GUIDE TO THE First Year
Academic Calendar 2019-2020

First Year Orientation
August 20-24, 2019

Fall Classes Begin
August 26, 2019

Labor Day/Class Day
September 2, 2019

Fall Study Break
October 11, 2019 (after classes)

Classes Resume
October 16, 2019

Thanksgiving Break
November 26, 2019 (after classes)

Classes Resume
December 2, 2019

Last Day Fall Classes
December 6, 2019

Fall Exams
December 9-20, 2019

Spring Classes Begin
January 13, 2020

MLK Jr. Day/Class Day
January 20, 2020

Begin Spring Break
March 6, 2020 (after classes)

Classes Resume
March 16, 2020

Last Day Spring Classes
April 24, 2020

Spring Exams
April 27-May 8, 2020

Spring Commencement
May 9, 2020

Important Dates 2019-2020

Rising 3L Fall Registration
April 16, 2019

Rising 3L Spring 2019 Registration
April 18, 2019

Rising 2L Fall Registration
April 17, 2019

Rising 2L Spring Registration
April 19, 2019

File for May Graduation
September 20, 2019

File for December Graduation
February 7, 2020

FAFSA application deadline
May 15, 2019

MPRE Registration Deadlines
June 13, 2019
September 19, 2019

MPRE Test Dates
August 10, 2019
November 9, 2019

Southeastern Minority Job Fair
July 19-20, 2019

Southeastern Intellectual Property Job Fair
July 16, 2019

Loyola Patent Law Interview Program
July 25-26, 2019

New England Interview Program
August 9, 2019

On-Campus Interview Program
August 6 – September 20, 2019

Equal Justice Works Conference and Career Fair
October 18 - 19, 2019
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>1</td>
</tr>
<tr>
<td>II. Academics</td>
<td>1</td>
</tr>
<tr>
<td>A. The 1L Curriculum</td>
<td>1</td>
</tr>
<tr>
<td>B. Method of Instruction</td>
<td>1</td>
</tr>
<tr>
<td>C. Preparing for Class</td>
<td>1</td>
</tr>
<tr>
<td>D. Grading &amp; Examinations</td>
<td>3</td>
</tr>
<tr>
<td>III. Support &amp; Advising</td>
<td>4</td>
</tr>
<tr>
<td>A. Academic Success Program (ASP)</td>
<td>4</td>
</tr>
<tr>
<td>B. Faculty Advisors</td>
<td>4</td>
</tr>
<tr>
<td>C. Section Advisors (SAs) &amp; Law Student Advisors (LSAs)</td>
<td>5</td>
</tr>
<tr>
<td>D. Counseling and Psychological Services (CAPS)</td>
<td>5</td>
</tr>
<tr>
<td>E. Disability Services</td>
<td>5</td>
</tr>
<tr>
<td>IV. Planning for and Preparing to Take the Bar Exam</td>
<td>5</td>
</tr>
<tr>
<td>A. Character and Fitness</td>
<td>6</td>
</tr>
<tr>
<td>V. Summer Opportunities in London and Cambridge</td>
<td>6</td>
</tr>
<tr>
<td>A. London Clinical Placement Program (LCPP)</td>
<td>6</td>
</tr>
<tr>
<td>B. Cambridge Summer Program</td>
<td>7</td>
</tr>
<tr>
<td>VI. Career Development Office (CDO)</td>
<td>7</td>
</tr>
<tr>
<td>A. Programs and Services</td>
<td>7</td>
</tr>
<tr>
<td>VII. Finances</td>
<td>9</td>
</tr>
<tr>
<td>A. Financial Aid</td>
<td>9</td>
</tr>
<tr>
<td>B. Student Employment</td>
<td>10</td>
</tr>
<tr>
<td>C. Financial Planning</td>
<td>11</td>
</tr>
<tr>
<td>VIII. Honor Council, Standards of Conduct, and Sexual Misconduct Policy</td>
<td>11</td>
</tr>
<tr>
<td>A. Honor Council</td>
<td>11</td>
</tr>
<tr>
<td>B. Code of Conduct</td>
<td>12</td>
</tr>
<tr>
<td>C. Sexual Misconduct Policy</td>
<td>12</td>
</tr>
<tr>
<td>IX. Extracurricular Activities</td>
<td>12</td>
</tr>
<tr>
<td>A. School-Life Balance</td>
<td>12</td>
</tr>
<tr>
<td>B. Pro-Bono Opportunities</td>
<td>13</td>
</tr>
<tr>
<td>C. Student Governance &amp; Activities</td>
<td>13</td>
</tr>
<tr>
<td>D. Law Journals</td>
<td>13</td>
</tr>
<tr>
<td>E. Advocacy Competition and Boards</td>
<td>14</td>
</tr>
<tr>
<td>X. Internal Communication</td>
<td>15</td>
</tr>
<tr>
<td>A. Email Communication</td>
<td>15</td>
</tr>
<tr>
<td>B. Law School Events Calendar and Flyers</td>
<td>15</td>
</tr>
<tr>
<td>C. Social Media</td>
<td>15</td>
</tr>
<tr>
<td>XI. Campus Resources</td>
<td>15</td>
</tr>
</tbody>
</table>
I. Introduction

This Guide to the First Year is prepared by the Dean’s Office with input from several offices on campus to provide information you may find useful during your first year and beyond. We welcome your comments and suggestions for future revisions.

II. Academics

A. The 1L Curriculum

During the first year of law school the courses you take are all required courses. There are two basic types: doctrinal courses (such as Torts, Property, Civil Procedure, Criminal Law, etc.) and skills courses.

1. Doctrinal Courses

These courses are designed to introduce you to the most fundamental areas of the law – the “building blocks” from which other, more specialized legal doctrines evolve. In the fall semester, these courses include Torts, Property, and Civil Procedure. In the spring, the doctrinal courses are Criminal Law, Contracts, Constitutional Law, and Legislation & Regulation.

2. Law Skills I and II

Students take Law Skills in both the fall and spring semesters of their first year. The course teaches students to engage in a principled, systematic process of legal writing, research, and analysis to prepare them for the rigors of a client-centric, service-oriented legal practice in a rapidly changing world. Students learn a process and develop a toolbox of skills that are adaptable to many types of legal issues and communication needs.

B. Method of Instruction

The method of instruction used in the first-year doctrinal courses varies somewhat from professor to professor. However, significant emphasis in each course is placed upon developing your analytical skills. These skills are honed through the use of the “case method” in class. After reading and studying cases, students are called upon in class and expected to identify case features such as the relevant facts, the issue(s) presented by the case, the court’s disposition (or “holding”), and the rationale for that disposition based upon applicable rules of law.

C. Preparing for Class

1. General Policy on Class Attendance, Punctuality, and Preparation

The classroom experience is an indispensable part of a student’s legal education, and every student is accordingly required to come to every class fully prepared and on time. The professor shall be responsible for monitoring compliance with this policy, for determining whether a student's failure to comply is excused, and for determining the consequences of an unexcused failure to comply, and shall advise the class of their approach to these matters at the beginning of the semester. Students who need an excused absence due to a religious observance should notify the professor in the first two weeks of the semester, consistent with the University's Religious Observance Policy. (See https://registrar.richmond.edu/planning/religious-observance.html)
2. **Minimum Attendance Requirement**

Any student who fails to attend at least 75 percent of a course's required sessions or their equivalent (as determined by the professor, in consultation with the Associate Dean for Academic Affairs and in conformance with the University's Religious Observance Policy) will not pass the course. This requirement applies regardless of whether the absences are excused and regardless of any individual professor's attendance policy (although an individual professor may impose a more demanding requirement for their course). In appropriate circumstances, students unable to satisfy this requirement may be granted a leave of absence and full reinstatement upon their return. Students should keep track of their own attendance, and a student who is having difficulty meeting this requirement, or who anticipates such difficulty, should meet immediately with the Associate Dean of Students or the Associate Dean for Academic Affairs to discuss the possibility of a course withdrawal or a leave of absence from the law school.

3. **Class Preparation**

Because the purpose of the case method in first-year instruction is to achieve far more than familiarity with legal doctrine and principles, the classroom experience and effective class participation are essential to the first-year academic experience. First and foremost, this requires a full and careful reading of the assigned materials for each class. Starting at the beginning of the semester, students are often surprised at the amount of time they have to spend to feel fully prepared for class. This time required to fully digest and understand a case will diminish with practice, but for the first few weeks, be prepared to spend a lot of time mastering each case.

4. **Briefing a Case**

Much of your assigned reading will be opinions published by courts in actual cases. These case opinions can be challenging to read, understand, and remember, therefore most students find it helpful to “brief” the case — that is, to break the opinion into component elements and write out your understanding of those elements. The brief is an invaluable tool in preparing for class participation. It also will enable you to begin to understand better how the law works in individual cases, the significant aspects of a case, and how to distinguish relevant from irrelevant facts. Bear in mind that each professor may have a different emphasis on the various aspects of a case for their course, and you will want your case briefing to be tailored to those particular areas of emphasis.

5. **Study Guides**

There are many commercial study guides available to students which cover the first-year core curriculum. These commercial guides are organized in varying formats, providing both substantive and organizational information for studying, and question-and-answer formats for exam preparation and practice. You can find copies of commercial study aids on reserve in the law library. All commercial study aids are available for purchase either at our campus bookstore or online. Many students also sell these study guides second-hand at the beginning of the school year.
Commercial outlines are not recommended as a substitute for creating one’s own outline for each class. They can be very useful as a reference to demonstrate how information can be organized in an outline. Nevertheless, each student must attempt to organize the material themselves and articulate material in their own words. Commercial outlines also are available for purchase in the campus bookstore or online.

Pre-written case briefs for first-year core classes are not recommended as a substitute for class preparation. Students should read the assigned cases and learn to brief the textbook cases themselves in order to assimilate the legal analysis.

6. Study Groups

Although much of your class preparation and studying must be done alone, many students find it helpful to form a study group. Discussing what you have read and covered in class can be an excellent way to enhance your understanding. Generally, study groups are small, with five or fewer members. Although some students will rush to form a study group at the beginning of the academic year, for many it is preferable to wait until closer to exams. Your student partners should be classmates you respect, those with a similar study ethic, and those with whom you feel comfortable. Study time is precious; do not study with someone simply because you are friends. If studying becomes socializing, your study group is not working for you. Conversely, if studying with members in your group causes anxiety, conflict, or stress, your study group is not working for you. Study groups provide a vehicle for you to teach and learn from each other, but should not be viewed as a way to have others do a portion of your workload.

D. Grading & Examination

1. Exam Procedures

Exam procedures can be found at https://lawcatalog.richmond.edu/academic/index.html. If there are extraordinary circumstances that prevent you from following these procedures, you should contact the Dean’s Office.

2. Anonymous Grading

Courses are, when possible, graded on an anonymous basis. Each year, you will receive an anonymous administrative number. You should use this number instead of your name on all exams, unless instructed otherwise. It is very important that you use your correct number. Certain courses, however, cannot be graded anonymously. For example, courses with significant writing, performance, or participation requirements fall outside of the anonymous system. Also, certain courses are graded on a partially anonymous system. For example, a first-year course might be graded primarily by use of an exam but might also have a portion of the grade based on classroom participation.

3. Grade Reports

Grade reports are available online at bannerweb.richmond.edu at the end of each semester. We cannot release grades over the phone.
4. Grading Policy

The grading policy for classes you take as a first-year is as follows:

- The mean (average) grade point for each course will be 3.30 +/- .10;
- The following grade distribution shall apply:
  - 20-40% = A or A-
  - 25-45% = B+
  - 10-30% = B
  - 5-25% = B- and below

The Associate Dean for Academic Affairs will have limited discretion to allow faculty to deviate from the above policy. Additional grading rules apply to classes you take as a second or third-year, and those rules are located on the Law School website. [https://lawcatalog.richmond.edu/academic/index.html](https://lawcatalog.richmond.edu/academic/index.html)

5. Grade Appeals

If you object to a grade, you should discuss the grade directly with the faculty member assigning it within the first two weeks after the grade was issued. The Associate Dean of Academic Affairs can correct a grade for a mathematical or clerical error. If a grade appeal is based on any other basis, you should consult directly with the Associate Dean of Academic Affairs.

III. Support & Advising

A. Academic Success Program (ASP)

The ASP helps students adjust to the first-year of law school, reach their academic potential during law school, and ensure that all graduates are fully prepared to meet the challenge of the bar examination. First-year students work with Professor Margaret Ann Walker.

ASP is an open-attendance program providing ongoing support and education through weekly/bi-weekly academic skills classes, workshops, and individual conferences throughout the academic year. Everyone is encouraged to attend, but attendance is voluntary.

First-year students can attend classes and workshops covering case briefing, efficient note-taking, how to create a course outline for exams, effective legal writing, the Blue Book, and exam preparation. ASP also provides coaching on time management strategies and stress management workshops.

B. Faculty Advisors

Every student is assigned a faculty advisor upon entry to law school. Your advisor can provide advice throughout your tenure as a law student. Many students maintain contact with their assigned faculty advisor throughout their law school career. Many others gravitate to a faculty member with whom they have established a close professional bond. Faculty advisors serve as counselors, mentors, and collaborators.
C. Section Advisors (SAs) & Law Student Advisors (LSAs)

Every first-year Law Skills section is assigned a Section Advisor (SA). SAs are trained to serve as a knowledgeable guide for new students and as a thoughtful facilitator who provides access to people and resources. SAs maintain relationships with and provide non-academic assistance and support for new students with a focus on a smooth transition, acclimation, and a sense of belonging at Richmond Law. SAs supplement the advising offered by faculty and often address social and other student issues.

LSAs are upper-class students who volunteer to meet with first-year students one-on-one during orientation, and can often be a helpful resource throughout the first year.

D. Counseling and Psychological Services (CAPS)

CAPS offers a wide range of free, short-term mental health-related services for students at the University of Richmond. About one-third of UR students use CAPS services at least once before they graduate. Law school is a stressful experience for many and, on top of that stress, life events may occur during law school which exacerbate that stress. CAPS is staffed by licensed mental health professionals. Their services are free and confidential. You are strongly encouraged to utilize CAPS services if you feel they could help you. No problem is too big or too small. You can find out more information at: https://wellness.richmond.edu/caps/index.html.

Law students can use CAPS services in two locations – at the CAPS offices located in the Sarah Brunet Hall anytime during normal business hours or at the Law School during designated hours each week. To make an appointment with CAPS at the Sarah Brunet Hall, stop by the CAPS front desk. Sarah Brunet Hall is located directly across from the Law School. To make an appointment to see Hilary Delman, the counselor who sees students part-time at the Law School, email her directly at hdelman@richmond.edu.

E. Disability Services

You can request disability accommodations at any time during your law school career, even if you have never received accommodations in the past. Academic accommodations can be made for various disabilities including medical disorders, physical impairments, learning disabilities, attention disorders, and psychological conditions. The Associate Dean of Students, Alex Sklut, is the Law School’s Disability Coordinator and is available to answer any questions. You can reach Dean Sklut at asklut@richmond.edu, (804) 289-8013, or visit her in the Dean’s Office (202D).

Students may also contact the University Disability Services office directly for more information on disability accommodations and the application process. Full information is available at https://disability.richmond.edu/.

Students may also contact CAPS for consultation should you suspect that you have a learning disability, attention disorder, or psychological condition. CAPS professionals can provide counseling as well as referrals for appropriate testing if warranted.

IV. Planning For and Preparing to Take the Bar Exam

There are a few important things pertaining to bar admission that you should be considering during your first year.
A. Character and Fitness

All states require that applicants to the bar complete a character and fitness investigation prior to licensure. 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 detailed questionnaire concerning your education, work history, criminal background, credit history, etc.

Each 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
- Disciplinary action by a professional agency

The bar examiners will also review your law school application for information related to the list above. If there is a possibility that you failed to disclose any misconduct on your application, please contact the Admissions Office immediately to amend your application. Additionally, you have a continuing duty to disclose any misconduct that takes place during law school. Please contact the Associate Dean of Students with any questions regarding misconduct that occurs during law school and with Character & Fitness questions generally.

Your conduct during law school can significantly impact your character and fitness investigation. Criminal activity, academic misconduct, failure to pay debts when they come due, 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.

V. Summer Opportunities in London and Cambridge

Students interested in opportunities abroad should look out for announcements of information sessions regarding each program.

A. London Clinical Placement Program (LCPP)

The four-week LCPP offers Richmond Law students the opportunity to gain practical experience and earn academic credit in one of the world's most vibrant cities. Placement opportunities include positions with barristers, solicitors, legal aid centers, and members of Parliament. Students' practical experiences are further enriched through academic inquiry and study. More information on LCPP available at https://law.richmond.edu/academics/clinics-skills/clinical-placement/london/index.html
B. Cambridge Summer Program

For more than 35 years, the University of Richmond School of Law has conducted a summer program in England for American law students. The purpose of the program is to afford students an opportunity to live and study in surroundings that provide maximum exposure to the English common law system, which serves as the basis for much of the U.S. law, as well as international law, comparative law, and the law of the European Union. Students may earn up to six credit hours in the program. More information on the Cambridge summer program available at https://law.richmond.edu/academics/international/cambridge.html.

VI. Career Development Office

The Career Development Office (CDO) partners with students through a comprehensive career and professional development process that includes:

- Exploring your interests and skills and relating those to professional opportunities;
- Connecting you with alumni and others to better understand and refine employment options;
- Refining your employment search materials, interview skills, and personal presentation;
- Connecting you with employers; and
- Guiding you through the hiring process.

The self-assessment and career planning process for first-year students begins during New Student Orientation in August. In September, you will be paired with a career advisor, and you will work with the CDO throughout the fall to learn more about summer employment opportunities and prepare applications to begin submitting to legal employers in the winter. We encourage you to take advantage of the resources available through the CDO. Please stop by to see them with questions at any time.

A. Programs and Services

1. Career Immersion

Held during Orientation, Career Immersion is a foundational program and your introduction to the legal employment market which will expose you to the tools for life-long career management and professional development. During this interactive, day-long event, CDO staff, consultants, and alumni will share insights on understanding law practice styles and how those styles relate to individual values and interests, communicating about your career goals effectively, building professional relationships, and managing business-social interactions.

2. StrengthsFinder and LawFit

Beginning in September, you may take StrengthsFinder and/or the LawFit Career Assessment. StrengthsFinder can help you discover your top talents so that you can articulate those to prospective employers. LawFit is an online tool designed to help you match your interests and values with legal practice areas and general career fields. After taking each assessment, you will receive a report explaining your results, and you will have the opportunity to discuss them with your career advisor.

3. Employment Search Skills Workshops & Other Programs

In mid-September, you will participate in an Employment Search Skills Workshop,
which will provide details about the programs and resources available to support you in the employment search process. Also, during the workshop, you will review the summer employment opportunities typically available to first-year students and the timeline for pursuing various employment opportunities by setting. Your career advisor will provide resume and cover letter guidelines, application procedures, and best practices used by the most successful job-seeking students.

Other career-related programs during the fall semester provide the chance to learn more about specific practice areas and employment opportunities, network with alumni and other practitioners, hear from students who have successfully navigated the employment search process, and fine-tune your interview skills.

4. **One-on-One Career Advising**

Your career advisor will be your primary point of contact in the office and is available to collaborate with you on an employment search strategy, review job search correspondence, provide advice on interviews and job offers, and direct you to various career-related resources. As you will work with your advisor throughout your time at the law school, your advisor will be able to provide feedback tailored to your unique situation. You should participate in an initial meeting with your career advisor as soon as possible following attendance in an Employment Search Skills Workshop, but certainly by mid-October. Thereafter, you may schedule a meeting with your career advisor at any time. Regular meetings and email check-ins are encouraged.

5. **Recruitment Programs**

The CDO sponsors two recruitment programs during spring semester to supplement your employment search efforts. You may apply for interviews through the Spring On-Campus Interview Program and the Government & Public Interest Interview Program, both held on campus.

6. **Symplicity Career Management System**

Through the Symplicity web-based software program, you will be able to research employers, review and apply to job postings, apply to Richmond Law-sponsored interview programs, store application materials, and report employment information. You will use your University of Richmond network ID and password to log into Symplicity, and you will receive user instructions from the CDO in August.

7. **Reporting Employment Information**

Let your career advisor know when you have secured summer or post-graduate employment. We want to celebrate your success! Also, reviewing and analyzing this information allows us to better assist those continuing to seek the right job opportunity and evaluate the success of Richmond Law students in various legal markets and settings.
VII. Finances

A. Financial Aid

Detailed information regarding financial aid for can be found at https://financialaid.richmond.edu/law/index.html.

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 annually:

- The Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov/ by the University’s May 15, 2019 deadline.
- The University of Richmond 2019-2020 Academic Year Federal DirectLoan application available at https://financialaid.richmond.edu/forms/index.html at least six weeks prior to the start of the fall term.

Students who enroll for credits for the summer term (especially relevant for those students attending summer in Cambridge) must submit the FAFSA and Summer Federal Direct Loan Application at least six weeks prior to the start of their summer enrollment.

*How much can I borrow?*

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

The Federal Direct Grad PLUS Loan provides additional loan funding to assist with academic year costs. 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 borrow through the Federal Direct Unsubsidized Loan during the summer may borrow funds through the Federal Direct Grad PLUS Loan to make up the difference.

Visit https://financialaid.richmond.edu/law/loans/ for more information and applications on Federal Direct Loans.

Private, credit-based loans are also available. However, we strongly encourage students to borrow from the Federal Direct Unsubsidized Loan and the Federal Direct Grad PLUS Loan programs rather than from a private lender as loan. 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 fall?

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 Semester 2019 disburses on August 21, 2019 as long as all eligibility requirements are met. Aid for Spring Semester 2020 disburses on January 8, 2020.

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 a plan to pay tuition in installments?

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

3. Loan Repayment

If you do earn income during law school, you may consider lowering your debt by paying down interest on your interest-bearing loans while you are in school. Unpaid interest will be capitalized once you enter repayment. Capitalized interest is added to the principal and will become the new principal balance.

Once you graduate, there are several repayment options available. Some repayment plans allow students to pay a set amount for a certain number of years. There are also graduated repayment plans, which reset the monthly payment amount every two years, for a set number of years. Income-driven repayment plans set the monthly payment amount based on a combination of income, family size, and the federal poverty level. Visit https://studentaid.ed.gov/sa/repay-loans/understand/plans to learn about the various repayment options available.

There are also loan forgiveness plans available to those who enter careers of public services. Learn more about loan forgiveness at https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service.

B. Student Employment

Note: Law school policy prohibits any law student from working more than 20 hours per week while attending classes.

1. 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.

2. 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. A Job Fair is held at the beginning of the fall term and available positions are listed on the Student Employment website at https://studentjobs.richmond.edu/.

C. Financial Planning

1. Budgeting

The financial realities of your legal education are important factors to be planned for and managed. Most students leave law school with student loan debt. Student loan debt, if managed responsibly, is not an overwhelming burden, but rather a very intelligent investment in your future.

You should develop a realistic budget and borrow what you need, not necessarily the maximum for what you are eligible. Plan ahead for all expected expenses like rent, books, groceries, gas, medications, car maintenance, etc. Then set some money aside for unexpected costs and emergencies. There should be room in your budget for non-necessities, but remember, if you are financing your life during law school with student loans it is in your best interest to limit your spending, and therefore your debt, as much as possible.

Remember that unless you enroll in a credit bearing activity for the summer term you will not receive student loan funding for the summer, so it is wise to set some funds aside from both your Fall and Spring disbursements to cover living costs during the summer. Some, but not all, students engage in paid work opportunities over the summer. Better to put some funds away and have extra for the following year if you do find paid work than be left with nothing in the bank over the summer.

2. MAX by AccessLex

MAX by AccessLex is a financial education program hosted online made specifically for law students. The programs include webinars, online lessons, and even one-on-one coaching completely free of charge for all Richmond Law students. Topics range from basic information about student loans and budgeting to an introduction to investing. Students may access MAX at https://www.accesslex.org/maxonline.

VIII. Honor Council, Standards of Conduct, and Sexual Misconduct Policy

A. Honor Council

Students are bound by the Law School’s Honor Code by virtue of their matriculation at the Law School. The Law School honor system is entirely student-run. The Honor Council adjudicates claims of academic misconduct under the Law School Honor Code. The Honor Code is based upon the premise that a person's honor is their most cherished attribute. An Honor Code is the ideal mechanism to ensure that the academic community thrives with respect and harmony among its members.
The Honor Code prohibits lying in a manner that affects any law school activity, cheating with any intent to gain an unfair advantage for any student in a law school activity, academic theft, failure to report an honor infraction, refusal to provide relevant information to the honor council, and assisting another student in an Honor Code infraction. Every student is responsible for reading the honor code in full and understanding its contents. A copy of the Honor Code can be found in the Law School Catalog https://lawcatalog.richmond.edu/resources/index.html.

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, recommends to the Law School Dean 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.

**B. Code of Conduct**

Law students are also governed by the University’s Standards of Conduct. The University’s Standards of Conduct can be found at https://studentdevelopment.richmond.edu/student-handbook/standards-of-student-conduct.pdf. The Standards define the rights, freedoms, and responsibilities of individuals and groups that make up the student academic community and identifies those standards of conduct the University of Richmond deems essential for fulfilling its educational and community mission.

Conduct violations include but are not limited to violations of any federal or state law, disruption of any University function (teaching, research, events, etc.), damage to property, hazing, and trespassing. You are responsible for reviewing the code of conduct and abiding it.

**C. Sexual Misconduct Policy**

Sexual misconduct is a broad range of behavior that includes but is not limited to sexual assault, sexual exploitation, sexual harassment, and stalking. This behavior is prohibited at the University of Richmond.

This sexual misconduct 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 and at https://prevent.richmond.edu/_common/sexual-misconduct-policy.pdf. You are responsible for reviewing the policy and abiding by it.

**IX. Extracurricular Activities**

**A. School-Life Balance**

Extracurricular activities are valuable, and all students are encouraged to participate in them. However, do not feel pressured to join every group, try out for every competition, or attend every event. Decide what makes sense for you and selectively pursue the activities that are most interesting to you. Make sure to ask how much of a time commitment is expected from
any extracurricular activity and carefully consider whether you have that time to give before joining.

Creating a school-life balance can be challenging for many students. Try to get plenty of rest, set aside time for exercise, social time, and quiet time. The skill of time management is key to a successful balance. Finding the right balance between academics, extracurricular activities, relationships, and self-care is not always easy, but is essential to your overall well-being and success. Be mindful about which activities you choose to pursue throughout your time in law school.

**B. 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. Additionally, at least one state, New York, has instituted a requirement of 50 pro bono hours of service before you can sit for their Bar Examination.

Richmond Law offers a variety of pro bono opportunities, some of which involve one-time commitments, others are ongoing. Program descriptions may be found at [https://law.richmond.edu/public-service/pro-bono/index.html](https://law.richmond.edu/public-service/pro-bono/index.html) and Pro Bono Placement opportunities are promoted throughout the academic year through Symplicity as well as The Docket e-newsletter. For more information, please contact Professor Tara Casey, Director of the Carrico Center, at 804-287-1207 or tcasey@richmond.edu.

**C. Student Governance & Activities**

1. **Student Organizations**

   There are nearly 40 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](http://law.richmond.edu/students/organizations.html). Most of the organizations elect new officers late in the spring semester.

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, Secretary, and Communications Director. 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 make-up the SBA Executive Board – two 2L students, two 3L students, and three 1L students (one representative from each first-year section) – and one LLM representative. The election for 2L and 3L representatives occurs in the spring. The election for 1L student representatives and LLM student representative takes place in September of each year.

**D. Law Journals**

Richmond Law has three student-run journals that are staffed by second- and third-year students:

- University of Richmond Law Review
- Richmond Journal of Law and Technology (JOLT)
• Public Interest Law Review (PILR)

Each Journal publishes articles and essays written by scholars as well as students. They all sponsor academic symposia during the school year. Each Journal has a website providing an overall description. [https://law.richmond.edu/academics/journals.html](https://law.richmond.edu/academics/journals.html)

1. Journal Work

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

E. Advocacy Competition and Boards

At Richmond Law, there are numerous advocacy and lawyering competitions, all of which are organized through student-run competition boards. An advocacy showcase is held in early fall to introduce you to the activities of each group and your opportunities to join Moot Court, Trial Advocacy, Client Counseling and Negotiations, and Alternative Dispute Resolution (ADR).

1. Moot Court Board

The Moot Court Board holds two internal competitions each year. In the fall, 2Ls (including transfers) are eligible to compete in the Harry L. Carrico Competition. In the spring, 1Ls are eligible to participate in the James H. Barnett Jr. Competition. Each year, the Moot Court Board makes a determination as to which regional and national competitions they will enter.

2. Trial Advocacy Board (TAB)

Each year, 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.

3. Client Counseling and Negotiations Board (CCNB)

In February of each year, the Board holds an annual Client Counseling Competition. The Board also hosts the Merhige Environmental Negotiations Competition in late March.

Additionally, each year TAB competes in several external national competitions.

4. Alternative Dispute Resolution (ADR)

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

ADR Society members also participate in the ABA Law Student National Representation in Mediation Competition.
X. Internal Communication

A. Email Communication

Email to your @richmond.edu account is the official mode of communication for Richmond Law. You should check your Richmond email account at least once every 24 hours to ensure you do not miss essential information.

Class Listserv

You are automatically added to a Richmond Law listserv that corresponds with your graduation year – i.e. 3-year JD students entering in 2019 are automatically added to the lawclassof2022 listserv. Do not use the Richmond Law listserv for personal matters. The listserv is used for announcements by faculty, staff, and student organizations exclusively. If you want to send a message to the listserv but are unsure if it is appropriate, contact the Associate Dean of Students, Alex Sklut, at asklut@richmond.edu.

The Docket

The Docket is the law school newsletter. You'll find The Docket in your Richmond email inbox each Sunday and Thursday with a listing of events coming up this week, next week, and beyond. The Docket is the best way to get information on what programming is coming up that is relevant to you.

B. Law School Events Calendar and Flyers

There is a master calendar (http://law.richmond.edu/students) listing all of the law-related activities taking place in the building and around campus. The calendar is updated daily as new events are planned and shared with the Dean’s Office. The calendar is a good place to start when planning your semester, and make sure to check back often for updates.

In addition to listings on the calendar and in The Docket, student organizations are encouraged to share upcoming events through digital flyers on the monitors in the foyer and outside the library, as well as actual flyers on the bulletin board in the hallway leading to the library. Please contact Mary Ruth Walters in the Dean’s Office for additional information.

C. Social Media

Like us on Facebook: https://www.facebook.com/URLawSchool
Follow us on Twitter: https://twitter.com/URLawSchool
Follow us on Instagram: https://www.instagram.com/urlawschool
Join our LinkedIn group: http://www.linkedin.com/groups/University-Richmond-School-Law-138765

XI. Campus Resources

One Card Student ID | Heilman Center
https://onecard.richmond.edu/get/index.html

Every student at the University must have a photo identification card, called a One Card. This card verifies that the holder is eligible to receive University library and other campus privileges. A One Card can be obtained through the One Card Office. Please visit their website to view all the things you can do with your card.
**Post Office | Heilman Center**  
https://campusservices.richmond.edu/offices/mail.html  
The University has its own post office. You can mail (and receive) packages and buy stamps, etc. The building sits just above the Heilman Dining Center. You must purchase a post office box in order to receive mail at the Post Office.

**Tyler Haynes Commons**  
https://events.richmond.edu/events/locations/tyler-haynes-commons.html  
Main student center for the University. There are several large screen TVs and comfortable chairs in the building.

**Spider Shop | Tyler Haynes Commons**  
https://www.urspidershop.com/  
You can purchase your textbooks, as well as all of your Spider gear, at the University Bookstore.

**Common Ground | Tyler Haynes Commons**  
https://commonground.richmond.edu/  
Common Ground promotes a thriving, equitable, and fully-participatory University community deeply engaged with the broader social world.

**Tyler's Grill | Tyler Haynes Commons**  
https://dining.richmond.edu/locations/tylers-grill.html  
Tyler's offers flavorful wraps, freshly prepared salads, and hamburgers made fresh every day. They also offer breakfast options.

**Meal Plans | Heilman Dining Center**  
https://dining.richmond.edu/meal-plans/  
Off-Campus Law, MBA, and SPCS students are not required to have a meal plan, but can purchase a Spider Red, Spider Blue, Spider 40, Spider Unlimited, or Spider Plus Unlimited. To make a selection log in to Bannerweb, click on Student Services, then click on the Housing Main Menu, click on Star Rez and then click on the off-campus meal plan link to select a meal plan.

**ETC Convenience Store | Heilman Dining Center**  
https://dining.richmond.edu/locations/etc.html  
ETC is an on-campus convenience store that office groceries, snacks, toiletries, and local coffee.

**Lou's Café | Robins School of Business**  
https://dining.richmond.edu/locations/lous.html  
Lou's features grab-and-go fresh sound, sandwiches, salads, and desserts. Menu selections are based on seasonal availability and may vary.

**Passport Café | Carole Weinstein International Center**  
https://dining.richmond.edu/locations/passport-cafe.html  
The Passport Café is an award-winning international eatery. Their menu features daily global specials with grab-and-go options.
**Boatwright Memorial Library**  
https://library.richmond.edu/  
The University has a large library with a selection of casual reading materials. Comfortable seating also is available.

**Eight-Fifteen at Boatwright | Boatwright Memorial Library**  
https://dining.richmond.edu/locations/eight-fifteen-at-boatwright.html  
This café is located inside Boatwright Library. Eight-Fifteen features Starbucks drinks as well as grab-and-go food items.

**Computer Issues | Muse Law Library**  
https://is.richmond.edu/  
Please contact the computer help desk in the law library with any technology questions you may have.

**Financial Aid | Queally Center**  
https://financialaid.richmond.edu/  
Students can stop by at any time to ask questions about their aid, loans, etc.

**Student Accounts | Queally Center**  
https://controller.richmond.edu/tuition/office.html  
Tuition payments, fines, etc. can be taken care of at this office or online.

**Registrar's Office | Queally Center**  
https://registrar.richmond.edu/  
Students register for classes online. The Registrar's office can help with problems, questions, transcripts, etc. Your first point of contact on these types of questions should be Sharon Krol in Dean's Office (202A).

**Public Safety and Student Health Center | Special Programs Building**  
https://wellness.richmond.edu/healthcenter/index.html  
The University has a full health center offering medical assistance (whether you have University health insurance or not). The Health Center staff includes board-certified family practice physicians and registered nurses. In November, we will offer a Flu Shot Clinic.

**Fitness Facilities | Weinstein Center for Recreation and Wellness**  
https://recreation.richmond.edu/  
The Weinstein Center is a free, full-service gym complex open until midnight every day of the week (hours may vary during the summer, check the website for full details). You will need your One Card for access. There is a pool and just about every type of equipment you could want. This benefit is included in your tuition. You will have access to the gym for an additional year after you graduate. This “4th” year is a benefit to all law students. You can also sign up for any intramurals and sports clubs through the wellness center.
**Sports**
https://richmondspiders.com/sports/2015/7/9/210109587.aspx
The University offers Division 1-AA Football and Men’s Division 1 Basketball among other sports. You can obtain tickets at the Robins Center. Law student intramurals and other informal competitions are frequent. Keep an eye out for emails with more information.

**Parking Services | Special Programs Building**
https://parking.richmond.edu/contact/index.html
If you pre-registered your vehicle for 2019-20 parking permits, the permits will be distributed with your orientation material. If you have not pre-registered your vehicle for 2019-20 permits, you may do so online.

If you park in faculty/staff lot(s) during designated hours, you will get ticketed. If you park on the grass anywhere, you will get towed or ticketed. You can appeal tickets to Parking Services. There is a Parking Appeals Board on which one law student sits.

**Police | Special Programs Building**
https://police.richmond.edu/
The University has its own police department. They take your safety very seriously and offer a host of information and tips on crime prevention online. You can also find information on the safety shuttle providing transportation around campus.