GUIDE to the THIRD YEAR
Academic Calendar
2018-2019

First Year Orientation
August 21-25, 2018

Fall Classes Begin
August 27, 2018

Labor Day/ Class Day
September 3, 2018

Fall Study Break
October 12, 2018 (after classes)

Classes Resume
October 17, 2018

Thanksgiving Break
November 20, 2018 (after classes)

Classes Resume
November 26, 2018

Last Day Fall Classes
December 7, 2018

Fall Exams
December 10-21, 2018

Spring Classes Begin
January 14, 2019

MLK Jr. Day/ Class Day
January 21, 2019

Begin Spring Break
March 8, 2019 (after classes)

Classes Resume
March 18, 2019

Last Day Spring Classes
April 26, 2019

Spring Exams
April 29-May 10, 2019

Spring Commencement
May 11, 2019

Important Dates
2018-2019

Law Clinic Application Deadline
March 30, 2018

Rising 3L Fall and Summer Registration
April 17, 2018

Rising 3L Spring 2019 Registration
April 18, 2018

Rising 2L Fall and Summer Registration
April 19, 2018

Rising 2L Spring Registration
April 20, 2018

File for May Graduation
September 21, 2018

File for December Graduation
February 8, 2019

FAFSA application deadline
May 15, 2018

MPRE Registration Deadlines
June 21, 2018

September 20, 2018

MPRE Test Dates
August 11, 2018

November 10, 2018

Southeastern Minority Job Fair
July 20-21, 2018

Southeastern Intellectual Property Job Fair
July 24, 2018

Loyola Patent Law Interview Program
July 26-27, 2018

New England Interview Program
August 10, 2018

On-Campus Interview Program
Week of August 7, 2018

Week of August 13, 2018

Equal Justice Works Conference and Career Fair
October 26-27, 2018
I. Introduction ......................................................................................................................... 4
II. Academic Planning for your Third Year ........................................................................ 4
   A. Coursework .................................................................................................................. 4
   B. Disability Services ...................................................................................................... 6
   C. Clinics ......................................................................................................................... 6
III. Finances .......................................................................................................................... 7
IV. Career Development ....................................................................................................... 7
   A. Bridge to Practice Fellowships .................................................................................. 7
   B. Career Advising and Programming .......................................................................... 8
   C. Reporting Employment Information ..................................................................... 8
   D. Alumni Services ......................................................................................................... 9
V. Graduation ........................................................................................................................ 9
   A. Graduation Application .............................................................................................. 9
   B. Regalia Distribution .................................................................................................... 9
   C. Graduation In Absentia ............................................................................................ 9
   D. Graduating with Honors ........................................................................................... 10
   E. Order of the Coif ......................................................................................................... 10
   F. The Ceremony ............................................................................................................ 10
VI. The Bar ............................................................................................................................ 10
   A. Which Bar Exam Should You Take? ......................................................................... 10
   B. Bar Admission Requirements .................................................................................. 11
   C. Filing Deadlines ........................................................................................................ 12
   D. Multistate Professional Responsibility Exam (MPRE) ......................................... 12
   E. Character and Fitness Investigation ....................................................................... 13
   F. State Bar Examiner Visit .......................................................................................... 14
   G. Bar Exam Preparation .............................................................................................. 14
VII. Internal Communications .............................................................................................. 15
VIII. Honor Code .................................................................................................................. 15
IX. Standards of Conduct .................................................................................................... 16
X. Sexual Misconduct Policy .............................................................................................. 16
XI. Resources after Graduation .......................................................................................... 18
   A. 4th Year at Wellness Center ....................................................................................... 18
   B. Alumni ......................................................................................................................... 19
I. Introduction

This Guide to the Third Year has been prepared by the Dean’s Office with input from several offices on campus to provide information you may find useful in preparing for your third year and beyond. We 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 good use of available opportunities at Richmond Law.

II. Academic Planning for Your Third Year

A. Coursework

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

1. Graduation Requirements

- You must have earned 87 credit hours to receive the JD degree. No more than 12 of these credits may be earned in clinical courses. And no more than four credits may be earned as a research assistant.
- You must have earned a passing grade in each of the courses required in the first year of law school (i.e. Civil Procedure, Contracts, Constitutional Law, Criminal Law, Property, Legislation and Regulation, Torts, Law Skills I and II).
- Professional Responsibility
- Law Skills III
- Law Skills IV may be satisfied by any of the courses designated by the Registrar as satisfying Law Skills IV including: Appellate Advocacy, Contract Drafting, Corporate Fraud & Litigation, Environmental Lawyering, and Pre-Trial Drafting.
- Upper Level Writing Requirement (ULWR) may be satisfied in one of three ways:
  - ULWR Seminars – Seminars that fulfill the ULWR provide an opportunity to work closely with a faculty member in a limited enrollment class, receive extensive feedback on their writing, and ultimately submit an extensive paper of scholarly quality. Courses that satisfy 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 credit hours total permitted for Independent Research projects. Registration for Independent Research must be done through the Dean’s Office, with prior permission from both the supervising faculty member and the Associate Dean for Academic Affairs.
  - 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.

- At the completion of all other degree requirements, a student must have a minimum GPA of 2.20 in law school course work for the JD degree to be confirmed.
- For more information see: https://law.richmond.edu/academics/degrees/jd/index.html.

2. Course Audits

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

3. Third-Year Practice Certification

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

The certificate remains in effect for 18 months after it is filed with the Executive Director of the Virginia State Bar or until the announcements of results of the first bar exam following the student’s graduation, whichever date is earlier. More information can be found here: http://www.vsb.org/pro-guidelines/index.php/bar-govt/third-year-student-practice-rule/.

To obtain the Third-Year Practice Certificate, please notify the Assistant to the Dean that you believe you have met the required criteria. You need to have earned 56 credit hours and have taken a procedure course: Virginia Procedure, Civil or Criminal; Evidence, Criminal Law and Professional Responsibility. They will prepare the request letter for the Virginia Bar and notify you when the certificate has been received. If you will need a Third-Year Practice Certificate from another state, please submit the necessary documents the Dean’s Office.

4. Course Selection for Your Third Year

The Registrar’s Office will publish the 2018-19 upper class course schedule in early April. Registration for rising Third Year students for fall 2018 will begin on April 17, 2018. We urge you to spend the weeks before registration thinking broadly about the
course selection for your third 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 adviser 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 2018-19 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.

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 of Students is the Law Schools Disability Coordinator and is available to answer any questions.

Additionally, there are several disability specialists housed within the University’s Counseling and Psychological Services (CAPS) who are available for consultation should you suspect that you have a disability. They can provide counseling as well as referrals for appropriate testing, if warranted. CAPS can be reached at (804) 289-8119, or you may visit their offices in Sarah Brunet Hall.

C. 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, 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.

Visit http://law.richmond.edu/academics/clinics-skills/in-house/index.html to learn more about the clinical offerings.

- **In-House Clinics**: All in-house clinics have weekly classroom components, and all require at least weekly meetings with the faculty member who is the supervising attorney. Approximately 72 students can participate per year in these clinical experiences that range from two credit to six credit hours per semester. All clinics provide semester-long experiences. While all in-house clinics accept
second-year students, preference in enrollment is given to those in their third year. In addition, students who have met the requirements for a Third-Year Practice Certificate have greater opportunities in those clinics where courtroom experience is highlighted.

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

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

For more information about the program and its requirements, as well as descriptions of all the placements, visit [http://law.richmond.edu/academics/clinics-skills/clinical-placement/index.html](http://law.richmond.edu/academics/clinics-skills/clinical-placement/index.html) or review the Clinical Placement Program Student Manual. Electronic copies can be obtained from the Clinical Law Center. Hard copies are on reserve in the Muse Law Library.

### III. Finances

**Financial Aid for 2018-19:**

Detailed information regarding financial aid for can be found at [www.finaid.richmond.edu/law](http://www.finaid.richmond.edu/law).

**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. Please note scholarships are available to law students through their sixth term of enrollment (prorated for transfer students), excluding any summer term.

**Loans:** Students must re-apply for loans and Federal Work-Study each year. You will need to submit the following forms:

- Submit the 2018-19 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by the University’s May 15, 2018 deadline. (The deadline for financial aid for summer 2018 is earlier.)
- Submit the University of Richmond 2018-19 Academic Year Federal Direct Loan application available at [www.finaid.richmond.edu/forms](http://www.finaid.richmond.edu/forms) at least six weeks prior to the start of the fall term. The deadline for financial aid for summer 2018 is earlier.

### IV. Career Development

**A. Bridge to Practice Fellowships**

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

B. Career Advising and Programming

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

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

Here are a few things about the timing of the employment search process to consider:

- During your third year, you will need to finalize your decision about where you will take the bar examination. You must make this decision with your post-graduate plans in mind, even if you have not secured a position yet, as this decision is a signal to prospective employers regarding your interest in their geographic area.
- Though a new Law Clerk Hiring Plan is in the pilot phase, for your class, the application process for post-graduate judicial clerkships began quite early and will continue into fall semester of your third year. See CDO’s judicial clerkship adviser, Marka Belinfanti, for more information.
- Applications for some federal government agencies and post-graduate public interest fellowships should be submitted during the fall semester of your third year. Many other employers hire on an “as-needed” basis, which means they will hire for the following fall only when they determine their workload is sufficient to require additional staff. For some positions, this may mean hiring will occur after bar examination results are released.
C. Reporting Employment Information

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

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

D. Alumni Services

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

V. Graduation

A. Graduation Application

During your final year, the University will require that you submit an application to graduate via the Graduate Degree Application. Graduate applications are due by the September 21, 2018 for May graduates. Please contact the Registrar’s Office if you have any questions. For the form, please visit http://registrar.richmond.edu/forms/online/index.html.

B. Regalia Distribution

In January 2019, you will order your regalia online. An email will go out with instructions during the fall semester. In April, the law school will host a Graduation Fair. Regalia will be distributed at that time. You will receive your doctoral hood just before you receive your diploma at the graduation ceremony.

C. Graduating In Absentia

Next year’s commencement ceremony is scheduled for May 11, 2019 at 2 p.m. If circumstances
prevent your attendance, you must submit a request to graduate in absentia with the Registrar’s Office prior to the ceremony.

D. Graduating with Honors

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

E. Order of the Coif

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

F. The Ceremony

The Law School holds one graduation ceremony each year in May. Next year’s ceremony is scheduled for Saturday, May 11, 2019. Both December and May graduates participate in this ceremony. Prior to the start of the event at 2 p.m., we ask that all graduating students arrive early for a class photo. There is no limit on the number of guests you can bring with you and no tickets are required. In the spring, you will receive several emails providing graduation information as well as a link to the commencement website.

VI. The Bar

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

A. Which Bar Exam Should You Take?

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

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

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

- Generally, an applicant cannot take more than one bar exam during a given administration. However, it is possible to take two states’ bar exams concurrently in a few states, most commonly New York and a neighboring state. This requires three days of testing (one day for each state’s exam and one day for the multistate exam). The New York Bar’s website includes information on taking a concurrent bar exam with another jurisdiction. Visit www.nybarexam.org for more information.

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

B. Bar Admission Requirements

Most jurisdictions require the following for admission to the bar:

- Character and Fitness Investigation,
- Bar Examination, and
- Multistate Professional Responsibility Exam (MPRE)

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

The bar examination is administered twice per year in February and July. You must register in advance to take the Bar Exam.

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

To look up filing deadlines in other jurisdictions, check your state’s bar examining authority’s website. The website of the National Conference of Bar Examiners (NBBC), www.ncbex.org, provides links to all jurisdictions’ individual websites. From there, 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.

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

D. Multistate Professional Responsibility Exam (MPRE)

The Multistate Professional Responsibility Exam (MPRE) is intended to measure the examinee’s knowledge and understanding of established standards related to a lawyer’s professional conduct. The MPRE consists of 60 multiple-choice questions, and the exam is two hours. For more detailed information on the MPRE, visit www.ncbex.org.

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

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

Most jurisdictions allow students to take the MPRE during the second year of law school. Virginia requires applicants to pass the MPRE within two years of passing the Virginia bar exam.

What to expect on the MPRE

- You do not need to take the MPRE in the state where you will take the Bar Exam. That allows you to take it in Virginia for convenience, even if you are planning to take another state’s bar exam. Each state has a different passing score. Be sure to check the state in which you want to practice.
- The test is on scantron. You need to bring in a regular pencil and fill in the blanks. Mechanical pencils are not allowed. There is a total of 60 questions (50 scored
and 10 unscored) on the exam and it lasts two hours.

- At the testing center, you must bring your admission ticket (printed from your confirmation of registration). You must attach a passport type photo (no larger than 2”x2” or smaller than 1”x1”) that has been taken in the last six months and shows only you face and shoulders. Attach the photo to your Admissions Ticket with glue or tape. Print (in block letters) your name, test date, NCBE Number, and test center code on the back of the photograph before you attach it to your MPRE Admission Ticket in case it should become detached from your ticket.
- You must bring a government issued photo ID. Your school ID will not work.

Here is what you CAN bring into the testing center:

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

Here is what you CANNOT bring into the testing center:

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

Other prohibited items, including but not limited to:

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

E. Character and Fitness Investigation

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

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

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

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

Additionally, as part of the character and fitness investigation, the bar examiners will, among other things, review your law school application. If there is a possibility that you failed to disclose any misconduct on your application, please contact the Admissions Office at your earliest convenience to amend your application. It also is a good practice to keep the law school informed of any misconduct during your tenure as a law student.

F. State Bar Examiner Visit

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

G. Bar Exam Preparation

1. Law School Offerings

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

The law school also provides individual tutoring and counseling for all graduates preparing for the February or July bar exam, also at no extra charge.

To maximize your chances of passing the bar exam on your first attempt, we urge you to take advantage of the bar preparation programs offered by the law school. For most legal jobs, the attorney must be licensed in the state in which she/he is practicing law. Thus, if you have accepted a job requiring admission to the bar, you naturally will sit for the bar exam in the state in which you will be practicing.
2. Commercial Bar Review Courses:

The law school’s bar preparation programs are intended to supplement a traditional, commercial bar review course, and most law school graduates take such a course in preparation for the bar exam. These programs do not replace any commercial bar review course.

Currently, BARBRI, Themis, and Kaplan offer comprehensive courses for Virginia. Additionally, there are other courses serving other jurisdictions. The law school does not endorse any particular bar review course. We strongly recommend that you thoroughly research each company's product and consider which program would fit best with your strengths and weaknesses and your study habits. Please be aware that the bar preparation period is long and the workload is extremely heavy. Among other things, you should consider the amount of structure, accountability, and feedback offered by the various courses. The best bar review course may depend on your study habits.

3. Bar Loans

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

As with any loan, students are recommended to borrow what they need through a bar loan, not what is available. Since bar loans are private loans, these loans are not eligible for federal loan consolidation and not eligible for Public Service Loan Forgiveness.

VII. Internal Communications

The best way to find out what is happening around the School is to consult The Docket and connect with law school on social media.

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

VIII. Honor Code

The Law School honor system is entirely student run. The Honor Council adjudicates claims of academic misconduct under the Law School Honor Code. The Grievance Committee is responsible for investigating and prosecuting Honor Court cases. Members of the Student Advocate Corps are available to provide a defense for the accused student. If a claim of misconduct goes to trial, the
Honor Court determines guilt or innocence and, in the event of a guilty verdict, imposes sanctions pursuant to the Code. Justices of the Honor Court, along with members of the Grievance Committee and the Student Advocate Corps are elected by the student body. A copy of the Honor Code can be found in the Law School Catalog [http://law.richmond.edu/students/honor-code.pdf](http://law.richmond.edu/students/honor-code.pdf). Students are bound by the Law School’s Honor Code by virtue of their matriculation at the Law School.

**IX. Standards of Conduct**

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

**X. Sexual Misconduct Policy**

As an educational institution, the University of Richmond values a learning community in which all members feel secure, physically and intellectually. Behavior that harms others or threatens campus security challenges the institution’s key mission to “sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge.”

Sexual misconduct is such behavior and is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, and stalking.

As a recipient of federal funds, the University of Richmond complies with Title IX of the Education Amendments of 1972. Title IX provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

This sexual misconduct policy also applies to sexual misconduct complaints involving applicants for admission, or students aggrieved by third parties such as contractors or vendors serving the University.

**Sexual Assault Reporting**

If you have been the victim of a sexual assault we encourage you along with an advocate of your choice to report to the UR Police. You have the right to participate or decline to participate in a criminal investigation.
Reporting an assault to URPD is the first step of the criminal process. If an individual is assaulted outside of campus URPD will assist a victim and connect that individual to the appropriate law enforcement jurisdiction. The report to URPD is a document of fact, not a commitment to move forward with a criminal prosecution. At this time an individual may ask or be provided information to be better educated with the legal process. Reporting of certain crimes may open the door to the Commonwealth’s victim/witness services to include possible compensation for certain crimes.

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

UR Police
Emergency: (804) 289-8911
Non-Emergency: (804) 289-8715
Off-Campus emergency: 911

Incident Bias Reporting
The University of Richmond is committed to being a diverse and inclusive community, strengthened intellectually and socially by the range of knowledge, opinion, belief, political perspective, and background of its members, whether of race, ethnicity, gender, sexual orientation, gender expression, gender identity, ability status, age, religious, economic, or geographic origin.

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

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

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

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

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

Report a Bias/Hate Crime

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

Report Incidents of Discrimination

Students, faculty, and staff who are subjected to or believe they may be the subject of discrimination prohibited by University policies or applicable laws or who witness potential discrimination should file a complaint in accordance with the University's Harassment and Discrimination Policy. Complaints of discrimination may also be made, informally, to the director of Common Ground, Dr. Glyn Hughes, who shall assist the individual making the complaint in pursuing such complaint through applicable University policies and in accessing available University resources for support and guidance. You may contact Dr. Hughes at ghughes@richmond.edu.

Report a Bias Incident

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

Academic Freedom

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

XI. Resources after Graduation

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

B. Alumni

The Associate Director of Leadership Giving manages the law school’s annual fundraising campaign, third-year class giving program, and reunion giving program; oversees the Law School Alumni Board. The Assistant Dean for Law School Development & Alumni Relations works with alumni on significant philanthropic gifts to the law school and manages the Richmond Law Advisory Board.

Networking & Alumni Events

The law school offers regular opportunities for alumni to network and socialize with each other:

- Receptions and happy hours (in Richmond and throughout the country)
- Gatherings during bar meetings and conferences
- Reunion Weekend
- Student-Alumni events

Upcoming law alumni events are always available on the law school’s alumni website: law.richmond.edu/alumni and sent via regular mail and/or email. Be sure to keep mailing and email addresses are up to date. Updates can be made through UROnline, through the web form, or by emailing LawAlumni@richmond.edu.

Online Alumni Directory, Social Media & Referrals

Law alumni have access to UROnline, the University’s alumni directory, at http://www.uronline.net/. This is also how you register to keep your @richmond.edu email address after you graduate. Use your exiting university credentials (or “single sign on”) to register and get started. Richmond Law also has a presence on LinkedIn. If you did not join the group as a student, be sure to do so. We are also on Twitter (@URLawSchool) and Facebook (facebook.com/URLawSchool). All of these can be great resources if you’re looking for a fellow alum to whom you could refer a case when you do not have a local connection.

Annual Giving

Richmond Law depends on the support of its alumni and friends to continue to grow and thrive: to add new and notable scholars and teachers to our faculty, to support the work of our clinics and centers, to expand academic programming and technological advancements, to provide summer grants for public interest work, to provide financial aid to our students, and so much more. We
sincerely hope that you will give back to the law school each year beginning this year with your class gift to support the ongoing success of Richmond Law.

More Information

To get involved, see what law alumni events are coming up, or learn about alumni benefits, visit the law alumni website.