types.

Here are a few things about the timing of the employment search process to consider. During your third year, you will need to finalize your decision about where you will take the bar examination. You must make this decision with your post-graduate plans in mind, even if you have not secured a position yet, as this decision is a signal to prospective employers regarding your interest in their geographic area. As a result of the collapse of the Federal Law Clerk Hiring Plan, the application process for post-graduate judicial clerkships now begins as early as the summer following your 1L year and will continue into fall semester of your 3L year. See the CDO’s judicial clerkship advisor, Marka Belinfanti, for more information. Applications for some federal government agencies and post-graduate public interest fellowships should be submitted during the fall semester of your third year. Many other employers hire on an “as-needed” basis, which means they will hire for the following fall only when they determine their workload is sufficient to require additional staff. For some types of positions, this may mean that hiring will occur after bar examination results are released.

C. Reporting Employment Information

As required, we will report your post-graduate plans, in the aggregate, to the American Bar Association (ABA), our accrediting agency, U.S. News & World Reports, who includes employment information as a major factor in its annual rankings, and NALP—the National Association for Legal Career Professionals, an organization for legal recruiters and law school career services professionals, that compiles and analyzes employment outcomes for law graduates. In accordance with current reporting methodology, graduates whose status is unknown are counted as unemployed for rankings purposes. Further, as you may know, in addition to impacting the reputation and annual ranking of the law school, information about graduate employment prospects is of significant interest to current and prospective students.

When you secure post-graduate employment, please report this information to the CDO. Knowing who already has secured employment and with which employers will allow us to focus our efforts on those students needing our assistance and better plan our employer outreach efforts. If you have not provided this information already, during spring semester
of your third year, we will request details regarding your post-graduate plans through completion of the Graduate Survey. Our alumni advisor, Liz Jones, will continue to reach out to you on a regular basis for the first year following your graduation from the law school.

D. Alumni Services

The CDO and its resources, including one-on-one advising, will be available to you after graduation. Please allow the CDO to support your efforts as you secure your first post-graduate position and make subsequent career transitions.

V. Graduation

A. Graduation Application

During your final year, the University will require that you submit an application to graduate (Graduate Degree Application). Graduate applications are due by the second Friday in September for both December and May graduates. Please contact Kristen Ball in the registrar’s office if you have any questions. For the form, please visit http://registrar.richmond.edu/forms/online/index.html.

B. Regalia Distribution

In January 2018, you will order your regalia online. An email will go out with instructions during the fall semester. In April, the law school will host a Graduation Fair. Regalia will be distributed at that time. You will receive your doctoral hood just before you receive your diploma at the graduation ceremony.

C. Graduating In Absentia

Next year’s commencement ceremony is scheduled for May 11, 2018 at 2 p.m. If circumstances prevent your attendance, you must submit a request to graduate in absentia with the registrar’s office prior to the ceremony (registrar.richmond.edu).

D. Graduating with Honors

At the end of law school study, students who attain in the range of the following cumulative grade point averages are eligible to graduate with the designated honors: 3.80 to 4.00, summa cum laude; 3.60 to 3.79, magna cum laude; 3.40 to 3.59, cum laude.
E. Order of the Coif

Students who achieve a class rank in the top ten percent of the graduating class and who have completed at least 75% of coursework at the University of Richmond School of Law will be offered membership to the University of Richmond School of Law Order of the Coif. Certificates will be distributed after final grades have been submitted.

F. The Ceremony

The Law School holds one graduation ceremony each year in May. Next year’s ceremony is scheduled for **Saturday, May 12, 2018**. Both December and May graduates participate in this ceremony. Prior to the start of the event at 2 p.m., we ask that all graduating students arrive early for a class photo. There is no limit on the number of guests you can bring with you and no tickets are required. In the spring, you will receive several emails providing graduation information as well as a link to the Commencement website.

VI. The Bar

For a comprehensive discussion of issues related to admission to the bar, please see the University of Richmond Bar Information Handbook, available in hard copy in the Dean’s Office or from Professor Emmeline Reeves, or online at [http://law.richmond.edu/academics/PDF/bar-information-handbook.pdf](http://law.richmond.edu/academics/PDF/bar-information-handbook.pdf).

A. Which Bar Exam Should You Take?

For most legal jobs, the attorney must be licensed in the state in which he/she is practicing law. Thus, if you have accepted a job requiring admission to the bar, you naturally will sit for the bar exam in the state in which you will be practicing. If you will be clerking for a judge or working for the federal government, you may not be required to take the bar exam in the state in which you are working initially. Please discuss this issue with your employer.

If you have a job that does not require admission in a particular jurisdiction, or if you have not yet secured employment, you should think carefully about where you would like to take the bar. Consider where you would like to have a career and live long-term, as well as where you feel like you have the best prospects for finding employment. This decision is a
very personal one and is very much dependent on your individual circumstances, and accordingly, we strongly recommend that you meet with Professor Reeves and/or an advisor in the Career Development Office. Nevertheless, some suggestions apply universally:

- **Taking the bar exam is a very significant undertaking, in terms of time, money and energy. Therefore, while it is certainly possible to take multiple bar exams during successive administrations, we recommend that you give considerable thought to where you would like to live and practice and minimize the likelihood that you will have to take several bar exams. If, for example, you truly want to live in another state long-term, avoid the temptation to take the Virginia bar exam simply because you are already here. Additionally, if you have registered for a bar review course in particular state, it may be possible to transfer your registration to another state.**

- **Bar Exam Reciprocity:** As of July, 2018, 27 jurisdictions, including New York, will be administering the Uniform Bar Exam (UBE). All UBE jurisdictions accept transferred scores from other UBE jurisdictions. If you take the bar exam in a UBE jurisdiction, you may be able to be admitted in another UBE jurisdiction without taking the bar exam again. Please see the National Conference of Bar Examiners’ website, [www.ncbex.org](http://www.ncbex.org), and the National Conference of Bar Examiners’ Comprehensive Guide to Bar Admissions Requirements, available at [http://www.ncbex.org/pubs/bar-admissions-guide/2016/index.html#p=45](http://www.ncbex.org/pubs/bar-admissions-guide/2016/index.html#p=45), for more information.

- **Attorney Reciprocity:** Check the reciprocity rules for states that you are interested in. Although each state has different rules, many states allow an attorney who passed the bar in another state to “waive in,” as referred to as admission on motion, without taking another bar exam. Most jurisdictions require an attorney to have practiced law for a period of time, most commonly five years, before s/she is eligible to waive in. Not all states, however, share reciprocity. For example, Maryland will not permit Virginia lawyers to waive in to the Maryland bar, and vice versa. A few states, such as Florida, have no procedure for admission on motion. If you want to practice law in one of those states, you must pass its bar exam. On the other hand, Washington, D.C. accepts reciprocity from every state. Thus, if you intend to practice in D.C., you likely should take another state’s bar, and you will be eligible to waive into D.C. when you pass. To research admission on motion requirements
in particular jurisdictions, you should start by reviewing the National Conference of Bar Examiners’ Comprehensive Guide to Bar Admissions Requirements, available at http://www.ncbex.org. Also check the state’s bar admission authority’s detailed requirements, which are generally available on their websites.

B. Bar Admissions Requirements

Most jurisdictions require the following for admission to the bar:

1) Character and Fitness Investigation,

2) Bar Examination, and

3) Multistate Professional Responsibility Exam (MPRE)

More detailed information on each of these requirements follows.

SPECIAL NOTE: New York State’s Pro Bono Requirement:

§ 520.16 Pro Bono Requirement for Bar Admission

Fifty-hour pro bono requirement. Every applicant admitted to the New York State bar on or after January 1, 2015, other than applicants for admission without examination pursuant to section 520.10 of this Part, shall complete at least 50 hours of qualifying pro bono service prior to filing an application for admission with the appropriate Appellate Division department of the Supreme Court. For more information, please see http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml.

C. Filing Deadlines

The bar examination is administered twice per year—in February and July—typically on the last Tuesday and Wednesday of the month. You must register in advance to take the bar exam.

Registration, or filing, deadlines vary significantly between different states. The first step in the bar admission process is to check the filing deadlines for the state(s) in which you are interested in being licensed to practice law. Some states have a single filing deadline, and other states have both an early and a late filing deadline, typically associated with an in-
increased filing fee. Please note that a few states have surprisingly early absolute deadlines. For example, the filing deadlines for the February and July bar exams in Alabama are October 1 and February 1, respectively.

As of publication of this Guide, the exact deadlines for registration for the February and July 2018 bar exams have not been released, however, the approximate filing deadlines in some of the states in which Richmond graduates frequently sit for the bar exam are:

**Virginia:**
- February bar exam: December 15, 2017
- July bar exam: May 10, 2018

*Note: These are absolute deadlines. No late filings permitted.*

**Maryland:**
- February bar exam: Early filing—mid-September 2017; Late filing—mid-December 2017
- July bar exam: Early filing—mid-January 2018; Late filing—mid-May 2018

**North Carolina**
- February bar exam: Early filing early October 2017; Late filing early November 2017
- July bar exam: Early filing early January 2018; Late filing early March 2018

**New York:**
- February bar exam: late November 2017
- July bar exam: late April 2018

*Note: These are absolute deadlines. No late filings permitted.*

To check filing deadlines in other jurisdictions, 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
Please pay careful attention to the jurisdiction’s rules regarding timely filing. In Virginia, for example, the application generally must be actually received by the filing deadline, with a few narrowly defined and strictly enforced exceptions.

D. Multistate Professional Responsibility Exam (MPRE)

The Multistate Professional Responsibility Exam (MPRE) is intended 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.

Nearly all jurisdictions require applicants to achieve a passing score on the MPRE, although the passing score varies in different jurisdictions. Notably, Maryland does not require the MPRE.

The MPRE is separately administered from the bar examination and it is offered three times per year, typically in March, August and November. You may register for the MPRE online by following a link from the National Conference of Bar Examiners’ website, www.ncbex.org.

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.

Most, but not all, jurisdictions allow students to take the MPRE during the second year of law school. Virginia requires applicants to pass the MPRE within two years of passing the Virginia bar exam. If you are planning to apply for admission to the bar in a jurisdiction over than Virginia, you should double check the length of time that your MPRE score will be good in that state.

E. Character and Fitness Investigation

The character and fitness questionnaire typically is very lengthy, and filling it out is often
very time consuming. Additionally, you may need to track down information that you do not already have. Accordingly, we recommend beginning the process of completing your character and fitness forms several weeks before they are due. For more detailed information about the types of information required to complete character and fitness forms, please see the Bar Information Handbook.

It is extremely important to answer all character and fitness questions completely and honestly. The Virginia bar examiners give the following instruction on the Character and Fitness Questionnaire:

You must answer each question on this questionnaire fully and truthfully. Any omission, untruthful answer, or incomplete answer may result in your being denied the privilege of taking the Virginia Bar Examination and practicing law in Virginia.

Failure to disclose relevant information may have more detrimental consequences than would have resulted from proper disclosure of the underlying matter. Applicants must also be certain to update character and fitness information, if additional relevant events occur after filing.

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

F. State Bar Examiner Visit

In late March or early April, a member of the Virginia Board of Bar Examiners will come to the law school to discuss the bar exam, including how it is graded and strategies for effectively answering bar exam questions. Please be sure to attend this very useful program. Details of this visit will be posted in The Docket.

G. ADA Accommodations

Applicants may request exam accommodations for the MPRE or state bar examinations. The Americans with Disabilities Act (ADA) standards established by the NCBE and the
state boards of bar examiners may differ, however, from higher education standards and other standardized testing guidelines, such as the SAT or LSAT. In other words, receipt of ADA accommodations in college and/or law school does not guarantee approval for exam accommodations on any bar exam. Further, the state boards of bar examiners and NCBE’s clinical documentation standards are very detailed, clear, and time sensitive. For example, if an applicant’s documentation date exceeds their established timeframe, they may require additional and more current assessments to validate the presence of a disabling condition.

We advise you to plan early and take the time to review the testing accommodation standards for each agency. Applying early and planning carefully will allow you to maximize your chances of successfully submitting requests for ADA accommodations on the MPRE and/or state bar examinations. If you have questions or concerns about this process, please see Dean Henderson or Professor Reeves.

For more information on requesting non-standard testing accommodations on the Virginia bar exam, please visit http://www.vbbe.state.va.us/bar/barnst.html.

H. Bar Exam Preparation

1. Law School Offerings

The law school offers a non-credit course during the spring semester that is designed to give you a head start reviewing the substantive material tested on the bar exam (e.g. Real Property, Contracts, Sales, etc.) and to strengthen your test-taking skills for multiple choice and essay questions. This course is open to all third-year students and is provided at no extra charge. You will receive more detailed information about the program in the late fall.

The law school also recently began offering two for-credit courses that are specifically designed to prepare graduates for the bar exam: Selected Topics in Virginia Law and Core Legal Concepts.

Additionally, the law school provides individual tutoring and counseling for all graduates preparing for the February or July bar exam, also at no extra charge.
To maximize your chances of passing the bar exam on your first attempt, we urge you to take advantage of the bar preparation programs offered by the law school.

2. Commercial Bar Review Courses

The law school’s bar preparation programs are intended to *supplement* -- not replace -- a traditional, commercial bar review course. Nearly all law school graduates take such a course in preparation for the bar exam, and we emphatically recommend that you do so.

Currently, BARBRI, Themis and Kaplan offer comprehensive courses for Virginia. Additionally, there are other courses serving other jurisdictions. The law school does not endorse any particular bar review course; however, we strongly recommend that you thoroughly research each company's product and consider which program would fit best with your strengths and weaknesses and your study habits.

Please be aware that the bar preparation period is long and the workload is extremely heavy. Among other things, you should consider the amount of structure, accountability and feedback offered by the various courses.

3. Bar Loans

Some private lenders offer a Bar Study loan to assist with costs related to the bar, bar study courses, and living expenses between graduation and taking the bar. The loans are credit based loans, and a poor credit history can prevent approval. These loans generally require school certification. Once certified, the funds are disbursed directly to the student from the lender. Typically, these loans are available to students in their last year of law school and for six to nine months after graduation. Lenders set the minimum and maximum loan amounts.

As with any loan, students are recommended to borrow what they need through a bar loan, not what is available. Since bar loans are private loans, these loans are not eligible for federal loan consolidation and not eligible for Public Service Loan Forgiveness.
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-newsletter, *The Docket*, distributed every Thursday morning and Sunday evening.

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).

A. **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

B. 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.

C. 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.
D. 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.
E. 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 not identify the Bias Resource Team of reports of bias/hate crimes occurring on campus.

XI. Resources After Graduation

A. “4th” Year at Wellness Center

If you had free access to the Weinstein Center prior to graduation you are eligible for the 4th Year Experience: a FREE membership to the Weinstein Center for one whole year (until July 31, 2019). To sign-up, please complete the fourth-year membership application or stop by the Member Services desk at the Weinstein Center to sign-up for yet another benefit of being a University of Richmond graduate (http://recreation.richmond.edu/member-services/fifth-year-application.html).

B. Alumni

The Office of Law Advancement and Alumni Relations oversees philanthropic initiatives that invite alumni and friends to enhance the student and faculty experience at Richmond Law through their financial support. Courtney Curry, Director of Leadership Giving, runs the yearly Richmond Law Fund campaign, serves as liaison to the Law School Alumni Board, and works with alumni and friends who make leadership gifts to the law school. She can be reached at ccurry@richmond.edu or (804) 289-8029. Assistant Dean for Law School Development & Alumni Relations, Karen Thornton, works with alumni and friends on significant philanthropic gifts to the law school. She can be reached at karen.thornton@richmond.edu or (804) 287-6463.

Networking & Alumni Events

The law school offers regular opportunities for alumni to network and socialize with each
Upcoming law alumni events are always available on the law school’s alumni website: law.richmond.edu/alumni and sent via regular mail and/or email. Be sure to keep your snail mail and email addresses updated so you don’t miss out on these great opportunities. Updates can be made through UROnline (discussed below); through the web form at www.law.richmond.edu/magazine; or by email to LawAlumni@richmond.edu.

*Online Alumni Directory, Social Media & Referrals*

*Volunteer Boards*

The Richmond Law Advisory Board (RLAB), which has alumni members, provides philanthropic leadership for Richmond Law and advises the dean.

The Law School Association Board (LSAB) members serve as resources and ambassadors for Richmond Law, and their central focus is alumni engagement. The board includes many young alumni and senior professionals from diverse geographic locations. The RLAB and LSAB members often volunteer as judges and coaches for competitions, and mock interviews and as recruiters for the law school.

*Richmond Law Fund*

Richmond Law depends on the support of its alumni and friends to continue to grow and thrive: to provide financial aid to our students, to add new and notable scholars and teachers to our faculty, to support the work of our clinics and centers, to expand academic programming and technological advancements, and to provide summer fellowships for public interest work. Tuition funds about 65 percent of the cost of law school education; the remainder must come from the generous support of alumni and friends of the school through current gifts and endowments. We sincerely hope that you will give back to the law school each year beginning this year with your class gift to support the ongoing success of Richmond Law.

*More Information*

To get involved, see what law alumni events are coming up, or learn about how to engage with the school as an alumnus, visit the law alumni website at law.richmond.edu/alumni.