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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 and Beyond

A. Selecting Upper Class Electives

The Registrar’s Office will publish the 2015-2016 upper class Course Schedule on March 16, 2015. Registration for Fall ’15 will begin on April 14 for rising 3L students, and on April 16 for rising 2L students. Registration for Spring ’16 will begin on April 21 for 3L students, and on April 22 for 2L students. 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 2015-2016 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 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 relationships 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. Course Selection and the Bar Exam

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

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 12, 2015</td>
<td>Begin add/drop period</td>
</tr>
<tr>
<td></td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 13, 2015</td>
<td>Begin late payment fee</td>
</tr>
<tr>
<td>January 16, 2015</td>
<td>End no fee add/drop period 5 p.m.</td>
</tr>
<tr>
<td>January 17, 2015</td>
<td>Begin fee course change period</td>
</tr>
<tr>
<td>January 26, 2015</td>
<td>End audit option, 5 p.m.</td>
</tr>
<tr>
<td>January 26, 2015</td>
<td>End add/late registration 5 p.m.</td>
</tr>
<tr>
<td>January 30, 2015</td>
<td>End no-record drop period 5 p.m.</td>
</tr>
<tr>
<td>February 27, 2015</td>
<td>Last day to withdraw from class</td>
</tr>
<tr>
<td>March 6, 2015</td>
<td>Begin spring break (after class)</td>
</tr>
<tr>
<td>March 19, 2015</td>
<td>Begin registration for summer</td>
</tr>
<tr>
<td>April 14-16, 2015</td>
<td>Fall Registration</td>
</tr>
<tr>
<td>April 21-22, 2015</td>
<td>Spring Registration</td>
</tr>
<tr>
<td>April 24, 2015</td>
<td>Last day of spring classes</td>
</tr>
<tr>
<td>April 27-May 8, 2015</td>
<td>Spring term exams</td>
</tr>
<tr>
<td>May 9, 2015</td>
<td>Commencement</td>
</tr>
<tr>
<td>August 24, 2015</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 25, 2015</td>
<td>Last day to file for May or August graduation</td>
</tr>
<tr>
<td>October 12-13, 2015</td>
<td>1L and 3L Fall Break</td>
</tr>
<tr>
<td>November 24, 2015</td>
<td>Begin Thanksgiving break after last class</td>
</tr>
<tr>
<td>December 4, 2015</td>
<td>Last day of fall classes</td>
</tr>
<tr>
<td>December 7-18, 2015</td>
<td>Fall term exams</td>
</tr>
</tbody>
</table>
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 epaullett@richmond.edu.

C. 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 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)

2. Law Skills IV: Students can choose one of several options to satisfy the Law Skills IV requirement. These courses are usually taken in the Spring semester of the second year, but may be taken at another time if they are not offered in the Spring. (For more information go to: http://law.richmond.edu/academics/upper-level/skills.html)

3. Professional Responsibility: All students must take a course in Professional Responsibility (“PR”). The course focuses on ethical standards of the legal profession, including judicial ethics and unauthorized practice of law. While PR may be taken in any upper-level semester before graduation, some students prefer to take the PR course during their second year in order to be eligible to receive a Third Year Practice Certificate (for which completion of the 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 three ways:

IMPORTANT DATES

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
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 in the online catalog at: http://law.richmond.edu/academics/courses.html. 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 conducted. There is a limit of three semester 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 instructor and the Associate Dean.

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.

D. Upper Class Electives

Other than these courses noted above, there are no upper level courses that every Richmond Law student must take. In addition, there is no prescribed set of courses that every law student “should” take. However, there are some foundational or survey courses that you may find interesting and that may help you in determining an area of the law in which you may want to focus or specialize. Be open-minded and adventurous in your course selection. Take courses that allow you to develop a wider range of skills. As you think broadly about your course options, consider some of these courses often deemed to be foundational:

- Corporations
- Criminal Procedure
- Evidence
- Federal Income Tax
- A course in international or comparative law
- A course on negotiations, interviewing and counseling, mediation or other form of ADR (alternative dispute resolution)
- An experiential course (an in-house clinic, a clinical placement, or other experiential learning course)

_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.

E. Academic Advising

In late March and April, once you have had a chance to review the 2015-16 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 in late March 2015.

F. Summer School

1. **Summer School at Richmond Law:** The Richmond Law summer session runs for eight weeks, from Monday, May 18, 2015, until Friday, July 10, 2015. Classes are held during the day and in the evenings. Summer registration will begin on March 19, 2015. 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/](http://law.richmond.edu/)

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**IMPORTANT DATES**

**Summer 2015 School Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 19</td>
<td>Summer Registration starts</td>
</tr>
<tr>
<td>May 18</td>
<td>First day of classes</td>
</tr>
<tr>
<td>May 18-19 &amp; 21</td>
<td>Add/Late Registration Period</td>
</tr>
<tr>
<td>May 22/28</td>
<td>End No-Record Drop 5pm</td>
</tr>
<tr>
<td>May 27/June 12</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>May 22/28</td>
<td>End P/F Audit Option 5pm; 8wk</td>
</tr>
<tr>
<td>June 6</td>
<td>Final Exams for 3 week Classes</td>
</tr>
<tr>
<td>June 19</td>
<td>Last Day to File for August Degree</td>
</tr>
<tr>
<td>July 7-10</td>
<td>Final exams for 8 week classes</td>
</tr>
</tbody>
</table>
academics/abroad/cambridge/index.html. Questions should be directed to Timothy L. Coggins, Associate Dean for Library and Information Services and Professor, at tcoggins@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 thirty-two 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).

G. 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).

H. 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

IMPORTANT DATES

Cambridge Summer Study Abroad Program

March 3, 2015
Information Session

April 1, 2015
Application deadline

May 15, 2015
Balance of tuition and room/board

July 5-August 9, 2015
Cambridge Program

London Clinical Placement Program

January 20-30, 2015
Applications accepted and interviews conducted

February 3, 2015
Application decisions notification

Mid-March, 2015
Deposits due (30% of tuition, room & board, and fees)

Mid-March, 2015
Placements finalized

Mid-March, 2015
Applications for visas submitted

Late-April, 2015
Balance of tuition, room & board, and fees

June 3-July 5, 2015
London CPP Program
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/index.html.

1. 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.

1. 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 (see below) have greater opportunities in those clinics where courtroom experience is highlighted.

Clinics Offered:

Children’s Defense Clinic – The Children’s Defense Clinic gives students an opportunity to represent children charged in Juvenile and Domestic Relations Court with acts of delinquency and truancy. Students will learn the nuts and bolts of criminal representation, including in- and out-of-court advocacy, client

IMPORTANT DATES

March 23, 2015
First Clinical Placement Program information session

March 30, 2015
Second Clinical Placement Program information session
interviewing, negotiation, drafting and filing court documents, investigation, and legal writing and research. Many of the principles applied in juvenile representation apply equally in the representation of adults; therefore, the clinic is an excellent introduction into all aspects of the practice of criminal law.

**Education Rights Clinic** – The Education Rights Clinic represents families of children with special needs involved in disputes with school systems over the provision of educational services as well as children who are appealing their long-term suspensions or expulsions. In addition to providing representation in administrative hearings and appeals to court, students routinely negotiate Individual Education Programs for children. While the clinic gives preference to third year students, it is an excellent experience for second year students who can participate in administrative hearings.

**The Wrongful Convictions Clinic** - The Wrongful Convictions Clinic is part of the law school’s Institute for Actual Innocence. It is a 2-credit, graded course offered in the spring. Students enrolled in the clinic work on cases in Virginia where there is credible evidence that a convicted person may be innocent. They are immersed in trial, appellate, and post-conviction proceedings at the same time that they explore the causes of wrongful convictions. The clinic gives preference to applicants who have participated in the Wrongful Convictions Seminar held in the fall semester.

**Intellectual Property & Transactional Law Clinic** - Intellectual Property & Transactional Law Clinic students represent entrepreneurs seeking to start businesses; assist existing business and nonprofit organizations with contracting, licensing, and similar transactional needs. As part of the IP Certificate core curriculum, clinic cases offer a strong IP focus including aiding companies to acquire or assign intellectual property rights. The clinic gives preference to third year students.

**Jeanette Lipman Family Law Clinic** - Students enrolled in the Jeanette Lipman Family Law Clinic represent families and children on matters of abuse and neglect, divorce, custody, public benefits, housing, and domestic violence. Students participate in all aspects of legal representation, including in and out-of-court advocacy, client interviewing, drafting and filing court documents, and legal writing and research. Students need to complete the Family Law course before or while participating in the clinic. A multidisciplinary collaboration with Virginia
Commonwealth University ("VCU"), the clinic is also staffed by graduate students and faculty from VCU’s School of Social Work and Department of Psychology, who help the legal team provide a broad spectrum of services to clients. The clinic gives preference to third year students.

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, and legislative advocacy; and in-house counsel for national and international corporations (spring semester only).

Students who are accepted into this program during the regular academic year will work 16, 20, or 24 hours a week at the placement for five, six, or seven pass/fail credits, respectively, throughout the fourteen-week semester. In addition, students are required to attend a Wednesday night classroom component which meets from 6:00 – 7:40 P.M.; submit weekly reflective journals and time sheets; and meet every other week with their professor. Both midterm and final evaluations of the student’s performance are conducted. Students are also required to complete a final evaluation of the CPP addressing all aspects of their learning experiences at the conclusion of the semester.

Typically, thirty-two to forty students are accepted into the program. They are generally divided into the following classroom sections of eight: civil; criminal; judicial; litigation; and in-house counsel (spring only). If there is sufficient interest, a family/children law section may be offered during the fall semester.

3. Eight-Week Summer Clinical Placement Program: The CPP is also offered during the eight-week summer school session. Eight students are accepted into the program. They are typically assigned to civil, criminal, and judicial placements. Not all placements are available in the summer. Students work 32 hours a week at the placement for five pass/fail credits. The placements run for seven weeks with the eighth week (exam week) devoted to completing the final evaluation. All other program requirements are the same, except the classroom component is offered on Tuesday nights.

The CPP typically gives priority to third year students and those who have not previously had a placement. A third year practice certificate is required for all criminal placements and certain civil placements where the student will be appearing.
in court. (See below.) Evidence is required for certain placements.

For more information about the program and its requirements as well as descriptions of all the placements, please review the Clinical Placement Program Student Manual. Electronic copies can be obtained from Jessie Munn, Administrative Assistant, at jmunn@richmond.edu. Hard copies are on reserve in the law library.

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. Susan Sheppard, Administrative Coordinator 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).

4. 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. Students are placed with barristers, solicitors, and members of Parliament and work thirty-two hours a week, Monday through Thursday. Placements typically include private law firms, public interest organizations, law centres, and MP’s constituent and Parliament Offices. The course is offered for four pass/fail credits.

Any student interested in participating in the program must submit a written application and interview with Professor Margaret Bacigal. The purpose of the application process is to identify the student’s learning goals and qualifications. Once a student is accepted into the program, Professor Bacigal will work with Anglo Educational Services (“Anglo”) and the placements to assign students.

III. Other Planning Issues

A. Planning For and Preparing to Take the Bar Exam

IMPORTANT DATES

London CPP 2015 Dates

Arrival in London: Thursday, May 28, 2015
London Orientation: Thurs-Sun, June 4-7, 2015 (The London Orientation is the week before student placements begin. It introduces students to the UK legal and political systems, London, and their placements)

Placements begin: Monday, June 8, 2015
Placements End: Friday, July 3, 2015
London Departure: Sunday, July 5, 2015
Yes, we know that you are not a 3L yet. However, there are a few important things pertaining 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 for the MPRE on line by following a link from the National Conference of Bar Examiners’ website, www.ncbex.org.

**IMPORTANT DATES**

March 28, August 15 & November 7, 2015

MPRE administration dates

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 semester 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](http://www.ncbex.org), provides links to all jurisdictions’ individual websites. From [www.ncbex.org](http://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](http://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/skills/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) that 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
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?
- Are you self-motivated, or do you work best with direction? 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 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 private firm, in the public sector, on your own, or for a non-legal employer?

Note the following considerations:

1. The Unified Journal Competition, which begins in May, after classes have ended, 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 associates 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 mid-August, prior to the start of fall semester.

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 begins in early August.

Unified Journal Competition
And Bluebook Exam

May 12-29, 2015
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 to late September. Their hiring patterns are atypical in terms of both timing and means: making 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 fall 2017) the August prior to the start of your 2L year. Review the judicial clerkship website and meet with Valerie L’Herrou, the CDO judicial clerkship advisor, to discuss the application process.

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

4. Monitor application deadlines for 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 Valerie L’Herrou, the public sector career advisor, to learn more.

7. Formal recruitment programs to which 2Ls may apply include:
   • Richmond Law’s Fall OCI Program, through which law firms will interview 2Ls for summer employment (note that when you are a 3L, 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 University School of Law and William & Mary Law School, through which public sector employers interview students in each class year (February, University of Richmond); and
   • Commonwealth Consortium Spring Interview Program, co-sponsored with University of Virginia School of Law, Washington & Lee University School of Law, and William & Mary Law School, 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:
   • In order to try cases during your 2L summer or during a 3L clinical placement, you will need to take the courses required for your Third-Year Practice Certificate (i.e., Evidence and Professional Responsibility).
   • 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.

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 staff is here to help.

V. Finances

A. Financial Aid For 2015-2016

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 2015-16 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov by the University’s May 15, 2015 deadline. (The deadline for financial aid for summer 2015 is earlier; see below, item A3.)

   b. Submit the University of Richmond 2015-2016 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 2015 is earlier; see below, item A3)

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. 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. 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.

Visit [http://financialaid.richmond.edu/law/loans.html](http://financialaid.richmond.edu/law/loans.html) for more information 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 2015-2016?*
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 2015 will disburse on August 19, 2015 as long as all eligibility requirements are met. Aid for Spring 2016 will disburse on January 6, 2016.

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.

*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](http://controller.richmond.edu/tuition/pay/plan.html)

**3. Loans For Summer 2015:** Loans are available for summer study, including the London Clinical Placement Program and the Cambridge program. If you want to borrow loans for Summer 2015, you must submit the 2014-15 FAFSA
(www.fafsa.gov) at least six weeks prior to the start of your summer session. If you submit the FAFSA after March 1, 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 2015 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.

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.

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:** 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 loan disbursement on or after October 1, 2011. If a borrower is on this plan for 20 years and meets other requirements, the remaining loan balance may be cancelled. This debt cancellation has IRS tax implications.

**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 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](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.

IV. 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/about/centers/pro-bono/programs/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.
Qualifying pro bono work “should be performed in the service of low-income or disadvantaged individuals who cannot afford counsel and whose unmet legal needs prevent their access to justice; involves the use of legal skills for an organization that qualifies as tax-exempt … or involves the use of legal skills for the court system or federal, state or local government agencies or legislative bodies.”

Hours spent by a student working in a qualifying law school clinic will count toward the requirement (excluding instructional time).

A student’s receipt of academic credit or a stipend will not disqualify such work counting toward the pro bono requirement.

A student’s work as a research assistant for a law professor does not count, unless the work was to support the professor’s delivery of pro bono services.

The pro bono service must be completed before the student submits his/her Application for Admission.

The pro bono service may take place anywhere that is convenient for the student, as long as it is properly supervised. However, international pro bono service will require further explanation of the nature and detail of the work done.

The pro bono service must be law-related. Community service (e.g., Habitat for Humanity) does not count toward the requirement.

The pro bono service must be supervised by a law school faculty member, a licensed attorney, or a judge; the supervisor must certify the work performed via an Affidavit of Compliance, which must be submitted with the Application for Admission. A separate Affidavit of Compliance must completed for each pro bono activity.

_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 http://law.richmond.edu/about/PDF/pro-bono-certification-form.pdf.
B. Law Journals

Richmond Law has four student-run journals:

- University of Richmond Law Review
- Richmond Journal of Law and Technology
- Richmond Journal of Law and the Public Interest (JOLPI)
- Richmond Journal of Global Law and Business

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, statues, 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 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 ten 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 (4 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](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 8 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](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 compete in the ABA Labor and Employment Law Competition. In the Spring, they 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. For additional information on the Regional and National Championships, please visit [http://lawstudent.richmond.edu/tab/index.php?pageType=champions](http://lawstudent.richmond.edu/tab/index.php?pageType=champions).

D. Student Governance & Activities

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 about the various opportunities to get involved.

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 Communication

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. Additionally, the most recent edition of both The Docket and This Week at Richmond Law may be found at http://law.richmond.edu/students.

There is an online master calendar which is 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 at http://law.richmond.edu/contact/event-form.html. Also, consult the Current Student tab on the Richmond Law website (http://law.richmond.edu/) for important links to law school and University offices and resources.
### VIII. Calendar

**Spring 2015 – Spring 2016 Timeline**

The following schedule includes important Spring, Summer, and Fall deadlines that will be important for planning purposes in the second year and beyond.

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**JUNE 2015**

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<th>Students may begin viewing employers for Fall 2015 on-campus recruiting program</th>
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<tr>
<td>June 6</td>
<td>Final exams for 3 week summer session</td>
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<td>June 12</td>
<td>Last day to withdraw (8 week summer session)</td>
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<td>Late June</td>
<td>Financial Aid award notifications sent for academic year</td>
</tr>
<tr>
<td>June 19</td>
<td>Last day to file for August degree</td>
</tr>
</tbody>
</table>

**JULY 2015**

| July 4     | Fourth of July – Class day                                                  |
| July 7-10  | Final exams for 8 week summer session                                        |

**AUGUST 2015**

| August 19  | Fall Financial Aid disbursement date (provided all requirements are met)     |
| August 24  | Fall classes begin; Last day to file for May or August graduation            |

**SEPTEMBER 2015**

**OCTOBER 2015**

<table>
<thead>
<tr>
<th>October 12-13</th>
<th>Fall Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2015</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>November 24</td>
<td>Begin Thanksgiving Break after last class</td>
</tr>
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<table>
<thead>
<tr>
<th>DECEMBER 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 4</td>
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<tr>
<td>December 7</td>
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<table>
<thead>
<tr>
<th>JANUARY 2016</th>
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<tbody>
<tr>
<td>January 6</td>
</tr>
<tr>
<td>January 11</td>
</tr>
<tr>
<td>January 18</td>
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<table>
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<tr>
<th>FEBRUARY 2016</th>
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<tbody>
<tr>
<td>February 5</td>
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<tr>
<th>MARCH 2016</th>
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<tbody>
<tr>
<td>March 4</td>
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<td>March 14</td>
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<tr>
<th>APRIL 2016</th>
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<tbody>
<tr>
<td>April</td>
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<tr>
<td>April 22</td>
</tr>
<tr>
<td>April 25-May 6</td>
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<table>
<thead>
<tr>
<th>MAY 2016</th>
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<tbody>
<tr>
<td>May 6</td>
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<td>May 7</td>
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