TO: Richmond Law Students

From: Dean Jack Preis

Date: July 21, 2020

Re: Fall Course Schedules

Dear Students,

This Memorandum explains the changes to the Fall 2020 schedule and offers guidance on how to navigate any challenges that may arise as a result. Before addressing these matters, I want to make clear to you how committed we are to trying to find the best possible solution to any scheduling problem you might have. I can’t promise that I will be able to solve the problem, but I can promise you that we will try. Thank you in advance for your patience during this process and I look forward—just as you do, I’m sure—to having all these issues settled.

I. CHANGES TO THE FALL 2020 SCHEDULE

As you are likely aware, physical distancing guidelines have reduced the capacity of all of our classrooms. Not only has this reduced the places and times that classes can be scheduled, but it has also increased the number of classes that must be scheduled. For example, most of our first-year classes contain 45-50 students, but without sufficient rooms to hold that many students, we’ve had to double the number of first year sections from three to six. The same challenge arises for several of our larger upper level classes, which I will address shortly.

Despite the significant challenges caused by physical distancing, the vast majority of the original fall schedule remains intact. We accomplished this mainly by borrowing a couple classrooms from the University, modifying some of our own classrooms, and even building an entirely new classroom in the library. Still some changes have been unavoidable. In general, the changes fall into four categories: (1) changes in the day and/or time of a course, (2) changes in the number of sections offered, (3) changes in the format of instruction, and (4) new and cancelled courses.
A. Changes to the Day and/or Time of a Course

Many courses have had their starting and/or ending times changed slightly—by 5-15 minutes. The changes, however, have not generally created any new conflicts. There is one course, however, where the changes were more significant:

- **Secured Transactions.** This course was originally scheduled on T/R from 10:40 – 11:55. We have had to move this class to M/W from 8:30 – 9:50.

B. Changes to Number of Sections

The vast majority of courses are currently scheduled in a room that can accommodate the original enrollment of the course. In some cases, however, that was not possible. Where the enrollment exceeds capacity by just a couple students, we expect to be able resolve that issue on a case-by-case basis. Where enrollment is significantly greater than the room capacity, we have sometimes addressed the issue by creating new sections. The courses in which we have done so are below:

- **Professional Responsibility.** This course was originally scheduled to be taught by Professor Janto on Fridays from 10:15 –11:55 with an enrollment cap of 90. We have had to reduce to reduce the enrollment cap to 49. To compensate for the lower cap, we have added an additional section of this course (also taught by Professor Janto with a cap of 49) held on Fridays from 1:05 – 2:55.

- **Criminal Procedure – Investigations.** This course was originally scheduled to be taught by Professor Lain on M/W from 1:05 – 2:20 with an enrollment cap of 90. We have had to reduce to reduce the enrollment cap to 27. To compensate for the lower cap, we have added an additional section of this course (also taught by Professor Lain with a cap of 27) held on M/W from 5:15 – 6:35.

- **Business Associations.** This course was originally offered in two sections, one taught by Professor Lin on T/R from 10:15 – 11:55 and the other taught by Professor Erickson on M/W 10:15 – 11:55. The enrollment cap in Professor Lin’s course is now 49 and Professor Erickson’s course will now be taught by Professor Epstein remotely with a cap of 90. In addition, we have added a third section of this course with a cap of 30 that will be taught by Professor Lin on T/R from 1:05 – 2:55.
C. Changes in the Format of Instruction

We have had to change the format of instruction in several classes. The changes are as follows:

**Fully remote.** The following courses will be fully remote:

- **Bankruptcy & Corporate Reorganizations**, Professor Epstein, T/R, 9:00 – 10:20
- **Business Associations**, Professor Epstein, M/W, 9:00 – 10:20
- **Contract Drafting**, Professor Laughter, F, 10:00 – 11:50
- **Family Law Clinic**, Professor Speaker, T/R, 3:00 – 5:00
- **Juvenile Justice**, Professor McConnell, T, 3:00 – 4:50
- **Covid-19, Global Emergencies & Int’l Law** Professor Giorgetti, M, 10:05 – 11:55
- **Intersect. of Race, Relig., Econ Status, Gender & Law**, Prof. Stubbs, T/R, 4:00 – 5:20
- **Immigration Law**, Professor Benos, T, 4:30 – 6:20
- **Medical Malpractice**, Professor Ross, R, 6:00 – 7:50

**Partially Remote.** The following courses will be partially remote and partially in-person, often termed “hybrid.” In a hybrid class that meets on Tuesdays and Thursdays, for example, one half of the class would attend in person on Tuesday and remotely on Thursday, while the other half of the class would attend remotely on Tuesday and in person on Thursday. Not all hybrid classes will work exactly in this way, so students should make sure to contact their individual professors for more details.

- **Evidence**, Professor Lain, M/W/F, 8:45 – 10:00
- **Family Law**, Professor Tait, T/R, 10:35 – 11:55
- **Wills & Trusts**, Professor Tait, T/R, 1:05 – 2:55
- **International Law**, Professor Giorgetti, M/W, 1:05 – 2:45
- **Practice Design & Innovation**, Professor Kubicki, R, 1:05 – 3:50

D. New or Cancelled Courses

As often happens in the lead up to a semester, changes in enrollment and staffing cause some additions and subtractions to the schedule.

**New Courses.** We have added the following two courses to the schedule, both of which are replacing courses noted in the Cancelled Courses, below.

- **COVID-19, Global Emergencies & International Law.** Professor Giorgetti, M, 10:05 – 11:55. Students may take this as a 2-credit or 3-credit course, both of which will be online. The 2-credit version will be graded pass/fail. The 3-credit version will allow students to satisfy their ULWR and will be graded on a traditional letter grade scale. This timely course will analyze and evaluate how international law can respond to international emergencies. In particular, it will consider the legal instruments available to the international community in confronting emergencies, which
international organizations are tasked with dealing with emergencies and what are the overall obligations and rights of states during emergencies. The course will start with health emergencies (and the Covid-19 pandemic, in particular) and we will explore the role of the World Health Organization, the United Nations and States and will try to assess the existing legal instruments: What do they say? Are they binding? Are they sufficient? The course will then move on to other kinds of emergencies, such as those brought about by conflict and natural disaster. What are the rights and obligations of states and individuals in situation of humanitarian emergencies? How do we deal with environmental damages and climate change? This course, in sum, will address the many of the most urgent issues of global order and the role international law (and international lawyers) can play.

- **Intersections of Race, Religion, Socio-economic status, Gender and American Law**, Prof. Stubbs, T/R, 4:00 – 5:20. This 3-credit ULWR course furnishes an historical introduction to the interrelationships between race, religion, socio-economic status, gender and American law. The primary course objective is to provide sufficient factual information so that class members can develop a more comprehensive understanding of the historical roots of contemporary societal challenges in the United States including gross societal disparities along color, gender, and material wealth lines. Specifically, the course will consider how the law in colonial and post-colonial America evolved to ensure that disproportionate societal assets would be allocated to materially wealthy (predominately white male) elites at the expense of the majority of America’s population. In addition, the course considers the requisites for a non-violence transition to a more equitable society so that the United States can achieve its stated ideals of liberty and justice for all.

**Cancelled Courses.** The following four courses will not be offered in the fall:

- **International Arbitration**, Professor Giorgetti, M/W, 10:35 – 11:55. This course is being replaced by **Global Emergencies & International Law**, Professor Giorgetti, M, 10:05 – 11:55.

- **Contemporary American Human Rights Lawyers: Lessons in Professionalism and Leadership**, Professor Stubbs, W/F 8:45 – 10:00. This course is being replaced by **Intersections of Race, Religion, Socio-economic status, Gender and American Law**, Prof. Stubbs, T/R, 4:00 – 5:20.

- **Federal Income Tax**, Professor Schaffa, M/W, 10:05 – 11:55

II. GUIDANCE ON NAVIGATING CHANGES TO YOUR SCHEDULE

Given the changes identified above, some changes to your own course schedule may be necessary. The usual way in which students make course changes is to add and drop courses through BannerWeb, with the deadline for such changes being 5pm on the second Friday of the semester. As you know, this is a first-come-first-served process. Students who want to secure a spot in a popular class usually try to enroll as quickly as possible to secure their spot; students who delay or change their mind about classes sometimes find that a class is full by the time they wish to enroll.

In normal times, this process is both relatively fair and efficient. We are not in normal times, however. In the current circumstances, room capacity issues have forced us to adjust the schedule and this means that some students will, for reasons beyond their control, have to change their schedule after all other students have registered for classes. Moreover, among the students who will have to change their schedules, some will face especially difficult personal challenges (e.g., childcare obligations, a part-time job or externship) to making their schedule work.

Given this, it is appropriate that the add/drop process work differently this fall. In particular, the process will split into two phases. The first phase, “Administrative Add/Drop,” will be managed by the Dean’s Office, and the second phase, “Student Add/Drop,” will be managed by individual students, just as it is in an ordinary semester. These two phases are discussed in greater detail below.

Phase One: Administrative Add/Drop. Of the changes listed above, some (but not all) will require changes in some (but not all) students’ schedules. Situations where changes may be necessary include (1) courses with a new day/time, (2) courses with a new enrollment caps requiring additional sections, and (3) courses that have been cancelled. The Dean’s Office will contact the students currently enrolled in these classes and ask them to complete a form indicating their enrollment preferences. Based on the responses to these forms, the Dean’s Office will adjust the enrollment as necessary.

In addition to changed courses, some students may have an especially compelling need to adjust their schedule. The Dean’s Office will thus make available a form to all students allowing them to request an administratively-accomplished schedule change. The Dean’s Office will assess such requests in accordance with the purpose of the Administrative Add/Drop process: to ameliorate significant hardships encountered by unexpected changes in a student’s course schedule or related commitments.

Phase Two: Student Add/Drop. After Phase One is complete (see dates below), Student add/drop will begin. Student add/drop is no different than the ordinary add drop process. Students may drop a class, add a class, or join a waitlist.
Ok, last detail: when will all this happen? The key dates are listed in the chart below.

<table>
<thead>
<tr>
<th>Key Scheduling Dates for Fall 2020</th>
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<tbody>
<tr>
<td><strong>Tues. July 21</strong></td>
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<td>Entire fall schedule will be made available to students for viewing. Forms for Administrative Add/Drop will be distributed.</td>
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<tr>
<td><strong>Tues. July 28 @ 5pm</strong></td>
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<tr>
<td>Administrative Add/Drop forms due.</td>
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<td><strong>Wed. July 28 – Mon. Aug 10</strong></td>
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<td>Dean's Office will process requests for Administrative Add/Drops</td>
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<td><strong>Tues. Aug. 11 @ 7:30am</strong></td>
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<td>Student Add/Drop opens</td>
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<td><strong>Friday Sept. 4 @ 5pm</strong></td>
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<td>Student Add/Drop ends</td>
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