# STUDENT POLICIES



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#### INTRODUCTION

This manual collects major policies and procedures pertinent to students enrolled at Hamline University School of Law (Hamline Law). Hamline Law reserves the right to add new policies, amend, rescind or grant an exception to an existing policy at any time.

These policies incorporate the Hamline Law Academic Rules (AR) promulgated by the law faculty, other policies applicable only to law students, and significant Hamline University (HU) student policies pertinent to law students, incorporated within the document or by reference. In the event of a conflict between the Student Policies and the Academic Rules, the Academic Rules govern. The law school also abides by and interprets the ABA Standards for Approval of Law Schools., available at <a href="http://www.abanet.org/legaled/standards/standards.html">http://www.abanet.org/legaled/standards/standards.html</a>.

Please see <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a> for a comprehensive alphabetical list of Hamline University policies.

Copies of the Student Policies and the Academic Rules will be available in the **office of the registrar (OTR)**, the law library and on the Hamline University website.

Questions concerning the interpretation and application of the Student Policies and Procedures should be addressed to the OTR, Associate Dean for Academic Affairs or Assistant Dean for Students and Multicultural Affairs.

Requests for exceptions to the requirements of the Academic Rules or the Student Policies must be presented in writing to the Associate Dean for Academic Affairs. (AR 113)

Hamline University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

#### 1. SECTION 1: GENERAL ACADEMIC AND PROFESSIONAL CONDUCT EXPECTIONS

- 1.1. Code of Conduct The Hamline Law Code of Conduct is the key policy governing expected academic and professional conduct while students are enrolled in any course in the law school. The Code is promulgated by the law faculty and defines both generally and specifically "elemental standards of honesty and integrity to the end that graduates of the School of Law will be academically qualified for the practice of law and possessed of those character traits necessary to the special trust relationships involved in the practice of law."
- **1.2.** <u>Violations and Report of Hamline Law Code of Conduct Violation</u>: Any person may report an allegation of a violation of the Code of Conduct to the Associate Dean for Academic Affairs. A description of actions that constitute a violation of the Code of Conduct and procedures for reporting and follow-up on a Code allegation are provided in the Hamline Law Code of Conduct, Appendix A, of this policy manual.
- **1.3.** Other Policies, Academic and Professional Conduct: HU and Hamline Law have promulgated several other policies outlining their expectations for academic, professional and personal conduct by Hamline University students. An alphabetical list of all of these policies can be accessed at <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>. In particular, students should review the following academic and professional conduct policies:

Discrimination and Harassment Policy
Student to Student Sexual Misconduct Policy
Disability Accommodation Policy and Procedures
Firearms and Weapons Policy
Alcohol Use on Campus Policy
Smoking Policy
Substance Abuse and Prevention Policy
Building Use Policy
Parking Policy
Technology Use Policy
E-mail Distribution Policy

- **1.4.** <u>Violations and Sanctions</u>: Violations of other policies as defined above that are not also prima facie violations of the Hamline Law Code of Conduct may give rise to HU and/or Hamline Law administrative responses as follows:
  - 1.4.1. <u>HU Policy Violations</u>: Violations of a HU policy that contains a specific procedure for addressing it will be handled through the prescribed procedure.
  - 1.4.2. <u>Hamline Law Policy Violations and Conduct Unbecoming of a Law Student</u>: The Dean and the Associate Dean for Academic Affairs may initiate procedures or apply sanctions other than those prescribed by the Code of Conduct even where no probable cause has been found in a Code of Conduct investigation. These sanctions include but are not limited to:
    - 1.4.2.1. <u>Grade Reduction</u>: The student's grade in a course may be reduced if the violation occurs during class meeting hours, during examination or other evaluation periods, involves online or in-person communications between students or faculty relating to that course, or occurs in the course of a student's interaction with non-Hamline Law students or faculty when the student is engaged in completing work for that course.
    - 1.4.2.2. <u>Letter of Reprimand</u>: A letter of reprimand by the Dean or his designee may be placed in the student's file.
    - 1.4.2.3. <u>Bar Notification</u>: The Dean may notify the bar authorities in the state in which the student applies to be admitted to the bar describing the conduct.
    - 1.4.2.4. <u>Counseling Requirement</u>: The Dean or his designee may require that a student obtain counseling or evaluation for substance abuse, mental health issues, anger management, or other issues, as a condition to continuing his or her coursework for the semester.
    - 1.4.2.5. <u>Withdrawal</u>: An involuntary withdrawal from school may be imposed if there is a serious violation of a law school or university policy that is not a violation of the Code of Conduct.
    - 1.4.2.6. <u>Holds</u>: A hold may be placed on a student record for failure to comply with certain requirements, see Sections 4.3, 9.1, and 9.2. A hold may prevent a student registering for an upcoming term, accessing grade information, or obtaining transcripts or other official records.
- **1.5.** <u>Disputes</u>: For violation of HU policies that do not include a procedure for resolution, or to resolve conflicts between students and other students, faculty or staff members that are not prima facie violations of the Code of Conduct, the Dean may establish dispute resolution procedures such as mediation, arbitration, restorative justice circles, or similar mechanisms. The Hamline Law Code of Conduct Investi-

gators may also utilize these dispute resolution mechanisms in settlement of a Hamline Law Code of Conduct allegation. Students also have the option to discuss disputes with the Hamline University Office of the Ombudsman. For more information, see <a href="http://www.hamline.edu/offices/ombudsman/">http://www.hamline.edu/offices/ombudsman/</a>

**1.6.** <u>Policies Incorporated by Reference</u>: The following law school and university policies are incorporated into this manual by reference. University policies may be found on the website that lists all University policies alphabetically, <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>.

Hamline Law Code of Conduct (available at http://law.hamline.edu/registrar/policies.aspx)

University Policies Relating to Interpersonal Behavior (included in part or whole)

Discrimination and Harassment Policy (see also Hate Incident and Crime Protocol on the university web page)

Sexual Misconduct Policy

Firearms and Weapons Policy (See also Policies on Response to Crimes Against Persons, University Authority and Civil Penalties, Violence Prevention on the university web page)

Policies on the Use of Hamline Property

**Alcohol Policy** 

**Smoking Policy** 

Substance Abuse and Prevention Policy

Building Use Policy (see also law school posting rules, Section 17.5.5 and Posting and Canvassing Policy and Political Candidate/Campaign Policy on the university web page above)

Parking Policy (see also Bicycles Policy on the university web page above)

**Technology and Information Policies** 

Computer Requirements for Entering 2010-11 Students (Appendix A)

Technology Use Policy (see also Web Policy and Software Policy on the university web page above and the Bandwidth and Copyright Infringement Policy if you live in a Hamline residence or intend to download significant amounts of material.)

E-mail Usage Policy

Freedom of Expression and Inquiry Policy

**Disability Policies** 

**1.7.** Students Responsible for Policies: Hamline Law students and any persons who are enrolled in Hamline Law courses are responsible for knowing and abiding by the student policies, Academic Rules, financial aid policies and procedures applicable to them, course limitations, and any University policies that are posted on the university website, as well as any policies and procedures pertinent to activities in which they are involved, such as journals, competitions, and student organizations.

#### 2. SECTION 2: ADMISSION REQUIREMENTS (for procedures, see Admissions website)

#### 2.1. <u>J.D. Program</u>

- 2.1.1. <u>Admissions Committee Responsibility</u>: Admissions policies and readmissions decisions are administered by the Admissions Committee of the law school. (AR 102)
- 2.1.2. <u>Bar Requirements</u>: Because some state bars require students to meet certain requirements for bar admission well before they graduate, each applicant should determine the bar requirements, including character requirements, for the state(s) in which he or she is considering legal practice. (AR 102)
- 2.1.3. <u>Disclosures</u>: Students are required to disclose certain information on their applications to Hamline and throughout their law school career so the law school can make admission decisions,

provide certain kinds of career services assistance, and certify students as eligible to sit for the bar.

Failure to disclose this information, misrepresentation in regards to information requested, or failure to amend any application disclosures or to disclose requested information when an error comes to light may subject a student to penalties, including but not limited to withdrawal of the student's acceptance to Hamline Law, cancellation of any credits earned, or the Dean's refusal to certify a student as eligible to be admitted to the bar.

- 2.1.4. <u>Disclosure Procedure</u>: While enrolled at Hamline Law, students have the continuing responsibility to disclose charges or arrests for any legal violation including traffic offenses other than paid parking tickets. Disclosure is required regardless of the ultimate disposition of the charge or arrest. Students who become aware of any disclosures, or need to amend their application or any other documents they have submitted to the law school should immediately contact the office of the Assistant Dean for Students and Multicultural Affairs.
- 2.1.5. <u>Failure to Timely Disclose Application Omissions or Errors</u>: Failure to amend omissions or errors on a student's law school application by October 1 of the year in which the student matriculates will be presumed to be intentional. The student will have the burden of proving that this failure was not intentional and must demonstrate why he or she was unaware of this omission or error, or was unable to disclose the information at an earlier time. Failure to disclose required information may be investigated as a violation of the Code of Conduct.
- 2.1.6. <u>Technology Requirements</u>: See Section 4.7 and Appendix A for information on the law school's required computer and related technology policies.
- 2.1.7. <u>First-Year Admission from U.S. Undergraduate Institutions</u>
  - 2.1.7.1. <u>Bachelor's Degree Requirement:</u> Applicants for admission to the first-year class must possess a Bachelor's degree from an accredited college or university prior to matriculation, unless the student is enrolled in an approved 3 plus 3 program. (AR 102)
  - 2.1.7.2. <u>GPA/LSAT Requirements:</u> All applicants for admission to the first-year class must have a cumulative undergraduate grade point average and Law School Admission Test score that indicate probability of success in law study. In addition to the more traditional forms of testing and undergraduate grades, the Admissions Committee may give special consideration to motivation, personal experience, maturity, and the ability to articulate one's particular interest in, and affinity for, the study of law. (AR 102)

#### 2.2. First-Year Admission of Students with Non-U.S. Law Degrees

- 2.2.1. <u>Admission of Students with Non-U.S. Degree</u>: Students with a law degree from a country other than the United States may apply for admission to the J.D. program. (AR 102)
- 2.2.2. Advanced Standing for Students with Non-U.S. Degrees Policy and Procedure: Students may apply for credit toward the J.D. degree based upon courses completed as part of a law degree from another country no later than the successful completion of the first year of study in the J.D. program. The Associate Dean for Academic Affairs will determine how many credits will be awarded based upon credits earned for the foreign law degree. (AR 102)
- 2.2.3. <u>Maximum Advanced Standing Credits</u>: In no event shall more than one-third of the credits required for graduation be awarded based upon the foreign law degree credits. (AR 102)

2.2.4. <u>Graduation Requirements for Students With Advanced Standing</u>: Students with advanced standing from a foreign law degree must take all required courses and fulfill all other requirements for graduation. (AR 102)

## 2.3. Transfer from Another Law School J.D. Program to Hamline J.D.

- 2.3.1. <u>Undergraduate and Law School Record</u>: To be eligible for transfer to Hamline Law, a student should have an undergraduate record that would have qualified him or her to enter the law school as a beginning student. No student who is ineligible to return to his or her former law school or who has failed to maintain at least a "C" average (2.000) for all law work attempted will be accepted as a transfer student. (AR 102)
- 2.3.2. Other Considerations for Admission: If minimum academic record requirements are met, transfer applications will be evaluated based on whether such a transfer would be in the best interest of the student and of the law school. (AR 102)

#### 2.4. Transfer from Another Law School LL.M. Program to Hamline LL.M.

- 2.4.1. <u>Transfer Credit Prior Approval</u>: Transfer credit will be accepted toward the LL.M. degree only with the approval of the Associate Dean for Academic Affairs. (AR 102)
- 2.4.2. <u>Limit on Non-LL.M. Credits Transferable</u>: LL.M. students may petition to transfer up to six credits through a Hamline joint degree program or through the general credit exchange to the LL.M. degree. (AR 102)

## 2.5. Readmission of Dismissed Students into the J.D. Program

- 2.5.1. <u>Limitations on Readmission for Academic Dismissals</u>: A student dismissed because of academic deficiency will not ordinarily be considered eligible for readmission. The dismissed student may not be readmitted for at least one full academic year (fall and spring semester, or spring and fall semester). Any disqualified student considering a possible reapplication should contact the Admissions Office for more information. (AR 102)
- 2.5.2. <u>Request for Readmission Procedure</u>: Any academically dismissed student will be required to make an affirmative showing that he or she possesses the requisite ability to complete the JD program, and that the prior disqualification does not indicate a lack of capacity to complete his or her studies. In addition to this written requirement, the Admissions Committee may in some cases request an in-person oral presentation by the applicant to the full committee. (AR 102)
- 2.5.3. <u>Second Request for Readmission</u>: If an application for readmission is not successful, the student must wait another full academic year (another fall and spring semester, or spring and fall semester) before readmission is possible.
- 2.5.4. <u>Readmission of Students Dismissed for Non-Academic Reasons</u>: A student dismissed for reasons other than academic deficiency may reapply on the terms allowed by the terms of the dismissal. (AR 102)

#### 2.6. Readmission of Academically Dismissed Students Into the LL.M. Program:

A student dismissed because of academic deficiency in the LL.M. program will not be eligible to apply for readmission to the LL.M. program. (AR 102)

**2.7.** <u>Admission of Non-Degree Seeking and Special Students</u>: With the approval of the Associate Dean for Academic Affairs or authorized Institute staff, Hamline Law may permit persons in the following categories to enroll in a particular course or courses as auditors or as non-degree-seeking students without requiring compliance with its admission standards and procedures:

Students enrolled in other colleges or universities or in other departments of Hamline University; Students enrolled in certificate programs offered by HU;

Members of the bar, graduates of other approved law schools, and other persons satisfying the requirements for admission set forth in AR 102; and

International students enrolled in an approved exchange program.

Audit fees for the following academic year are set in the summer. Hamline Law Alumni are eligible for a fee waiver to audit one J.D. course per academic year on a space available basis. No academic credit will be awarded for auditing a course, nor can an audit be changed to academic credit once the course has begun.

Auditors cannot take the exam for the course. Dispute Resolution Institute, Health Law Institute, and Business Law Institute courses are not eligible for the alumni audit fee waiver. Please contact the Law Alumni Office or the OTR for details.

## 3. SECTION 3: ENROLLMENT AND CREDITS

## 3.1. Enrollment Status, J.D. Program

- 3.1.1. <u>Length of Program</u>: Students cannot remain enrolled in the J.D. program for longer than 84 months after they begin their J.D. studies. (See ABA Standard 304(c))
- 3.1.2. Full-Time and Part-Time Status:
  - 3.1.2.1. <u>Full-Time Status</u>: Students are identified as full-time students for tuition and other purposes if they are enrolled as follows:

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12-16 credits in fall and spring semesters6-8 credits in summer term1-3 credits in January term (J-term)(see AR 104)
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3.1.2.2. <u>Part-Time Status</u>: Students are identified as part-time students for tuition and other purposes if they are enrolled as follows:

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8-11 credits in fall and spring semesters
1-5 credits in summer term
(see AR 104)
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- 3.1.2.3. <u>Classifications for Organizations Outside Hamline</u>: Third parties, such as government and private agencies, may use different criteria determining part-time and full-time status; for example, see the section on classification by the Veterans' Administration (VA) 15.4.6. Students should become familiar with non-Hamline Law status classifications that affect their student status and financial aid eligibility.
- 3.1.3. <u>Limited Credit Loads</u>: In extremely limited circumstances, the Dean or Associate Dean for Academic Affairs may approve the enrollment of a J.D. degree-seeking student for fewer than

eight credits. The student will be considered a part-time student, but tuition will be determined by the actual number of credits in which he or she is enrolled. Students must receive permission in advance to enroll for fewer than eight credits and should review any financial aid or other considerations before enrolling for less than part-time.

3.1.4. <u>Maximum Credit Loads</u>: In no event may a law student exceed seventeen credits per semester, ten credits per summer term, or three credits per January term. (AR 104)

#### 3.2. Employment Limitations

- 3.2.1. Employment Limitations for Full-Time Students: ABA Standard 304 states "A student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours." Students who are employed more than twenty hours per week must enroll as part-time day or part-time weekend students and elect no more than twelve credits in any semester when they work more than twenty hours. This rule cannot be waived by the law school, and full-time students must certify that they will not work more than twenty hours per week in the upcoming semester as a condition of registering for their classes in that semester.
- 3.2.2. <u>Employment Limitations, Summer or J-Term</u>: The employment restrictions above apply to any week during J-term or summer term in which students are enrolled in courses that meet more than twelve classroom hours, regardless of the credit load they are taking.

## 3.3. Full-Time and Part-Time

- 3.3.1. Weekday Entering Students Presumed Full-Time: Except for Founders Enrollment Program participants, students in the weekday program matriculate as full-time students and remain full-time students throughout the first year unless they receive permission from the Associate Dean for Academic Affairs or the Assistant Dean for Students and Multicultural Affairs to go part-time. (AR 104)
- 3.3.2. <u>Weekend Entering Students Presumed Part-Time</u>: Incoming students in the weekend program are presumptively part-time students. (AR 104) They may petition to overload to full-time status or transfer to the full-time weekday program after their first year of classes.
- 3.3.3. <u>Transfer Between Weekday/Weekend Programs or Full-time/Part-time Status</u>: Students who wish to move from weekend to weekday after their first year must apply for approval

of a transfer by completing a *Petition for Internal Transfer* form in the Office of the Registrar. The petition is acted upon by the Associate Dean for Academic Affairs or Assistant Dean for Students and Multicultural Affairs.

Weekend students must petition for an overload to register for a full-time load and weekday students must petition for an underload to register for a part-time load in each semester they want an overload or underload. The *Overload/Underload Status Request* form is available in the OTR.

Students who matriculated as part-time students through the Founders Enrollment Program (FEP) may petition the Associate Dean to become full-time students in their second semester if they achieve an overall 2.5 GPA in their first semester. FEP student petitions to move from part-time must be both submitted to and approved by the Associate Dean prior the last day to add courses for the second semester. An FEP student who is approved to move to a full-time load in his or her second semester must continue to comply with other requirements of the FEP program through the second semester.

3.3.4. Limits on Transfer Between Weekday and Weekend Curricular Options: While full-time weekday students may drop to part-time with permission, the number of part-time weekday program students, excluding Founders Enrollment Program participants, may not exceed fifteen percent of the total number of weekday program students. (AR 104) Admission to the weekend program is contingent upon available spots and appropriate courses available in the weekend section for that term.

## 3.4. Course Registration and Status for Weekday and Weekend Options

- 3.4.1. <u>First Year Students</u>: First-year students must register for all their required classes within the curricular option for which they are officially enrolled (weekday or weekend). (AR 104)
- 3.4.2. <u>Class Schedules:</u> Classes for the weekday curricular option are scheduled Monday-Thursday 8 a.m. to 9 p.m. and Friday 8 a.m. to 5 p.m. Classes for the weekend curricular option are scheduled on Saturday and Sunday, with some upper-class courses scheduled Friday after 5 p.m.
- 3.4.3. Retaining Weekday or Weekend Status: After the first year, more than half of a student's classes must be in the weekday in order for the student to retain weekday status, and more than half of a student's classes must be on the weekend in order for the student to retain weekend status.
- 3.4.4. <u>Registration Priorities</u>: Students designated as weekday students have priority when registering for weekday classes. Students designated as weekend students have priority when registering for weekend classes.

## 3.5. Class or Year of Study

- 3.5.1. <u>Class Designation Generally</u>: Class is determined by the time elapsed since matriculation. Class for a first-year student is L1, for a second-year L2, for a third-year L3, and L4 for all others.
- 3.5.2. <u>Change to Next Class</u>: A student's class designation is rolled to the next class after completion of two terms, usually the end of each spring.
- 3.5.3. <u>Class Status when Visiting Away or on Leave</u>: Visiting away does not toll the rolling of a student from one class to the next. A student's leave of absence does toll the rolling of his or her status.

#### 3.6. Transfer Credits to and From Other Institutions, J.D. Program

- 3.6.1. U.S. Law Students Transferring Credits Into Hamline:
  - 3.6.1.1. Number and Type of Credits That Transfer: A J.D. student in good standing at another approved law school may receive transfer credits at Hamline for courses in which the student received a grade of at least 2.000 on a 4.000 point scale or its equivalent. Courses graded "pass/no pass" do not transfer. No more than 43 transfer credits can count toward graduation. (AR 102)
  - 3.6.1.2. <u>Recording Credits/GPA Effect</u>: Transfer credit courses will be recorded on the student's transcript. Grades will also be recorded but will not be calculated into the student's grade point average. (AR 112)

- 3.6.1.3. Procedure for Recording Credits: Upon a student's acceptance for transfer into the J.D. program, the OTR will prepare a preliminary evaluation of the student's transcript to determine which credits will transfer and whether they fulfill Hamline Law graduation requirements based on an official transcript sent directly from the other institution to Hamline Law. (AR 102) Supporting information, such as syllabi and course descriptions, may be required to fully assess prior coursework.
- 3.6.2. Non-U.S. Law Students Transferring Credits into Hamline Law
  - 3.6.2.1. <u>Evaluation of Transfer Credits</u>: Students who wish to transfer credits from non-U.S. law schools to the J.D. program must have their official transcript from the foreign law school evaluated by WES or a similar service. (AR 102)
  - 3.6.2.2. <u>Numerical Limitation on Transfer Credits</u>: The Associate Dean for Academic Affairs will determine how many credits will be awarded based upon credits earned for the foreign law degree. (AR 102)
  - 3.6.2.3. <u>GPA Limitation on Transfer Credits</u>: Advanced standing transfer credit will be awarded for LL.B. or equivalent work at the foreign law school only for courses in which the student achieved a grade of "C" (2.000) or equivalent, or better. Courses graded "pass/no pass" do not transfer. (AR 112)
  - 3.6.2.4. <u>Timing of Transfer Credits</u>: A non-U.S. law student must apply for advanced standing transfer credits at the end of the first year of courses taken in the J.D. program. Advanced standing credits will be granted only if the student has achieved a cumulative grade point of 2.000 or higher during the first year of courses. (AR 102)
  - 3.6.2.5. Recording Credits/GPA Effect: Transfer courses will display on the student's transcript. Grades will also be recorded but will not be calculated into the student's grade point average. (AR 112)
- 3.6.3. LL.M. Students Entering the J.D. Program
  - 3.6.3.1. <u>LL.M. Advanced Standing Credit</u>: No more than 29 advanced standing semester credits can be transferred from any LL.M. program to count toward the 88 credits required for the Hamline J.D. program. (AR 102)
  - 3.6.3.2. <u>Graduation Requirements for LL.M Transfers</u>: LL.M. students transferring into the J.D. program must take all first-year required courses and must otherwise meet all requirements for graduation from the J.D. program. (AR 102)
- 3.6.4. Hamline Students Transferring to Other Institutions: Students who wish to transfer to another law school should notify the OTR and the Assistant Dean for Students before applying for transfer. Most schools require letters of good standing and a transcript as part of an application to transfer. The Office of the Registrar issues such documents to Hamline Law students seeking to transfer to another school, provided that they are in good standing, have no holds and submit all the pertinent document issuance fees.
- 3.6.5. <u>Hamline Students Visiting Away Who Seek to Transfer Credits to Hamline for Their Degrees:</u>

- 3.6.5.1. <u>Prior Approval</u>: A student at Hamline Law who wishes to take courses at another law school for credit must obtain approval in advance from the Dean's Office. (AR 112) Students should submit their petitions through the OTR.
- 3.6.5.2. Visited School Limitations: Students may visit away at ABA-accredited schools only.
- 3.6.5.3. <u>Visited School Limitations–Minnesota</u>: Students may visit away at one of the other three Minnesota law schools during fall and spring semesters, as allowed in the Minnesota law school consortium agreement. (See Section 6.3) In unusual circumstances where it is necessary to take courses at other Minnesota law schools during the summer term or J-term, students must apply to visit away at that Minnesota law school.
- 3.6.5.4. <u>Visiting Away Procedures</u>: To visit away at another law school, a student must authorize the billing of the processing fee to the student's account and submit a *Petition to Visit Away* form to the Office of the Registrar for approval by the Associate Dean for Academic Affairs. The *Petition to Visit Away* must include a list of all coursework to be taken at the other institution and the course descriptions for each course. Coursework that is not pre-approved will not transfer.
- 3.6.5.5. <u>Visiting Away Credits</u>: Credits earned in an approved visit at another law school will be treated as transfer credits provided the student earns a grade of C (2.000) or better. "Pass/no pass" courses do not transfer. The grade will be entered on the student's transcript but will not be calculated into his or her GPA. A maximum of 43 credits can be earned by visiting away. (AR 112)
- 3.6.5.6. <u>No Visiting Away in Final Semester</u>: Visiting away at another law school is not permitted during the last semester of a student's law school career.

## 4. <u>SECTION 4: TUITION, FEES, AND TECHNOLOGY</u>

- **4.1.** <u>Current Tuition</u>: Information about current tuition and fees for full- and part-time options and percredit loads can be found at <a href="http://law.hamline.edu/admissions/tuition-and-fees.html">http://law.hamline.edu/admissions/tuition-and-fees.html</a>.
- **4.2.** Special Tuition and Fees Policies for Institute Courses: The following policies and procedures apply to the Dispute Resolution Institute (DRI) and Health Law Institute (HLI) Summer Institute and January Term courses, or condensed courses that are taught throughout the year and made available to non-degree students:
  - 4.2.1. <u>Non-Refundable Deposit</u>: A \$150 per course tuition deposit is charged to the student's account for each Institute course at the time of registration. This deposit is non-refundable even if the student cannot take the course through no fault of the student. The tuition deposit is applied toward the total tuition amount.
  - 4.2.2. <u>Balance Due Date and Refunds</u>: The balance of the tuition for Institute courses is due one week prior to the beginning class session for each course, after which no refunds are made.
  - 4.2.3. <u>Deposits for Wait Listed Students</u>: Wait-listed students for institute courses are not charged the \$150 tuition deposit until they have a place in the course.

### 4.3. Payment Plans and Sanctions for Failure to Pay

- 4.3.1. <u>Plan Required</u>: All students must enter into a payment plan on August 1 of each year as described in the University's Financial Agreement and Disclosure document. (See <a href="http://www.hamline.edu/disclosure">http://www.hamline.edu/disclosure</a> for details.)
- 4.3.2. <u>Sanctions/Failure to Pay Timely</u>: A student who is unable to keep current on his or her payment plan must immediately contact the Hamline Student Accounts office to determine whether he or she can revise his or her payment plan. If he or she does not revise or become current with his or her plan, the following sanctions will be applied until the student is current:
  - 4.3.2.1. <u>Registration</u>: Students not current on their accounts may not add or drop any classes. **NOTE**: Inability to register may cause students to forfeit any registration priority they might otherwise have and may have a negative effect on their financial aid.
  - 4.3.2.2. <u>Grades</u>: Students who have a significant overdue balance may not view their grades or review end-of-semester graded papers, exams, or other work until their financial hold is lifted.
  - 4.3.2.3. <u>Official Academic Documents</u>: All account balances must be paid in full before final transcripts, diplomas, letters of good standing and similar documents will be issued.
  - 4.3.2.4. <u>Bar Certification</u>: Students will not be certified to any state bar examiner as having graduated from Hamline until their account is paid in full and the federal loans exit interview process is complete. <u>Reminder</u>: If a student fails to complete payment by the date on which the Dean certifies graduation for any particular bar exam, he or she will not be able to sit for that bar. Bar certifications for Minnesota are due approximately one month before the start of the bar exam. Students sitting for other state bars should consult their own state bar examiners for certification due dates.

For the effect of this rule on graduation, see Section 5.9 and 5.10, Non-Course Graduation Requirements.

## 4.4. Charges for Students Who Voluntarily Withdraw From Hamline During Fall or Spring Term

- 4.4.1. <u>Tuition Tolling Date</u>: For students who officially withdraw from Hamline Law during a semester (fall and spring), the amount of tuition owed is calculated according to the date on which the student notifies the Office of the Registrar of his or her intent to withdraw.
- 4.4.2. <u>Withdrawal During Drop-Add Period</u>: Students who officially withdraw from Hamline Law within the first 10 days of class for weekday students, and the first two weekends for weekend students ("drop period") will not be responsible for any tuition charges.
- 4.4.3. <u>Withdrawal Before Withdrawal Deadline</u>: Between the end of the drop period and the date in the semester on which students have completed sixty percent of their classes, tuition owed will be prorated according to the schedule set by the Student Accounts office.
- 4.4.4. <u>Withdrawal After Withdrawal Deadline</u>: Students who withdraw from school after sixty percent of the semester has passed will be responsible for all tuition charges for the semester whether or not they complete their classes.
- 4.4.5. <u>Date for Drop Period</u>: The date for the end of the drop period in a particular term is posted on the academic calendar on the law school website. Tuition and fee(s) owed and reimbursement schedules vary for January and summer terms, depending on class length, class type, enrollment status, etc. Please see the specific term registration materials for details.

- 4.4.6. <u>Last Day to Withdraw</u>: For fall and spring semesters, the final day to withdraw from school with a notation of W is the last day of classes in that term. For abbreviated fall and spring, J-Term, and summer courses, the last date to withdraw is the last date of class meeting for the particular class.
- 4.4.7. Effect of Withdrawal, Full-Time to Part-Time Status: The prorated tuition schedule is also used to calculate the refund due a student who drops from full-time status to part-time status, from overload status (17 credits) to full-time status, or from part-time to less than part-time status.
- 4.4.8. <u>Effect of Withdrawal, Fees</u>: Student fees are not refundable if a student withdraws from school after the beginning of the term.

#### 4.5. Charges for Students Who Drop One or More Courses but Remain Enrolled

4.5.1. <u>Course Drops During Drop-Add Period, Full-Time or Part-Time Status</u>: Students who drop one or more courses during the drop period will be assessed the part-time or full-time tuition rate (or a per-credit rate if they take fewer than 8 credits) based on the number of credits they are taking after the drop.

#### 4.6. Involuntary Withdrawal and Leave of Absence Credit

- 4.6.1. <u>Involuntary Leave of Absence Tuition Credit</u>: A student who takes an involuntary leave of absence midway through an academic term may apply to the Associate Dean to receive a tuition credit to be applied to the student's account during the term the student re-enrolls at Hamline Law. The decision whether to give a tuition credit and the amount is discretionary. Should a student not return to Hamline Law, tuition will be owed under the schedule described in Section 4.4.
- 4.6.2. <u>Tuition Credit, Process</u>: The Associate Dean for Academic Affairs determines whether the student receives this credit and provides appropriate notice to the student, the Office of Financial Aid, the Student Accounts Office, and the Office of the Registrar for the student's file. The student must petition the Associate Dean for a tuition credit, describing the circumstances that necessitate the leave and providing documentation, where requested.
- 4.6.3. <u>Credit Not Available to Enrolled Students</u>: This policy shall not apply to a student who continues to be enrolled but who withdraws from one or more courses or converts from full- to part-time status.
- **4.7.** <u>Technology Requirements</u>: Law students are required to have or purchase a computer and, from time to time, other technology such as TurningPoint clickers that are necessary for classroom use. See admissions materials and Appendix A for information on the law school's required computer and related technology policies.

#### 5. SECTION 5: GRADUATION REQUIREMENTS-J.D. PROGRAM

**5.1.** <u>Graduation and Bar Admissions</u>: Students who plan to sit for the bar are responsible for determining the requirements for bar admission in the state(s) in which they choose to practice, including requirements for character and fitness to practice law, and for selecting courses that will prepare them to take the bar examination or to be admitted in that state.

Minnesota's standards for admission to the bar are contained in 52 Minnesota Statutes Annotated, Rules for Admission to the Bar.

- **5.2. J.D. Degree Credits Required**: To be awarded the Juris Doctor (J.D.) degree, a student must successfully complete 88 semester credits. (AR 110)
- **5.3.** Minimum and Maximum Enrollment Periods: Students must complete their graduation requirements not less than 24 months and not more than 84 months after they matriculate. (AR 110) The time is calculated from the date of matriculation (first day of classes) to certification for graduation (even if that occurs after graduation, see below.) These time periods are imposed by the ABA and may not be waived by the law school.
- **5.4.** Minimum GPA: To graduate, a student must have a cumulative GPA of 2.0 or above. (AR 110)
- **5.5.** Credits Required at Hamline: A minimum of 45 of the 88 credits required to graduate must be completed in the Hamline Law curriculum. (AR 112)
- **5.6.** Required Courses: Courses required for graduation for current Hamline Law students are described further in this section. Students who fail a required course must retake the course in order to graduate.
  - 5.6.1. <u>Foundational Courses</u>: Current students must complete the following foundational courses (often referred to as "first-year courses") as a condition of graduation.

Civil Procedure I Criminal Law

Civil Procedure II Legal Research and Writing I
Constitutional Law I Legal Research and Writing II

Contracts I Property
Contracts II Torts I

Students who matriculated in fall 2010 or later must also complete the following: International Law Practice, Problem-Solving and Professionalism

Students who matriculated in fall 2012 must complete the Globalization Requirement in lieu of taking International Law.

Students must successfully complete Legal Research and Writing I to enroll in Legal Research and Writing II, Contracts I to enroll in Contracts II, and Civil Procedure I to enroll in Civil Procedure II.

- 5.6.2. <u>Foundational Course Completion Deadline</u>: Foundational courses must be completed by the end of the fourth semester of law school. (AR 103)
- 5.6.3. <u>Professional Responsibility</u>: At least two credits must be in a professional responsibility or ethics course certified by the Associate Dean as meeting this requirement. The current courses certified as meeting this requirement are as follows:

Professional Responsibility (in-class or online)

Legal Research and Writing III

5.6.4. Globalization Requirement (for students entering 2012 or later): At least two credits must be in one or more Globalization course(s) certified by the Associate Dean as meeting this requirement. Globalization courses emphasize international or comparative themes. The courses

certified as meeting this requirement are designated in the course schedule and include (but are not limited to) the following:

Admiralty

Advanced International Business Negotiation

Comparative Law: Foreign Legal Systems and the American Lawyer

**International Business Transactions** 

International Litigation in United States Courts

International Commercial Arbitration: Theory and Practice

International Human Rights Law

**International Law** 

International Trade and Investment Dispute Settlement

Norwegian Law and Legal System

In addition, any Hamline or other ABA approved foreign program with an international or comparative law focus will likely be allowed.

5.6.5. <u>Legal Perspectives (for students entering before 2010)</u>: At least two credits must be in one or more legal perspectives course(s) certified by the Associate Dean as meeting this requirement. Legal perspectives courses emphasize comparative, theoretical or historical themes. The courses certified as meeting this requirement are designated in the course schedule and include (but are not limited to) the following:

## Legal Perspective Courses Regularly Offered Throughout the Year

Comparative Law

Consortium Class: Legal Scholarship for Equal Justice

**Employment Discrimination** 

Federal Indian Law

International Human Rights Law

International Law

Jurisprudence

Law and Bioethics

Law and Economics

Legal History

Restorative Justice

Sexual Orientation Law

#### Other Legal Perspective Courses

-Seminars

(as designated annually by the Associate Dean for Academic Affairs)

-Selected Topic courses

(as designated annually by the Associate Dean for Academic Affairs)

-Courses offered by Hamline Law through its International/Study Abroad Programs

5.6.6. <u>Skills Requirement</u>: At least two of the 88 credits required for graduation must be in one or more courses certified as a skills course meeting the ABA requirement. The skills courses include (but are not limited to) the following:

Courses Regularly Offered Throughout the Year

Accounting for Lawyers (meets only one credit of the requirement)
Advanced Legal Research
Advanced Litigation Practice

Arbitration

Collective Bargaining and Labor Arbitration

Client Interviewing and Counseling

Dispute Resolution Practices Legal Drafting (typically meets only one credit of the requirement) Mediation

Negotiation Pretrial Skills Trial Advocacy

## Other Courses Meeting this Requirement

- -All Hamline Law courses designated as clinics
- -All Hamline Law competition courses (NOTE: Students must enroll for credit in the competition for it to satisfy the skill requirement.)
- -All Hamline Law externships (formerly known as practicums)
- 5.6.7. <u>Seminar Requirement</u>: At least one course must be a course designated as a seminar in the course catalog. Seminars must meet all of the following requirements:

The course must be a rigorous writing experience requiring the production of a substantial research paper;

Each student must complete least one well-developed draft, which the professor will critique extensively;

Each student must complete a re-write of the critiqued draft(s) based on the faculty member's assessments:

The class must be limited in size to 16-18 students; and

The class must be taught or co-taught by a full-time Hamline Law faculty member.

5.6.8. Non-Hamline Law Courses Meeting Graduation Requirements: Hamline students may obtain permission to have classes offered by other ABA-approved law schools certified as meeting graduation requirements through visiting away so long as they meet all of the requirements imposed by the parallel course at Hamline. Such courses must be pre-approved by the Associate Dean for Academic Affairs unless the courses were taken in another ABA-approved J.D. program or eligible foreign law school program prior to the student's transfer to Hamline. Students must cooperate in helping the Associate Dean and OTR obtain information from the other law school to certify that the course meets this requirement.

#### 5.7. Credit Limitations on Types of Courses That Count for Graduation

5.7.1. <u>Individual Course Limits</u>: Of the 88 credits required to graduate, a student cannot exceed:

Two independent study courses, regardless of the number of credits earned;

Two externships (formerly known as practicums) including Extended Externships

Two clinics, excluding student directorships;

Twelve credits in a single externship or fifteen externship credits total;

Four credits of Legal Drafting courses;

Two competition or moot court courses, and

Twelve credits in online or other designated distance education courses.

5.7.2. <u>Aggregate Course Limitations on Non-Classroom Courses</u>: Under ABA and Hamline Law rules, a student cannot earn more than twenty-three credits toward graduation in any combination of the following courses:

Externships, Extended Externships or other approved Field Placements

Competitions

Publications including Law Review, Journal of Public Law and Policy

Independent studies

Courses not offered by Hamline Law, such as those taught by Hamline graduate schools or other university programs with which Hamline has course exchange or joint degree programs.

Any course that "is substantially based upon time expended outside a regularly scheduled class time at the School of Law or another ABA accredited law school."

Courses to which the twenty-three-credit limitation <u>does not</u> apply include:

Hamline courses designated as seminars

Hamline courses designated as clinics

International/foreign study programs approved by Hamline Law or another ABA accredited law school

Online courses conducted by the law school or another ABA accredited law school in accordance with ABA standards for distance education.

- 5.7.3. <u>ABA Rules for Online Courses</u>: Hamline Law must follow the ABA's restrictions on distance education (including online) courses counting toward the J.D.
  - 5.7.3.1. No student shall enroll in distance education courses until that student has completed 28 credit hours toward the J.D. degree. Students who have registered for an online course but will have not completed 28 credits by the date the online course is scheduled to start will be dropped from the online course.
  - 5.7.3.2. A law school shall not grant a student more than four credit hours in any term, nor more than a total of twelve credit hours, toward the J.D. degree for distance education courses.
- **5.8. Pro Bono Graduation Requirement**: Each J.D. candidate at Hamline Law entering the law school in 2009 and thereafter, is required to perform 24 hours of pro bono service. The completion of this requirement will be noted on the student's transcript as follows: "Completed Hamline pro bono service requirement." The current Minnesota Justice Foundation fifty hour certification will also be noted on the transcript. The twenty-four hours of service required by Hamline Law may be included in the hours for the MJF certification. To qualify as pro bono service, the student's service must be provided to qualifying clients or recipients and must be a qualifying service.

- 5.8.1. Qualifying Clients or Recipients: For purposes of the definition below, qualifying groups or individuals to receive such service are the same as those listed in Rule 6.1 of the Minnesota Rules of Professional Conduct. Rule 6.1 defines pro bono services as services to:
  - 1) persons of limited means, or
  - 2) charitable, religious, civic, community, governmental and educational organizations in matters which are designed primarily to address the needs of persons of limited means, or
  - 3) individuals, groups or organizations seeking to secure or protect the civil rights, civil liberties or public rights, or
  - 4) charitable, religious, civic, community, governmental and educational organizations in matters in furtherance of their organizational purposes, where the payment of standard legal fees would significantly deplete the organization's economic resources or would be otherwise inappropriate.
- 5.8.2. <u>Qualifying Services</u>: Pro bono service is defined as service to groups or individuals using lawyering skills and undertaken without compensation or academic credit, such as:
  - 1) The provision of legal services under the supervision of a licensed attorney;
  - 2) Counseling clients or participants in nonprofit or governmental entities and giving them advice on law-related matters under the supervision of an attorney;
  - 3) Participation as a coach, judge or teacher in a non-law school moot court, mock trial, or legal education program;
  - 4) Participation in dispute resolution activities, such as mediation, negotiation, arbitration, litigation, restorative justice practices, and others under the supervision of an attorney; and
  - 5) Any of the following services or contributions with prior approval of the dean or the dean's designee:
    - a. Critical thinking (legal or professional problem analysis and generation of solutions and strategies);
    - b. Legal research, legal writing, critique or synthesis of legal argumentation;
    - c. Planning or implementing factual investigation of a conflict or legal problem; or
    - d. Strategic analysis and project design for community issues facing nonprofit or governmental entities.

When undertaking pro bono service, students should keep in mind Minnesota Statute §481.02 prohibiting the unauthorized practice of law.

- 5.8.3. Procedure for Earning Hours through MJF: Students may select from projects offered or supervised by the Minnesota Justice Foundation, Hamline chapter. MJF has an office in the lower level of the law school and eligible projects can be accessed online at <a href="https://www.mnjustice.org">www.mnjustice.org</a>. After selecting and completing projects, students should record their hours at this website. MJF will provide the OTR with information to certify the completion of the twenty-four hour requirement as soon as it is completed. Hamline students may earn hours for MJF's introductory volunteering seminar.
- 5.8.4. <u>Alternative Procedure for Earning Hours</u>: Students may identify a project or projects that comply with the definitions and limitations of the pro bono policy but is not listed on the MJF website, and request approval, preferably in advance, using the *Pro Bono Requirement Approval Form* available in the OTR. The Assistant Dean for Students and Multicultural Affairs approves those projects that comply with the definitions and limitations. Thereafter, students must have a supervisor at the project site complete a certification that the student has provided the hours of pro bono service.

- **5.9.** Other Non-Course Graduation Requirements: In addition to meeting course requirements listed in these policies, graduates MUST also meet the following requirements prior to graduation:
  - 5.9.1. <u>Disciplinary Matters</u>: Students must resolve any pending disciplinary matters, including the completion of their responsibilities under any Code of Conduct decision or settlement agreement.
  - 5.9.2. <u>Financial Balances</u>: Students must meet all financial obligations towards HU, including the full payment of any outstanding tuition and fees.
  - 5.9.3. <u>Perkins Interview</u>: If they have received a Perkins Loan, students must complete a Perkins Loan exit interview. The Perkins Loan coordinator can be contacted at ext. 2020.
  - 5.9.4. <u>Graduate Employment Survey</u>: To facilitate necessary statistical reporting, graduates must have submitted a Graduate Employment Survey to the Office of Career Services.
  - 5.9.5. <u>Application for Graduation/Audit</u>: Graduating students must file an Application for Graduation with the OTR and undergo a degree audit to ensure that they have met or will be able to meet the requirements for graduation by the expected graduation date.
- **5.10.** Effect of Failure to Meet Non-Course Graduation Requirement: Graduation date and ranking: If a graduating student does not meet non-course graduation requirements by the final date on which grades are due for graduates in any particular term, he or she will not graduate in that term, and will instead graduate in the term in which requirements are met. The student will be ranked with the graduates of the term in which he or she has met all course and non-course graduation requirements.

**Example:** Assume a student completes all of his credits for a May graduation, but completes non-course graduation requirements in July, after the due dates for spring semester grades and bar certifications (generally in mid- to late-June.). That student will be listed as an August graduate, and be ranked with the class graduating the next year in May. Failure to complete non-course graduation requirements by the date grades are due may prevent the student from sitting for the July bar examination.

## 6. SECTION 6: SPECIAL COURSE AND CURRICULUM RULES

#### **6.1. Prerequisite and Co-Requisite Course Requirements**

- 6.1.1. <u>Student Responsibility to Determine Requisite Courses</u>: Some Hamline Law courses after the first year require or encourage students to take other courses prior to enrolling in that particular course. These courses are designated as prerequisites, co-requisites or recommended courses (as defined below) Students are responsible for determining whether there are any prerequisites for a course they wish to take, and for passing that course before they register for the second course.
- 6.1.2. <u>Prerequisites Definition</u>: Prerequisites are courses that students must have completed before enrolling in the course with the prerequisite.
- 6.1.3. <u>Prerequisite or Concurrent</u>: Some courses list the requisite courses as prerequisite or concurrent. In that case, a student may take the requisite course either before or during the same term as the second course.

- 6.1.4. <u>Co-Requisites Definition</u>: These are courses that require a student to take another course during the same term as the second course. Students must be enrolled in both courses.
- 6.1.5. <u>Recommended</u>: Some course descriptions indicate that another course is recommended prior to taking the second course. Students are not required to take the recommended course as a condition of taking the second course.
- 6.1.6. <u>Procedures</u>: For procedures on registering for courses with prerequisites, waivers of prerequisites and other procedural information, see Section 9.4.1.
- 6.1.7. <u>First Year Course Prerequisites</u>: Students must successfully complete Legal Research and Writing I to enroll in Legal Research and Writing II, Contracts I to enroll in Contracts II, and Civil Procedure I to enroll in Civil Procedure II.

## **6.2.** Clinical Course Rules

- 6.2.1. <u>Professional Responsibility Requirement</u>: Students must complete Professional Responsibility as a prerequisite for all courses designated as clinics.
- 6.2.2. <u>Student Limited Practice Certification</u>: Students in many Hamline Law clinics must be certified for limited general practice by the Minnesota Supreme Court so they can handle client matters. The Minnesota Supreme Court certifies students for limited general practice for a period of one year. Students may request recertifiation for a second year.

Students should contact the clinic office as soon as they enroll in a clinic to determine the date by which they must request certification. Timely certification will ensure that a student can complete all of the requirements of the clinic.

For a full description of limited practice certification rules and procedures, see the Minnesota Supreme Court Rules on Certified Law Students - Rule 1, available at <a href="http://law.hamline.edu/registrar/certification\_under\_limited\_practice.html#rule1">http://law.hamline.edu/registrar/certification\_under\_limited\_practice.html#rule1</a>.

#### 6.3. Minnesota Law School Consortium Courses

- 6.3.1. <u>Consortium Description</u>: Students may register for courses at the University of Minnesota Law School, University of St. Thomas School of Law, and William Mitchell College of Law under the terms of the law schools' consortium agreement.
- 6.3.2. <u>Consortium Course Tuition</u>: For consortium courses, Hamline students pay tuition to Hamline. Consortium credits are counted in the student's course load for the purpose of determining full-time status, tuition and fees, etc.
- 6.3.3. <u>Consortium Course Limitations</u>: To qualify for consortium status, a course must not be offered during the academic year at the enrolling student's home school. Clinics, externships, internships, and independent studies do not qualify as consortium courses.
- 6.3.4. <u>Consortium Space Limitations</u>: Consortium status courses at each school must have space available after each school's initial add/drop procedures have been applied.

- 6.3.5. <u>Consortium Summer and J-term Exclusions</u>: Courses offered at any of the four schools during summer and January terms are excluded from consortium treatment. Students must petition to take summer and January term courses as visitors at the other school and pay tuition to the offering school. (See Section 3.6.5)
- 6.3.6. <u>Maximum Consortium Credits</u>: Students may earn no more than six consortium credits during their law school career.
- 6.3.7. <u>Eligibility for Consortium Courses</u>: Students must be in good standing at Hamline Law to participate in the program.
- 6.3.8. <u>Consortium Student Policies and Procedures</u>: Students must abide by all rules of the visited school and are graded and evaluated by the visited school's standards.
  - 6.3.8.1. <u>Examination Numbers</u>: The visited institution assigns exam numbers to students from other law schools who participate in the consortium agreement.
  - 6.3.8.2. <u>Exam Conflicts</u>: Students who have an exam conflict must apply for a variance from the home institution, and the home institution's exam will be rescheduled. The visited institution handles emergency variances.
  - 6.3.8.3. <u>Grades and Transfers</u>: The visited school awards grades and submits transcripts to the home institution. The home institution determines how to accept the transfer credits and how the transfer credits will appear on the home institution's transcript. For consortium courses transferred to Hamline Law, grades appear on the transcript, but do not affect grade point averages. (AR112)
  - 6.3.8.4. Receipt of Transcript: At the conclusion of the course, once grades have been posted, it is the student's responsibility to request that the other institution send an official transcript to the OTR. Upon receipt of the transcript from the other institution, credits are posted as transfer credits.
- 6.3.9. Consortium Application Process
  - 6.3.9.1. Consortium Courses: All courses with space available when registration opens to consortium students are presumed to be eligible for the consortium agreement except those excluded in 6.3.3. Interested students should review online schedules to identify courses they would like to take.
  - 6.3.9.2. <u>Consortium Student Requests</u>: Consortium requests are processed through the home school's registrar. Students should complete and return to the office of the registrar a *Consortium Course Registration* form to request consortium classes.
  - 6.3.9.3. <u>Processing Requests</u>: The Hamline Law Registrar certifies the Hamline Law students' good standing and e-mails the consortium requests to the other school's registrar.
  - 6.3.9.4. <u>Registration at the Consortium School</u>: The receiving school's registrar notifies the Hamline Law registrar, who notifies the student, if and when seats are available. The student must then follow the registration procedures at the consortium school to register for the class.

6.3.9.5. <u>Paper Registration Required</u>: Once the student is registered at the other institution, the student must notify the Hamline Law Office of the Registrar. The registrar then enrolls the student in a placeholder consortium course at Hamline Law, reflecting the appropriate number of credits.

#### **6.4. Institute Course Policies**

- 6.4.1. <u>Tuition and Registration for Institute Courses</u>: See sections on Tuition and Registration for information about special policies that apply to Business Law Institute (BLI), Dispute Resolution Institute (DRI), and Health Law Institute (HLI) courses. Non-J.D. and non-Hamline students must apply to take summer and J-Term Institute courses. See the institute web pages for details.
- 6.4.2. <u>J.D. and LL.M. Credit in Institute Courses</u>: To earn credit, degree-seeking students must attend all class sessions and complete assigned advance reading. J.D. and LL.M. students usually have different course requirements than non-degree-seeking students, such as a paper, final examination, or simulation exercise (such as a trial) as required by the course.
- 6.4.3. Certificates Availability for J.D. and LL.M. Students:
  - 6.4.3.1. <u>Certificates Available</u>: In addition to earning course credit toward their J.D. or LL.M. degree, Hamline students may earn certificates in Business Law, Dispute Resolution, or Health Law as described in Section 6.4.4 through 6.4.10.
  - 6.4.3.2. No Guarantee of Course Availability: While many of the requirements for Institute certificates can be met during the regular fall and spring semesters, and Hamline Law gives some registration priority for some certificate classes, Hamline Law does not guarantee that any student who is accepted to any certificate program will be guaranteed enrollment in regular term fall or spring courses in order to complete the certificate. Due to course and financial aid limitations, some certificate students may need to complete their requirements using January or summer term courses. Students should research any financial aid restrictions for these terms.
- 6.4.4. Certificate in Advocacy and Problem-Solving (CAPS): CAPS is available only to J.D. students. All CAPS students must apply and be admitted into the CAPS program. For admission information, see http://law.hamline.edu/adr/-dispute-resolution-institute-hamline.html. CAPS students must complete 22 credits of study, which include foundational courses (Theories of Conflict or Conflict Theories, Evidence and Negotiation); process overview courses (Mediation, Arbitration, and Litigation Practice or Trial Advocacy); and advocacy practice courses, as well as elective credits from pre-approved elective courses. In addition, CAPS students must complete a Practice Perspectives Requirement which includes participation in professional education programs, advocacy and problem solving activities, and CAPS educational programs.
- 6.4.5. Certificate in Dispute Resolution (CDR): CDR is available to non-Hamline J.D., LL.M., and non-degree students. Students must apply and be accepted into the CDR program. For admission information, see <a href="http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html">http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html</a>. Students may earn certificates by taking 14 credits of courses as follows:

Required courses (nine credits): Theories of Conflict or Conflict Theories, Negotiation, Mediation, and Arbitration.

Elective courses (five credits): Students select elective credits from a list of approved courses.

- 6.4.6. <u>Certificate in International Business Negotiation</u>: The six-credit Certificate in International Business Negotiation consists of two courses: an in-residence two-credit Negotiation course, which will introduce students to the skills and dynamics of the negotiation process, and a four-credit distance education course, Advanced International Business Negotiation.
- 6.4.7. <u>Certificate Program in Global Arbitration Law and Practice</u>: This certificate program, offered only in the summer abroad program at Queen Mary University in London, requires completion of all six credits in this program. For more information, see <a href="http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html">http://law.hamline.edu/adr/dispute-resolution-institute-hamline.html</a>.
- 6.4.8. <u>General Health Law Certificate</u>: The general Health Law Certificate is available to Hamline J.D. students only. All students must apply and be accepted into the Certificate program. To obtain the Health Law Certificate students must complete fourteen total credits including eight credits in the following core courses:

Health Law: Quality of Care and Liability (three credits) Health Law Organization and Finance (three credits) Law and Bioethics (two credits)

The other six credits are earned through elective health law courses. Students must also complete the practical experience and extracurricular components. For more information, see <a href="http://law.hamline.edu/health/health\_law\_certificate.html">http://law.hamline.edu/health/health\_law\_certificate.html</a>.

6.4.9. <u>Health Care Compliance Certificate Program</u>: The Health Care Compliance Certificate is available to Hamline J.D. students in a classroom format and online to masters, LL.M. and non-degree students who have a B.A. or B.S. All students must apply and be accepted into the Certificate program. To obtain the Health Law Compliance Certificate students must complete twelve (12) total credits. The core courses for Hamline J.D. students are as follows:

Health Care Compliance Institute (3 credits)

Health Law Organization and Finance (3 credits)

Compliance Skills: Auditing, Investigating, and Reporting (3 credits)

Governance and Ethics in Health Care Compliance (2 credits)

Health Law: Quality of Care and Liability (3 credits) - OR - HIPAA Privacy (2 credits)

All other students must enroll in the online certificate program. The core courses for the online program are as follows:

Health Care Compliance Institute (3 credits, includes a four-day residency requirement)

Selected Topic: Health Care Compliance Laws and Regulations (2 credits, via iPad 2)

Selected Topic: HIPAA Privacy (2 credits, via iPad 2)

Compliance Skills: Auditing, Investigating, and Reporting (3 credits, via iPad 2)

Governance and Ethics in Health Care Compliance (2 credits, via iPad 2)

Capstone (Spring, two-day residency requirement)

Students are paired with industry professionals in a mentoring program. For more information, visit the HLI web site at http://law.hamline.edu/health/health\_law\_certificate.html.

6.4.10. <u>Business Law Certificate:</u> The Business Law Certificate is available to Hamline J.D. students only. For more information, see <a href="http://law.hamline.edu/health/health\_law\_certificate.html">http://law.hamline.edu/health/health\_law\_certificate.html</a>.

To complete the Certificate, students must fulfill the following requirements. Please see the Certificate Handbook for detailed information and requirements.

- Coursework: Students must earn a cumulative 3.0 GPA in three foundational courses, a Business Ethics course, and at least twelve credits of electives.
- Accounting & Finance Knowledge: Students must demonstrate a basic knowledge of accounting and finance through coursework or previous experience/courses
- Writing: Students must complete a 25-page paper on a business law topic through coursework or participation on an approved Law Review/Journal.
- Practical Experience: Students must obtain practical experience through a Hamline clinic or externship, internship, paid position, or pro bono work.
- Extra-Curricular Activities: Students must participate in at least six extra-curricular activities or events.
- Students must meet with a Certificate Advisor a minimum of two times: upon admission for an initial advising meeting and upon completion for an exit interview.

#### 6.5. International Study

6.5.1. <u>Hamline Study Abroad Programs</u>: Hamline Law School offers the following opportunities for students to study abroad for Hamline Law credit toward their law degree. Students must apply to these programs and should consult the respective web page for information regarding courses, cost, withdrawal, faculty, travel, housing, insurance, financial aid, country information, passports and visa requirements.

<u>London, England</u>: Certificate Program in Global Arbitration Law and Practice: National and Transborder Perspectives (summer)

<u>Jerusalem, Israel</u>: Conflict Resolution from the Religious Traditions (J-term)

Bergen, Norway: Study Abroad in Norway (summer)

Puerto Rico: Study Abroad in Puerto Rico (J-term)

Sweden: Jőnkőping University (Sweden) (year-long exchange program)

- 6.5.2. <u>Jőnkőping Sweden Study Program</u>: Students may receive up to thirty credits in international and business law courses during one year for study abroad at Jőnkőping University, Sweden. For further information, contact Professor Larry Bakken. An application is required. A limited number of Hamline students can attend this program each year.
- 6.5.3. Other ABA Study Abroad Programs: J.D. students may earn transfer credits in study abroad programs through other ABA-accredited law schools. To receive credit toward the J.D from these programs, students must follow the procedures for visiting away, which involve receiving approval prior to enrollment. (See section 3.6)

- 6.5.4. Other Foreign Study: Students who wish to receive credit for foreign study other than in ABA-accredited study abroad programs must apply for approval of the foreign study through the office of the Associate Dean for Academic Affairs.
  - 6.5.4.1. Requirements for Study: The proposed program must comply with the ABA rules on ABA Criteria for Student Study at a Foreign Institution, which can be found on page 11 of the pdf document available at

http://www.abanet.org/legaled/standards/20072008StandardsWebContent/Criteria%20 for %20 Foreign%20 Study.pdf.

The student must demonstrate that the proposed program complies in all respects with ABA standards.

- 6.5.4.2. <u>Faculty Supervisor</u>: ABA rules require a full-time professor to act as a supervisor of the foreign study.
- 6.5.4.3. <u>Administrative Fee</u>: An administrative fee equal to the charge for a two credit course will be payable to the law school. The fee is in addition to any tuition or other fees charged by the foreign institution.
- 6.5.4.4. <u>Financial Aid Limitations</u>: In most cases, financial aid is not available for foreign study programs at non-ABA approved institutions.
- 6.5.4.5. <u>Probation Limitation</u>: Students must be in good standing to register for a study abroad program. This is an ABA rule and cannot be waived by the law school.
- **6.6.** <u>Independent Studies</u>: The independent study offers students the opportunity to explore a specific legal topic under the supervision of a full-time faculty member. Independent study work usually involves the production of a significant research paper or comparable project. The scope and length of the paper or project depends on the number of independent study credits. Two independent studies of 1-3 credits each are permitted over the course of a student's enrollment in the law school. Registration forms are available from the Office of the Registrar and online at http://law.hamline.edu/registrar/forms\_menu.html.

## 7. SECTION 7: JOINT DEGREE AND COURSE EXCHANGE PROGRAMS

- **7.1.** Available Hamline Joint Degree and Course Exchange Programs: J.D. students may pursue a joint degree and/or seek course exchange credits in the following programs in the Hamline School of Business (HSB) and the Hamline College of Liberal Arts (CLA—MFA degree):
  - HSB Master of Arts in Public Administration (MAPA)
  - HSB Master of Business Administration (MBA)
  - HSB Master of Arts in Nonprofit Management (MANM)
  - CLA Master of Fine Arts Program
- **7.2.** Students from other Hamline Programs: HSB or MFA students may not take Hamline Law courses for law school degree credit without having first been admitted to a Hamline Law degree program.

- **7.3.** Credits Earned Prior to Matriculation at Hamline Law: Under ABA rules, Hamline may not grant credit toward the J.D. degree for any courses which are initiated or completed in other graduate schools prior to matriculation (first day of classes) at Hamline Law, including other Hamline graduate schools.
- **7.4.** Admission to the HSB or MFA Graduate Program for Dual Degree: Hamline Law students must apply to HSB or CLA to be admitted to the applicable HSB or MFA program. Hamline Law students are not guaranteed admission to these programs.
- **7.5.** Certificate of Eligibility Required: In addition to their application to the HSB or the MFA program, students must complete a *Joint Degree Programs Certificate of Eligibility Form*. The certificate of eligibility will only be issued to students who:

Have successfully completed one year of Law School; Have a 2.5 or higher cumulative Law School grade point average; and Have been approved to participate by the Associate Dean for Academic Affairs.

## 7.6. Courses That Count Toward J.D. Degree in Hamline Dual Degree Programs:

7.6.1. MBA Courses: MBA Module 1 (eight MBA credits, transferring as six J.D. credits) and one additional MBA course which must be preapproved by the Associate Dean for Academic Affairs (up to four credits transferring as three) usually taken after the second year of law school. Module 1 consists of the following inseparable components:

Leadership Skills Development (3 credits) Organizational Behavior (3 credits) Critical Thinking (2 credits)

## 7.6.2. MAPA Joint Degree Courses:

Foundations in Public Administration
Professional Ethics
Organizational Theory and Behavior
Public Fiscal Management
Public Policy Analysis
Human Resource Management for Government
Administrative Law
Research Methods
Conflict Theories
Social Identities and Conflicts

#### 7.6.3. MANM Joint Degree Courses:

Fundamentals of Nonprofit Management
Professional Ethics
Organizational Theory and Behavior
Fundraising for Nonprofits
Law for Nonprofit Organizations
Financial Management of Nonprofit Organizations
Governance and Planning in Nonprofit Organizations

Research Methods and Program Evaluation Human Resource Management for Nonprofit Organizations Conflict Theories

#### 7.6.4. MFA Courses:

(Joint JD/MFA only. No general credit exchange for JD under section 7.6 below.)

Writers and Readers Both

Groundings in the Craft: Elements of Poetry

Groundings in the Craft: Elements of Creative Nonfiction

Groundings in the Craft: Elements of Fiction

Advanced Fiction Courses
Advanced Fiction: Craft
Advanced Fiction: Workshop
Advanced Creative Nonfiction

Advanced Poetry: Craft MFA: Capstone, Part One MFA: Capstone, Part Two

## 7.7. General Credit Exchange

- 7.7.1. Student Eligibility for Hamline Course Exchange: Upper-class law students who are not in a joint degree program, but have completed one year of law school with a 2.5 or higher cumulative grade point average, may take certain courses at HSB that are transferable to the J.D. degree. This provision does not apply to the MFA program.
- 7.7.2. <u>Eligible Courses for Exchange</u>: The courses approved for transfer from the MBA, MAPA, or MANM programs must be from the lists in 7.5.1, 7.5.2, or 7.5.3 or be otherwise pre-approved in writing by the Associate Dean for Academic Affairs.

#### 7.8. Registration and Tuition for Joint Degree and Credit Exchange Courses:

<u>Registration</u>: For courses to be transferred to the J.D., registration for MBA, MAPA, MAM, MANM or MFA courses must be pre-approved by the Associate Dean for Academic Affairs. For administrative purposes, joint degree students who are still enrolled in the J.D. program must register for all graduate school courses using the *Graduate Course Registration Request* form even when the graduate school course will not be transferred to the J.D.

To receive registration pre-approval, students should check with the pertinent HSB or CLA department to ensure that the desired course is open to J.D. students. Students must then submit a completed *Graduate Course Registration Request* form to the Hamline Law Office of the Registrar listing the specific course(s) sought. The Office of the Registrar routes the form to the Associate Dean for Academic Affairs for approval. If the request is approved, the OTR forwards the request to the graduate school and Records and Registration who will register the student.

- 7.8.1. Tuition for Hamline Joint Degree and Exchange Courses:
  - 7.8.1.1. <u>Cost of Tuition</u>: Tuition for HSB and MFA courses that will count toward the J.D. is included in the part-time or full-time tuition for the J.D. program.

- 7.8.1.2. <u>Tuition for Non-Transferred Courses:</u> Students enrolled in HSB or MFA courses that cannot be transferred towards their J.D. degree must pay tuition for those courses in addition to the tuition for the J.D. program.
- 7.8.1.3. <u>Credit Limitations for Tuition Purposes in Dual Degree or Credit Exchange Courses</u>: The total number of J.D. and HSB or MFA billing credits must fall within the part-time or full-time ranges of allowable credits for the J.D. program. Each 4-credit HSB or MFA course is treated as a 3-credit J.D. course for purposes of determining tuition and credit limitations.
- 7.8.2. Transfer of Credits Between Law School and Hamline Graduate School
  - 7.8.2.1. <u>Credit Limits for Transfer Purposes, Dual Degrees</u>: Students admitted to any HSB or MFA dual degree program are allowed to transfer a total of twelve graduate school credits toward their law school degree which transfer as the equivalent of nine J.D. credits.
  - 7.8.2.2. <u>Credit Limits for Credit Exchange</u>: Students not enrolled in a joint degree program are allowed to transfer a total of eight HSB credits to their law school degree, which transfer as the equivalent of six J.D. or LL.M. credits.
  - 7.8.2.3. <u>Transfer Courses, Minimum GPA</u>: To transfer a course from any graduate school program to the law school, the student must receive a grade of B (3.0) or better in the graduate course.
  - 7.8.2.4. <u>Transfer Courses, Effect on GPA</u>: Under Academic Rule 112, the transferred grade will be recorded on the student's law school transcript, but will not be calculated into the student's grade point average.
  - 7.8.2.5. <u>Transfer Courses, Time of Posting</u>: After HSB or MFA grades are posted law students must request a transcript from the graduate school to be sent directly to the OTR. The registrar will post the transfer credits to the law school transcript only after the official transcript is received.

## 7.9. <u>Dual Degree and Course Exchange with St. Catherine University</u>

7.9.1. <u>Eligible Programs</u>: Hamline Law J.D. students may pursue a dual degree, certificate and/or seek course exchange credits for the following St. Catherine University programs:

Master of Arts in Organizational Leadership degree (MAOL) MAOL Certificate in Organizational Leadership MAOL degree with Concentration in Dispute Resolution Master of Library and Information Science (MLIS)

St. Catherine University students may pursue a dual degree or certificate, and/or seek course exchange credits for the following Hamline Law programs:

Juris Doctor degree Dispute Resolution Institute Dispute Resolution Certificate

#### 7.10. International Student Exchange Programs

- 7.10.1. <u>Credit Available</u>: Law students at the University of Bergen, Norway, and the Jőnkőping University, Sweden, are eligible to receive credit toward their Norwegian and Swedish degrees as outlined in the Bergen-Hamline Exchange Agreement and the Jőnkőping-Hamline Exchange Agreement on file in the Office of the Dean.
- 7.10.2. <u>Course and Credit Requirements</u>: International exchange students are required to take the American Legal Systems course unless the course requirement is waived for good cause by the Associate Dean for Academic Affairs. Students' other exchange courses will be approved by the Director of the Norway and Sweden exchanges.
- 7.10.3. <u>Visas</u>: International exchange students must follow pertinent regulations of their own universities and United States visa requirements requiring the type and number of courses in which they may enroll. U.S. visa requirements currently mandate that foreign exchange students be enrolled full-time.
- 7.10.4. Examinations/Grading: International exchange students are presumptively graded on the same basis and with the same evaluation instruments as J.D. students in the same class. If international exchange students do not intend to seek a J.D. degree in the U.S. and prefer to give their instructors the discretion to grade them on a different basis, they must indicate that preference to the Associate Dean for Academic Affairs
- 7.10.5. <u>Variances:</u> International exchange students may be allowed an examination variance for English as a second language as determined by the Assistant Dean for Students and Multicultural Affairs. They must apply for a variance according to the procedure provided for J.D. students. (See Section 11.4.)
- 7.10.6. <u>Tuition and Fees</u>: Tuition and fees for international exchange students are determined in by institutional agreement and each individual's Statement of Financial Support.
- 7.10.7. <u>Regulations Applicable to Non-U.S. Exchange Students</u>: Exchange students are subject to all Hamline University regulations, including the Hamline Law Code of Conduct, while they are taking courses at Hamline.

#### 8. SECTION 8: LL.M. PROGRAM FOR FOREIGN LAWYERS

#### 8.1. LL.M. Admissions Requirements (for procedures, see Admissions website)

- 8.1.1. <u>Degree Required</u>: All applicants for the LL.M. program must have an LL.B. or equivalent degree with high academic standing from a recognized university outside of the United States. (AR 102)
- 8.1.2. English Language Proficiency: All applicants must demonstrate proficiency in the English language satisfactory to the Admissions Committee. If the applicants' primary language is not English, the applicant must complete the Test of English as a Foreign Language (TOEFL) or similar international language comprehension test (AR 102) and achieve an Internet-based score of approximately 100 or its equivalent.

- 8.1.3. Transcript Review: In addition to an official transcript, all applicants must supply a WES (World Education Service) or similar evaluation service evaluation of their academic records for all undergraduate, graduate and professional work. This evaluation must include academic records for all undergraduate, graduate, and professional work. The academic records should include classes taken, grades, dates of enrollment, explanation of the grading system and date and degree awarded. If these records are in a language other than English, the records must be accompanied by a certified English translation. (AR 102)
- 8.1.4. <u>Visas</u>: All students must satisfy the U.S. government requirements for admission to the U.S. and for permission to remain in the U.S. for the necessary duration of study for the LL.M. degree. Obtaining a visa is the responsibility of the student. See International and Off-Campus Programs for more information, <a href="http://www.hamline.edu/general-admission/international.html">http://www.hamline.edu/general-admission/international.html</a>.

## 8.2. LL.M. Graduation Requirements

- 8.2.1. <u>LL.M. Time Limitations</u>: LL.M. students must complete their program of studies within 36 months of commencing studies at the law school. (AR 104) This date begins with the date of matriculation (first day of classes) and ends with the date on which the student completes all requirements for graduation.
- 8.2.2. <u>Credits and GPA</u>: In order to earn the LL.M. degree from Hamline Law, a student must complete a minimum of 24 semester credits with a cumulative grade point average of 2.0 or above. (AR 104)
- 8.2.3. <u>Required Courses</u>: The LL.M. student must complete the required course, American Legal System in the first semester at Hamline. (AR 110)
- 8.2.4. <u>Hamline Law Credits Required for Graduation</u>: At least 18 (including the American Legal System course) of the total 24 credits required for the LL.M. degree must be completed at Hamline Law. (AR 102)

## 8.3. LL.M. Credit Limitations and Status

8.3.1. <u>LL.M. Credit Limitations and Status</u>: AR 104 provides the following status and credit limitations for LL.M. students:

Fall and Spring: Full-time LL.M. students: 8-15 credits Summer Term: Full-time LL.M. students: 1-8 credits

January Term (J-term): Full-time LL.M. students: 1-3 credits

- 8.3.2. Required Grade Point Average: An LL.M. student must maintain a 2.0 cumulative grade point average in any term in which he is enrolled in courses for the LL.M. program to be in good standing in the LL.M. program. (AR 106)
- 8.3.3. <u>Effect of Academic Dismissal</u>: An LL.M. student dismissed because of academic deficiency in the LL.M. program (i.e., failure to maintain a 2.0 GPA) will not be eligible for readmission to the LL.M. program. (AR 102)

## 8.4. Advanced Standing and Credit Transfers for LL.M. Students

- 8.4.1. <u>Hamline Law Exchange Students Advanced Standing</u>: A student in an approved Hamline Law exchange program (currently Norway or Sweden) who has successfully completed at least four (4) credits of courses and one full semester at Hamline Law and has subsequently matriculated in the LL.M. program may have four of the twenty-four credits required for the LL.M. degree waived.
- 8.4.2. <u>Hamline Law Exchange Course Repetition Not Required</u>: An international exchange student who subsequently matriculates in the LL.M. program is not required to retake American Legal System.
- 8.4.3. <u>LL.M. Applicants Who Are Considering Another Hamline Graduate Program</u>: Students intending to apply academic credit earned in a HSB or CLA graduate degree program toward a Hamline Law LL.M. degree, or vice versa, should concurrently apply for admission to both programs as joint degree students to ensure that all available credits will transfer.
- 8.4.4. <u>Transfer of Credits, Hamline Graduate to Hamline Law LL.M. Program</u>: Students admitted as joint degree students may count up to two HSB or MFA courses, for a maximum of six LL.M. credits, from the Hamline Law list of approved transfer courses toward their LL.M. degree.
- 8.4.5. <u>Currently Enrolled HSB or MFA Degree-Seeking Students</u>: Currently enrolled HSB or MFA degree-seeking students with a 3.0 cumulative GPA or above may apply for admission to the LL.M. program as joint degree students. Students admitted to the LL.M. program as joint degree students after having begun their HSB or MFA degree program may transfer up to two HSB or MFA courses, for a maximum equivalent of six LL.M. credits, from the list of approved courses toward the twenty-four credits required for the LL.M. degree. Students may transfer credit for qualifying HSB or MFA courses completed either before or after the student has been admitted into the LL.M. program.
- 8.4.6. <u>HSB and MFA Graduates Enrolling in LL.M. Program</u>: Students who have completed their degree from HSB or MFA and who subsequently apply for and are admitted to the Hamline Law LL.M. program may not transfer any graduate credits to count toward the LL.M. degree except as follows:
  - The student must make a written request to the Hamline Law Associate Dean for Academic Affairs for credit transfer approval within one year of completing his/her HSB or MFA degree, and after completing the first semester of the LL.M. program;
  - No more than two HSB or MFA courses, for a maximum equivalent of six LL.M. credits, may be transferred to count toward the twenty-four credit LL.M. degree requirement. Only courses on the Hamline Law list of approved transfer courses may be used toward the LL.M. degree; and
  - The student must have earned a grade of "B" or better in each of the courses for which credit transfer is sought.
- 8.4.7. <u>LL.M. students who are Graduate Non-Degree-Seeking Students</u>: Hamline LL.M. students who are not pursuing a joint degree program may request transfer of HSB courses to the LL.M. degree through the general credit exchange program using the *Graduate Course Registration* form. The courses approved for transfer from the HSB programs must be from the lists in 7.6.1,

- 7.6.2, or 7.6.3 or 7.6.4 or be pre-approved in writing by the Associate Dean for Academic Affairs. The student must complete the approved HSB course(s) with a grade of a "B" or better for the course to apply to the LL.M.
- 8.4.8. Other Provisions Governing Students in Hamline Graduate and Hamline Law LL.M. Programs: To transfer graduate school classes to a law school program, LL.M. and exchange students must request that the graduate school send a transcript directly to the Law School Registrar's Office. Once the transcript is received, the transfer credits will be posted to the student's law school transcript.
- 8.4.9. No Transfer of Other Graduate School Credits to the LL.M. Degree: Under no circumstance will Hamline Law accept a transfer of credits toward its LL.M. degree from any graduate course or program that is not offered by Hamline University.

## 8.5. LL.M. Examinations and Grading

- 8.5.1. Presumptive Evaluation Methodology: LL.M. students are presumptively graded on the same basis as J.D. students in the same class using the same methods and grading scale. If LL.M. students do not intend to seek a J.D. degree and prefer to give their instructors the discretion to grade them on a different basis, they must indicate that option through the Office of the Associate Dean for Academic Affairs and work out an appropriate grading methodology with the instructor with the approval of the Associate Dean.
- 8.5.2. <u>Examination Variances</u>: LL.M. students may be allowed an examination variance for English as a second language as determined by the Assistant Dean for Students and Multicultural Affairs. LL.M. students must follow the same procedures as J.D. students to receive an examination variance. (See Section 11.4.7.)

## 8.6. Admission of LL.M. Students into the J.D. Program and Transfer of Credits

- 8.6.1. <u>Admissions Process</u>: LL.M. students transferring to the J.D. program must be accepted into the J.D. program through the normal admissions process administered by the Hamline Law Admissions Committee.
- 8.6.2. <u>Transfer of LL.M. Credits to the J.D. Degree</u>: In accordance with ABA rules, Hamline LL.M. students admitted to the J.D. program may receive advanced standing only for those courses in which the student was graded using the same testing methods and academic criteria as the J.D. students in the same course and received a grade of C (2.0) or better. No credits earned in a non-Hamline LL.M. program or any other non-Hamline graduate program can be transferred to the J.D. program if they are earned before the student has matriculated as a J.D. student. Any credits earned in a non-Hamline J.D. program are transferable as discussed in Transfer Credits, Section 3.6.
- 8.6.3. <u>No Transfer of Non-J.D. Courses</u>: LL.M. students will not be permitted to transfer credits toward the J.D. degree for LL.M. classes that are not part of the J.D. curriculum (such as the American Legal System course).
- 8.6.4. <u>LL.M. Credits in J.D. GPA</u>: Credits earned at Hamline Law are articulated into the student record. These credits and grades are computed into the J.D. degree cumulative GPA.

- 8.6.5. <u>Timing of LL.M. Credit Transfer</u>: A Hamline J.D. student seeking to transfer LL.M. credits to the J.D. degree must apply for advanced standing transfer credit at the end of the first year in the J.D. program.
- 8.6.6. Required J.D. GPA for Transfer Credits: A student may apply for transfer credit for courses taken in the J.D. program as an LL.M. student only if the student has achieved a cumulative grade point average of 2.0 or higher in first-year courses taken as a J.D. student.

#### 8.7. LL.M. Tuition, Fees and Financial Aid

- 8.7.1. <u>Payment of LL.M. Tuition and Fees</u>: Payment for tuition and fees or a payment plan must be arranged before a student is allowed to register and start classes.
- 8.7.2. <u>LL.M. Student Financial Aid</u>: Very limited financial aid in the form of LL.M. tuition scholar-ships may be available, but no other loans or scholarships are available from Hamline University. Contact the Hamline University Financial Aid Office for information about other financial resources.

## 9. <u>SECTION 9: REGISTRATION FOR COURSES</u>

#### 9.1. Requirements That Must Be Met Prior to Registration

9.1.1. <u>Immunizations</u>: Incoming students must provide proof of immunization before they register for any course at Hamline University. Minnesota Law (Minn. Stat. 135A.14) requires that all students born after 1956 and enrolled in more than one class at a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps and rubella.

Hamline University gathers this immunization information from all new students via Piperline.

#### 9.1.2. Health Insurance Requirement

- 9.1.2.1. <u>Insurance for U.S. Citizens and Resident Aliens</u>: All Hamline University undergraduate and law students are required to have acceptable sickness and accident insurance. U.S. citizens and resident aliens who have their own policy may waive Hamline student health insurance by reporting their policy name and number at the time of registration on Piperline.
- 9.1.2.2. <u>Insurance for International Students</u>: All international students are required to have the policy sponsored by Hamline University, unless specifically exempted.
- 9.1.2.3. Effect of Failure to Show Proof of Insurance: U.S. citizens and resident alien students who fail to show proof of insurance by registration will be automatically enrolled in the university policy and their student accounts will be billed for the cost of that coverage. Students are responsible for submitting any insurance claims and making co-payments.
- 9.1.3. <u>Tuition and Fees Payment Current</u>: Before a student may register, he or she must be current on the payment schedule worked out with the Student Accounts office.

- 9.1.4. <u>Proof of Prior Degree</u>: Matriculating J.D. and LL.M. students provide to the Office of the Registrar an official transcript documenting proof of graduation from an undergraduate institution before he or she starts classes.
- 9.1.5. <u>Final Year Career Planning and Portfolio Requirement</u>: Students will not be allowed to register for their final semester of law school until they engage in a Transition Interview with the Career Services Office. The interview will verify that the student has an acceptable legal application document portfolio and will address post-graduate job search or employment plans.
- **9.2.** Effect of Failure to Meet Registration Pre-Requirements: Failure to meet registration pre-requirements will result in a registration hold. A registration hold will prevent registration changes on both Piperline and with the Office of the Registrar.

Financial holds (for failure to comply with Rule 9.1.3) are placed and removed by the Office of Student Accounts.

A hold for failure to complete state law immunization requirements cannot be removed until those requirements are met.

# 9.3. Registration Priorities

- 9.3.1. <u>Registration Priority for Upper-Class Students</u>: Students receive higher initial registration priority as they advance in their legal education. See the registration materials for each term for details. All registration priorities apply to the first registration round for fall and spring semesters.
- 9.3.2. <u>Registration Priority for Weekend and Weekday Classes</u>: Students in the weekend program have initial registration priority for weekend classes. Weekend classes are defined as those meeting exclusively on Friday night (5 p.m. or later start time), Saturday or Sunday. All other classes are considered weekday classes.
- 9.3.3. <u>Certificate Student Registration Priority</u>: Students enrolled in a DRI certificate program at Hamline Law have the option to petition for registration priority during the fall and spring semesters for certain core courses required to complete a DRI certificate. Such registration priority is not a guarantee of enrollment in any particular course, nor does it afford priority for any other courses. Students with approved forms will be registered, space permitting, according to registration priority (class, program, time of submission) by the Office of the Registrar.
- 9.3.4. <u>LL.M. Student Priority</u>: LL.M. students often register after J.D. students have completed the initial registration round. LL.M. students may be granted wait list priority over J.D. students for up to ten percent of the total number of seats.
- 9.3.5. <u>No Priority for Visiting, Consortium, or Auditing Students</u>: These students have the lowest registration priority for courses offered at Hamline Law.
- 9.3.6. <u>Priority Registration for Study Abroad and Institute Courses</u>: Registration priority for international study programs offered by Hamline Law, including those offered by the DRI Institute or any other Institute program or course, is governed by the policies set forth by those programs. Please refer to each program's website for details.

- 9.3.7. <u>Seminar Course Priority</u>: A degree-seeking Hamline law student may take more than one seminar, but Hamline J.D. students who have not yet had an opportunity to enroll in a seminar have priority for registering in seminar courses. After the initial registration period, students registered for a second seminar may be bumped from the class if there are students who have not yet taken a seminar on the wait list for that seminar.
- 9.3.8. <u>Clinic Priority</u>: Students who have not completed a clinic have priority over students who have previously completed a clinic. After the initial registration period, students registered for a second clinic may be bumped from the class if there are students who have not yet taken a clinic on the wait list for that clinic.

## 9.4. Prohibited Registrations and Required Permissions before Registration

- 9.4.1. <u>Prerequisites and Co-Requisites</u>: Students must fulfill, or receive waivers for, prerequisites to courses in order to register. Definitions of prerequisites and co-requisites can be found in Section 6.1.
  - 9.4.1.1. <u>Waivers of Prerequisites, Consultation Recommended</u>: Students seeking a course substitution or a waiver to a pre- or co-requisite must request such waiver in writing from the professor. If the student seeks such a waiver reasonably in advance of registration, the professor may waive the pre- or co-requisite if there are grounds to believe that the student has sufficient background in the area to justify the waiver.

Once the student has received confirmation approving a waiver from the professor or the Associate Dean, the student must ensure that the Office of the Registrar is notified by the professor so that the waiver can be coded in the system before registration begins.

Whenever another course is a prerequisite, a co-requisite, or a recommended course, students are strongly urged to consult the professor in the course about whether they can successfully complete the course without the requisite.

- 9.4.1.2. <u>Pre- and Co-Requisites, Piperline Enforcement</u>: Piperline strictly enforces course preand co-requisites ("if you have not taken X, you cannot take Y") and will not let a student register without a pre- or co-requisite or an appropriate waiver. Students are responsible for reading course descriptions to determine applicable pre- and co-requisites. In the event that a student manages to enroll for such a course outside of the conditions stated above, no academic credit will be granted.
- 9.4.1.3. <u>Pre- or Co-Requisites Completed at Other Law Schools</u>: Students who have completed coursework at other institutions that might satisfy a pre- or co-requisite for a course at Hamline Law should visit the Office of the Registrar before registration begins to ensure that the coursework is properly articulated to satisfy the specific pre- or co-requisite.

#### 9.4.2. Course Registration Restrictions

9.4.2.1. <u>Students on Probation</u>: Students on probation may not register for upcoming summer courses or J-term courses.

- 9.4.2.2. <u>Journal and Law Review Restrictions</u>: A student may not receive credit within the same academic year for both Law Review and Hamline Journal of Public Law and Policy.
- 9.4.2.3. <u>Competition Restrictions</u>: A student may not receive credit for more than two competition courses. Year-long competition courses count as one course.
- 9.4.2.4. <u>Distance Education (Online) Courses</u>: A student may not register for more than four distance education credits in any one term. A course is a "distance education" course if more than one-third of the course is taught online. Students cannot earn credit in distance education courses before they have earned 28 J.D. credits.
- 9.4.2.5. <u>Clinical Course Restrictions</u>: To be eligible to register for a clinic, students must be in good standing (not on probation), be eligible for Certification under Minnesota Supreme Court Rule 2 for Student Practice (see the Student Limited Practice Certification information in Section 6.2), and must have completed or be concurrently enrolled in the Professional Responsibility course, unless the Director of Clinics approves a substitute professional responsibility course. See 9.3.8 for registration priorities.
- 9.4.2.6. <u>Course Type Restrictions for Graduation</u>: The American Bar Association and the faculty of the law school have imposed certain restrictions on the number of credits earned outside the J.D. classroom that students may apply towards their required J.D. credits. See Section 5.7 for details.
- 9.4.2.7. <u>Independent Study Restriction</u>: Students can earn credit for no more than two Independent Studies during their law school education.
- 9.4.3. Overloads/Underloads: J.D. students must seek approval from the Associate Dean for Academic Affairs to register for permission to enroll for credit loads outside of the following parameters:

Weekday students: Fall or Spring: 12-16 credits; Summer: more than 8 Weekend students: Fall or Spring: 8-11 credits; Summer: more than 8

In no event may a student exceed 17 credits in Fall or Spring, 10 credits in Summer, or 3 credits in J-term.

Students registered for 8-11 credits are considered part-time. Students registered for 12-16 credits are considered full-time.

Students should complete and return the *Overload/Underload Status Request* form to the OTR in advance of registration to allow time for processing.

9.4.4. <u>Foundational Course Completions</u>: All J.D. students must complete their required foundational courses (commonly known as first-year courses) within the first four semesters of their legal education. Exceptions will be permitted only with the advance approval of the Associate Dean for Academic Affairs.

- 9.4.5. <u>Independent Studies</u>: Students must complete the *Independent Study Registration Form*, receive approval from their full-time faculty supervisor, and have the independent study approved before they are registered by the OTR.
- 9.4.6. Extended Externships: Students must complete the *Extended Externship Registration Form* and receive permission from the Director of the Externship Program before they are registered for the course by the OTR.
- **9.5.** Course Offering Cancellations: On occasion, a course may be canceled after registration because of insufficient enrollment, changes in faculty availability, or institutional needs. Students will be notified and assisted in finding another course.

## 9.6. Registration Procedures

9.6.1. <u>Dates and Procedures for Registration</u>: The Office of the Registrar sets the dates for registration, including initial registration and deadlines to add and drop consistent with the Academic Rules. These dates are posted on the Registrar's web site under Academic Calendar.

Registration procedures are posted on the OTR web site under Term Information and may be accessed by selecting the appropriate term, and then Registration. The instructions provided for any particular term govern even if they are in conflict with the general rules described herein.

- 9.6.2. <u>Validation by Attendance Required</u>: Students must validate their registration by attending the first class meeting for all courses. Failure to do so may result in being dropped from the course. Students unable to attend their first class must contact the faculty member before the scheduled meeting time to request an attendance waiver. Attendance waivers may not be available for courses with a compressed schedule (particularly during January and Summer terms).
- 9.6.3. <u>Process for Course Registration</u>: The Office of the Registrar sets the dates for initial registration, registration priority, and deadlines to add and drop, in accordance with AR 103. Registration deadlines are different for weekday and weekend classes. Students register using Piperline.

All non-Piperline registration transactions must be completed in person by the student (or a duly designated proxy) by means of a properly completed form. Forms are available in the Office of the Registrar. Faxed or e-mailed add/drop requests may not be processed.

9.6.4. Wait Lists: Students wishing to enroll in a closed class may place themselves on a wait list on Piperline by clicking Submit Registration when offered a wait list seat.

If a seat opens in a closed class, it is offered to the next student on the wait list by a notification of eligibility to enroll sent to Hamline email addresses only. Once the notification is sent, students have 72 hours to accept the seat by changing their registration status in Piperline. Without exception, if the student fails to register for the course by the deadline stated in the notification email, he or she will be dropped from the wait list and the seat will be offered to the next eligible student. Wait list waivers do not override any other registration constraints (such as pre/co-requisites, registration holds, professor consent, etc.) Even if the wait list waiver expires later, the student must register for the course before the deadline to add a course.

9.6.5. <u>Paper Registration Forms:</u> The following forms for special registration permissions are available on the Office of the Registrar's online Forms Menu:

Consortium Course Request

Extended Externship Registration Form

Graduate Course Registration Form (to register for a non-law school Hamline graduate course)

Independent Study Registration Form

Petition for Internal Transfer (to change to/from weekday/weekend)

*Underload/Overload Request Form* 

- 9.6.6. <u>Course Adds</u>: No course additions are permitted after the start of the second week of class meetings. First year students approved to go from part-time to full-time may only add foundational ("first year") courses.
- 9.6.7. Course Drop: J.D. students not in their first year may drop a course within the drop period without a notation of the course on their record or financial penalty. This period generally ends within 10 calendar days after the course begins but the dates posted for the term on the Academic Calendar govern. If a student drops a course after the drop deadline, a "W" will be recorded on his or her transcript.
  - J.D. students may not drop Contracts I & II; Civil Procedure I & II; Legal Research and Writing I, II, or III; Constitutional Law I; Criminal Law; Property; Practice, Professionalism and Problem-Solving; or Torts I without the permission of the Associate Dean for Academic Affairs. J.D. students cannot drop any course after the course's last class session for the semester or term. (AR 103)

### 9.7. Special Rules for Institute (BLI, DRI, and HLI) Summer or J-Term Course Registrations

- 9.7.1. <u>Non-Hamline Law Students Enrollment</u>: Any degree-seeking students currently enrolled in an ABA-accredited law school must submit an application for summer or J-Term Institute courses, along with permission from the home institution for the student to take the Hamline course(s) as a visiting student.
- 9.7.2. <u>Attorney Enrollment</u>: Attorneys may apply for admission to take summer and J-term courses by completing the appropriate section of the *Application Form* found on the Institute websites. CLE credits will be granted upon successful completion of each course where applicable.
- 9.7.3. Other Professionals: Other professionals may apply for admission to take summer or J-term courses by completing the appropriate section of the *Application Form* found on the DRI and HLI websites. To be considered, applicants must furnish an official transcript demonstrating completion of a B.A. or advanced degree (or international equivalent), unless waived by the particular Institute course or program in which they are enrolled.
- 9.7.4. Non-Refundable Deposit Required: All students in Institute courses will be charged a deposit to hold their seat in these courses. This deposit is non-refundable even if the student cannot attend the course because of exigent circumstances, whether or not caused by the student. The amount of the deposit is listed on the websites for DRI and HLI.
- 9.7.5. <u>Hamline Student Registration Procedures</u>: Specific procedures for online registration for Hamline law students for J term and summer courses are distributed to students prior to each registration period.

- 9.7.6. <u>Institute Summer or J-Term Course Drops</u>: Students are typically permitted to add and drop Institute courses via Piperline without financial penalty for two weeks after registration opens. After that point, requests to add or drop an Institute course must be made using an *Add/Drop Form* (available from the Office of the Registrar) or by submitting such request in writing to the administrator of the Institute offering the course.
- 9.7.7. <u>Institute Term Rules Supersede</u>: In any particular J-term or summer term, an Institute may provide for special registration procedures on its website. Those rules may supersede these rules, so students are advised to check the website for special registration procedures.

# 10. <u>SECTION 10: CLASSROOM EXPECTATIONS: ATTENDANCE, PUNCTUALITY, PREPAREDNESS, AND OTHER CONDUCT</u>

**10.1.** Attendance Goals and Policy: The classroom experience is: 1) an exploration of knowledge; 2) a development of skills; and 3) an examination of professional attitudes. These are critical components of a quality legal education. Hamline Law pursues quality legal education as a duty to its students, as a duty to the profession, as a duty to future clients of its graduates, and as a duty to society. (AR 108)

The program of instruction at Hamline Law is based on an active and informed exchange between instructor and student and between student and student. Regular, prepared class attendance helps develop skills essential to the competent practice of law. Regular and punctual class attendance and adequate preparation are required by Hamline and by the ABA. (AR 108)

- 10.1.1. **Procedures for Taking Attendance**: A continuing record will be kept of each student's absences and late arrivals, but no daily reporting of attendance need be made. (AR 108)
- 10.1.2. <u>Instructor Absence</u>: If a faculty member has not arrived in the classroom within the first 20 minutes of the class period, and other instructions have not been provided, students may presume the class is canceled. Students should report such unexpected cancellations to the Office of the Registrar. (AR 108)
- 10.1.3. <u>Minimum Attendance Requirements</u>: Individual faculty members shall determine what constitutes excessive absences. Individual instructors may make these requirements more specific when they deem it necessary for a particular course. Examples of courses where more specific requirements would be appropriate include skills courses and clinical courses. Instructors who impose more specific requirements must communicate that information in writing to their students at the beginning of the course. (AR 108)
- 10.1.4. **Procedure for Reporting Failure to Attend**: Instructors will report promptly to the OTR the names of students whose accumulated absences they consider excessive. (AR 108)
- 10.1.5. Attendance Sanctions: Process for Course Withdrawal: Any instructor may request from the Associate Dean for Academic Affairs that a student be removed from the course if the student fails to meet attendance requirements. The student will be notified of the instructor's request and will be afforded an opportunity to present reasons why the student should not be removed from the course. The decision whether to withdraw the student from the course will be made by the Associate Dean for Academic Affairs in consultation with the instructor for the course. Withdrawal from the course for failure to meet the attendance requirement shall result in a "W" on the student's transcript for the course. (AR 108)

- 10.1.6. Other Sanctions for Failure to Attend: If a student has not been attending classes regularly, he or she may not be permitted to take the examination for the class. Also, a student may be dismissed or suspended for excessive absences. (AR 108)
- 10.1.7. Excused Absences—Clinic Hearings: If there is a conflict between attendance at a hearing required by a course and another class, the conflict shall be resolved in favor of the hearing. This rule shall not be interpreted to extend beyond hearings in court or before an administrative body. The student who misses a class because of the hearing has the right and duty to make suitable arrangements to cover the materials covered in the missed class if the absence is to be excused. (AR 108)
- 10.1.8. <u>Excused Absences–Religious Holidays</u>: Hamline University acknowledges that students follow many different religious faiths and practices, which occasionally require that students need to miss classes for holidays on dates when the university remains open. Observance of a major religious holiday (e.g. Rosh Hashanah, Yom Kippur) shall not be deemed absence for purposes of the attendance policy. (AR 108)
  - 10.1.8.1. Student Duties for Religious Holiday Absences: Hamline University makes every reasonable effort to allow students to observe religious holidays without academic penalty while recognizing that accommodations should not create an undue interference with the student's participation in a course. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with an opportunity to pursue a reasonable alternative to complete such academic responsibilities and requirements.

Students who plan to miss class must:

- 1) Inform the instructor in writing of anticipated absences at the beginning of the course;
- 2) Meet with the instructors to arrange a plan to complete the student's academic responsibilities for the course, including the rescheduling of any missed coursework, assignments or examinations;
- 3) Obtain class notes from other students.

Students who have properly notified their instructors will be offered an opportunity to make up the work, without penalty, in a manner that is consistent with the attendance policy of the academic unit and is convenient to both students and faculty.

- 10.1.9. <u>Lateness</u>: Instructors will notify their classes at the beginning of the term of their policies regarding lateness. Persistent or frequent lateness may be the basis for reduction of the grade awarded in a course. Instructors should avoid holding students past the scheduled class period and students should not be penalized for lateness reasonably necessitated by such holding over. (AR 108)
- 10.1.10. <u>Unpreparedness</u>: Unpreparedness means an obvious lack of minimal preparation of assigned materials necessary for class recitation or discussion. Persistent or repeated unpreparedness may be the basis for reduction of the grade awarded in a course, under AR 105. Wherever possible, students should be given an opportunity to redeem prior unsatisfactory performance.

- **10.2.** False Statements in Connection With Attendance, Lateness or Unpreparedness: It is a Code of Conduct violation to sign in for a class that a student did not attend in substantial part or to ask another student to falsely sign in for the requester. It is also a Code of Conduct violation to falsely sign or initial an attendance sheet for a student not present in class. (AR 108) Making a false statement to an instructor or other school official with respect to attendance, lateness, or unpreparedness constitutes a violation of the Code of Conduct of the most serious order. (AR 108)
- **10.3.** Other Prohibited Conduct: The Code of Conduct specifies both general and specific actions as violations. In particular, any dishonest conduct, illegal act, or conduct that is cause for rejection of a candidate for admission to the Bar of the Supreme Court of Minnesota is prohibited at Hamline. The Code specifies lying, stealing, cheating, vandalism, extortion, threats and plagiarism as Code violations, along with specific prohibitions of certain conduct on examinations, written work and misrepresentation of academic and personal achievement. For more detail, see the full Code of Conduct at <a href="http://law.hamline.edu/registrar/policies.aspx">http://law.hamline.edu/registrar/policies.aspx</a>.

## 11. SECTION 11: EXAMINATIONS, PAPERS AND GRADING

# 11.1. Grading Rules and Procedures

- 11.1.1. Requirements for Written Evaluation Instrument: The final grade in each course offered at the School of Law must be based at least in part upon one or more of the following forms of written accountability selected at the discretion of the instructor: an examination conducted at the end of the course, examinations or exercises given at other times during the course, or a substantial research paper. Satisfaction of the requirements of special courses such as publications, competitions, externships, Legal Writing, or clinical courses may require other activities or submissions. (AR 105)
- 11.1.2. <u>Additional Evaluation Requirements</u>: In addition, the final grade in any course may be based on factors such as class attendance, class discussion, participation in activities of a professional nature related to the subject matter of the course, or oral examination. Distinguished class participation may be the basis for increasing the grade awarded in a course. (AR 105)
- 11.1.3. <u>Notice of Evaluation Requirements</u>: By the beginning of each semester or term, the instructor will make students reasonably aware of how the final grade for each course will be calculated. (AR 105)
- 11.1.4. <u>Assignment of Examination Numbers</u>: All students are assigned a 4-digit mid-term exam number and a 5-digit final exam number each semester, which may be accessed by logging into Piperline, then clicking on the following links sequentially: **Student Services**; **Registration**; **Student Detail Schedule**; and the term for which the exam number is sought. Exam numbers are listed below total credit hours at the top of that page. Exam numbers are generated shortly after the start of term.
- 11.1.5. <u>Anonymous Grading</u>: All written examinations at Hamline Law must be graded anonymously. Faculty will read and grade exams without knowing the exam-writer's identity, and grades will be submitted to the Office of the Registrar by examination number. (AR 105) The following describes the procedures for ensuring anonymity of grading:

11.1.5.1. Student Responsibilities for Anonymity: Each student shall identify him or herself by exam number (not his or her name or student ID number) for any written exam. Unless otherwise explicitly instructed, students must use their exam numbers to identify all examination materials (examination questions, examination answers, multiple choice answer sheets, scratch paper, etc.) Students who encounter a problem during a scheduled, self-scheduled or take home examination must not contact their professors to discuss it, but should contact the Office of the Registrar instead.

## 11.1.5.2. Procedure for Combined Anonymous and Non-Anonymous Grading:

Whenever a student's final course grade is based on assignments graded by name in addition to an anonymous exam(s), the instructor will work with the OTR to assure anonymity while computing the final course grade. The faculty has established the following alternative procedures for collating separate parts of the final grade:

Faculty may submit the scores for the exams by number and other scores by name, and request the OTR to calculate the final course grade based on the instructor's assessment formula. (AR 105)

Faculty may request that the Office of the Registrar provide the faculty member with adequate information to compute the final grade without violating anonymity. (AR 105) For example, the OTR may supply each faculty member with a list of final exam numbers correlated with mid-term exam numbers. If the identity of students who took mid-term examinations has remained anonymous throughout the course, the faculty member can collate the grades for the mid-term examinations and the final examination and enter a final grade on the grading sheet.

Faculty may add a one-step grade bump for class participation during the online submission process.

- 11.1.5.2.1. <u>Grade Changes After Instructor Learns of Student Identity</u>: If the instructor prefers to know the students' identities before incorporating assessment factors other than anonymously-graded examinations, the instructor can do so under strict limitations. Once a student's identity is revealed, the instructor can only move the student's grade up (and not down) by one gradation (e.g., from a "C+" to "B-"). (AR 105)
- 11.1.6. <u>Paper Grading</u>: Where a paper or other evaluation instrument is required in a course, the faculty member will designate whether these papers or instruments are to be graded anonymously or not, and whether students should utilize their mid-term or final examination numbers or their names to identify their evaluation instruments.
- 11.1.7. <u>Grades Submitted–Finality</u>: Once final grades are submitted for a particular course, they **cannot be changed** unless a clerical error has occurred. (AR 105) A grade change submitted after rankings have been computed does not affect the student's class rank for that term. (See Section 13.1 et seq.)
- 11.1.8. Conversion of a letter grade to a "Pass" (applies to JD students for courses beginning in the Spring Semester, 2013 or later): Subject to the following limitations, a JD student may elect to convert a letter grade in any non-required course, other than those designated by the Associate

Dean for Academic Affairs as not available for the pass option, to a "Pass" represented by a "P," for "D+" or better work.

A student may only use the pass option to convert a letter grade to a "P" in one course during the student's entire law school career.

To elect a grade conversion, a student must file a conversion request with the Office of the Registrar not later than 5 calendar days after his or her last grade is posted for the semester or term in which that course was offered.

Once the pass option has been exercised, the student cannot reverse that decision, even if hindsight proves that another choice would have been more beneficial.

Clinics and Trial Advocacy are not eligible for a Pass/No pass election.

Certificate students should be aware that the earned grade, rather than a Pass, may still be used to calculate the GPA required for certificate completion. Students should check with the relevant institute administrator to determine specific Institute policy.

# 11.2. Grade Equivalents and Computation

- 11.2.1. <u>Grading Modes</u>: Courses are graded either using letter A-F grading mode, or Pass/No-Pass grading mode. The grading mode is designated in the course description.
- 11.2.2. <u>Numerical Grade Equivalents</u>: Student transcripts record a letter grade for each course graded A-F. The following grades and numerical equivalents are used to calculate a grade point average.
  - A is computed as 4.0
  - A- is computed as 3.75
  - B+ is computed as 3.5
  - B is computed as 3.0
  - B- is computed as 2.75
  - C+ is computed as 2.5
  - C is computed as 2.0
  - C- is computed as 1.75
  - D+ is computed as 1.5
  - D is computed as 1.0
  - D- is computed as 0.75
  - F is computed as 0.0
- 11.2.3. <u>Process for Calculating a Grade Point Average (GPA)</u>: Cumulative grade point average (GPA) is calculated by dividing the sum total of grade points earned by the sum total of GPA credit hours. Grade points (aka "quality points") are computed by multiplying the numeric value associated with the corresponding letter grade by the credit value of each course.
- 11.2.4. <u>Grades Not Included in the Grade Point Average (GPA)</u>: The following grades are not included in grade point averages. (AR 105)

I—Incomplete. The student has not completed the requirements for the course but has been given an extension to complete the course by the instructor. See Section 11.3.4 and AR 105 for further information. This grade is also utilized for courses that span two semesters, such as Competitions.

W-Withdrawn. The student has chosen not to complete the course and has withdrawn from the class between the end of the drop period and the last day of classes.

P-Pass. The student receives credit for the course, but no grade is calculated into the GPA.

AU-Audit. The student has been given the permission to participate in classroom sessions and perhaps other work, but not for academic credit. This grade is not available to a degree-seeking student.

N-No Pass. The student was enrolled as a credit-seeking student in a Pass/No Pass course, but has not earned credit for the course and has not been given an incomplete.

Z-Pending This is an administrative grade issued when the student has completed the coursework but the awarding of a final grade has been delayed.

Grades in courses that are taken outside the law school curriculum are not calculated into the grade point average, even though the grades for those courses are generally recorded on the transcript. This includes courses transferred from other law schools or other Hamline graduate programs, and non-Hamline study abroad, summer school, and J-term courses.

11.2.5. <u>Courses Currently Graded With Pass/No Pass Grades</u>: The following courses/credits are graded Pass/No-Pass; all other courses are presumptively graded using the standard grading mode.

Accounting for Lawyers
Competitions
Externships
Journal of Public Law and Policy
Law Review
Legal Research and Writing Teaching Assistant
Structured Study Group Leader

## 11.3. Special Rules Governing Course Grades

11.3.1. <u>Failure to Take a Scheduled Examination</u>: A student who does not take a scheduled examination will receive a grade of "F" for that examination, unless properly excused.

For purposes of this rule, a student who has a self-scheduled final examination will be deemed to have failed to take the exam on schedule if he or she does not complete the examination by the last date of the self-scheduled examination period. Students should note that they are limited to taking two examinations per day during the examination period.

A student may not take an incomplete for an examination.

11.3.2. <u>Failure to Submit Written Work on Schedule</u>: Any student who does not turn in a required paper on the date scheduled by the instructor will receive a grade of "F" for that paper, unless properly excused by the instructor.

11.3.3. <u>Failure to Meet Other Course Requirements</u>: Failure to meet any course requirement can be the basis for a final grade of "F" in the class, unless properly excused by the instructor. This is true even if the course requirement is not graded or calculated into the grade point average.

For purposes of this rule, course requirements are those that are provided in the instructor's syllabus by the first day of class or are later announced in writing or orally to all class members as a requirement that must be met to receive credit in the course. Oral announcements made in a scheduled class are deemed to be the equivalent of written announcements. Students are responsible for knowing the content of oral announcements, whether or not they have attended the class.

## 11.3.4. <u>Incomplete Grades</u>:

- 11.3.4.1. <u>Basis for Issuing Incomplete Grades</u>: Instructors may issue incomplete grades to students who have not completed all course requirements only in exceptional cases. (AR 105) Instructors and students must set a deadline for the completion of all course requirements. Permission to take an incomplete does not waive a course requirement.
- 11.3.4.2. <u>Responsibility for Seeking Incomplete</u>: Students are responsible for seeking an incomplete if they have a compelling reason for being unable to complete course requirements by the instructor's due date. They must submit a *Petition for Incomplete Grade* form signed by the instructor. The incomplete will then be submitted to the Associate Dean for approval and recorded by the Office of the Registrar.
- 11.3.4.3. <u>Deadline for Removal of Incompletes</u>: All incomplete grades must be removed by the deadline set by the instructor, but in no event later than the end of the following academic semester. (AR 105) This rule may not be waived by the faculty member granting the incomplete. For purposes of this provision, a summer or J-term session is not considered an academic semester. (AR 105)
- 11.3.4.4. <u>Sanction for Failure to Remove Incomplete</u>: Failure to remove the Incomplete by the appropriate deadline (Section 11.3.4.3) will result in the grade being changed from an "I" to an "F."
- 11.3.5. <u>Grade Required for Credit to Be Given</u>: A student has not successfully completed and will not receive credit for a course unless he or she receives a grade of "D-" or better. Students must earn a D- or better in a course for it to be counted as a prerequisite and in all courses required for graduation. (AR 105)
- 11.3.6. <u>Grade Effect If Student Retakes a Course:</u> A student may be required or permitted to retake a course, e.g., because the student received an "F" in a required course, as a condition of an exception to an academic dismissal, or as a condition of readmission following academic dismissal. If a student retakes a course for credit for any reason, both the grade from the first course and the grade from the re-take will appear on the transcript and both grades will be calculated into the student's cumulative grade point average. (AR 105)
- 11.3.7. <u>Credits Awarded if Student Retakes a Course</u>: For purposes of meeting graduation requirements, including the 88 credit minimum to graduate, credit for a retaken course will be awarded only once. (AR 105)

#### 11.4. Examination Exceptions

- 11.4.1. Excused Failure to Take Scheduled Exam: A student shall not be excused from taking any examination on the date regularly scheduled except due to documented extremely exigent circumstances. "Extremely exigent circumstances" do not include conflicts with weddings, receptions, or similar special events; conflicts with travel plans or reservations; conflicts with employment plans, opportunities, or obligations; or the fact that a student must take examinations scheduled on sequential days or two examinations scheduled on the same day. This rule also applies to any anonymously-graded, non-final exam that counts towards the final course grade, so long as written notice of the exam date(s) (by syllabus, online posting, or otherwise) is provided by the first day of the course or the final day to drop the course, whichever is earlier.
- 11.4.2. Non-Excused Failure to Take Scheduled Exam: If the failure to take a scheduled examination is not excused, a student who does not take it will receive an "F" for the examination. If a student does not take a self-scheduled examination by the end of the self-scheduled examination period, the student will receive an "F" for the examination unless excused.

Excused Absences and Permission for Make-up Examinations: As soon as a student realizes that he or she cannot attend a scheduled examination or complete a self-scheduled examination by the end of the examination period due to extremely exigent circumstances, the student must request an emergency variance to make up the examination from the Assistant Dean for Students and Multicultural Affairs. When time permits, students should use the variance request form.

If an emergency occurs, such as a serious illness, injury or accident within 24 hours before the examination, the student should contact both the Assistant Dean and the Office of the Registrar to notify them of the student's need for a variance.

- 11.4.3. <u>Make-up Exam Deadline</u>: If the Assistant Dean or his or her designee excuses the student's absence at an exam and/or gives approval for any examination to be made up, the student shall be required to take a make-up examination within two weeks from the date regularly scheduled for the examination or, for self-scheduled exams, within two weeks from the last day of the self-scheduled exam period. (AR 105)
- 11.4.4. Examination Accommodations: Students with documented disabilities who may require some type of reasonable classroom or exam accommodation should make a formal request for accommodation to the University Disability Resources Office. See the University Disability Accommodations policy at <a href="http://www.hamline.edu/policies/university-wide.html">http://www.hamline.edu/policies/university-wide.html</a> for more information. To ensure accommodation, the students should make this contact as early as possible.
- 11.4.5. <u>Deadline for Variance Requests</u>: Exam variances do not renew automatically. The student must request a variance each semester by the deadline published by the Assistant Dean for Student and Multicultural Affairs.
- 11.4.6. English as a Second Language (ESL) Variances
  - 11.4.6.1. General Rules: Students for whom English is not their native language can receive an exam variance according to the standards enumerated below. Students seeking an exam variance must make their request to the Assistant Dean for Student and Multicultural Affairs as early as possible in the semester, but not later than the published deadline.

- 11.4.6.2. <u>Exam Applicants</u>: Accommodations provided for English as a second language shall be applicable to any final examination, mid-term examination, or hourly examination required for completion of a Law School course that is administered under timed conditions, including courses offered by the Dispute Resolution Institute, the Health Law Institute, or the Business Law Institute. Accommodations for English as a second language will not be provided for essays, papers, and take home examinations.
- 11.4.6.3. <u>LL.M. Exam Variances</u>: An LL.M. student who does not intend to pursue a J.D. degree or take the bar exam in the United States, and who has not earned more than 24 law school credits at Hamline Law School, is eligible for an ESL accommodation if he or she meets at least three of the following six qualifications:

He or she has been a resident of the United States for fewer than seven years;

He or she has completed a substantial portion of his or her high school and college education outside of the United States;

He or she has completed a substantial portion of his or her undergraduate or law school education at an institution where English was not the primary language of instruction;

He or she has received an "English as a second language" accommodations on undergraduate examinations;

He or she has received an "English as a second language" accommodation on the LSAT; or He or she has received a TOEFL score below 114 points on the Internet-based exam.

Students meeting the qualifications listed above receive an ESL accommodation according to the following scale:

- 15 extra minutes per hour on Law School exams and a bilingual dictionary for students who have earned fewer than 12 Law School credits:
- 10 extra minutes per hour on Law School exams and a bilingual dictionary for students who have earned from 12 to 18 Law School credits, and
- 5 extra minutes per hour on Law School exams and a bilingual dictionary for students who have earned from 19 to 24 Law School credits.
- 11.4.6.4. J.D. Students and LL.M. Students Who Intend to Pursue a J.D. Degree: A J.D. student or an L.L.M. student intending to pursue a J.D. degree or planning to take a bar exam in the United States is eligible for an ESL accommodation if he or she has earned 24 or fewer credits at Hamline Law or at another ABA-accredited law school, and meets at least three of the following six qualifications:

He or she has been a resident of the United States for fewer than 7 years;

He or she has completed a substantial portion of his or her high school and college education outside of the United States;

He or she has completed a substantial portion of his or her undergraduate or law school education at an institution where English was not the primary language;

He or she has received "English as a second language" accommodations on undergraduate examinations:

He or she has received an "English as a second language" accommodation on the LSAT; and He or she has a TOEFL score below 114 points on the Internet-based exam.

Students meeting the qualifications listed above receive an ESL accommodation according to the following scale:

- 10 extra minutes per hour on Law School exams for students who have earned fewer than 12 Law School credits;
- 8 extra minutes per hour on Law School exams for students who have earned from 12 to 18 Law School credits; and
- 5 extra minutes per hour on Law School exams for students who have earned from 19 to 24 Law School credits.
- 11.4.7. <u>Examination Accommodations, Religious Holidays</u>: Students seeking an exam variance for a scheduled exam on religious grounds must petition the Assistant Dean for Student and Multicultural Affairs.
- 11.4.8. Other Examination Variances: Students seeking a variance on grounds other than disability, ESL or religious holidays must petition the Assistant Dean for Student and Multicultural Affairs for a variance as soon as possible but, to ensure adequate levels of service, no later than the deadline for requesting implementation of exam variances as set by the Assistant Dean and, for emergency requests, in no circumstance later than the start time of the examination. See also Rule 11.4.1 on permitted and non-permitted reasons for receiving an examination variance.

#### 11.5. Examination Procedures

11.5.1. <u>Responsibility and Conduct for Examinations</u>: Examinations will be governed by the Hamline Law Code of Conduct and administrative procedures established by the Dean's Office and the Office of the Registrar.

NOTE: Any violation of the examination rules described below or provided for a particular examination may subject a student to an investigation under the *Code of Conduct*. The student's statement that conduct was inadvertent will not be dispositive of whether a Code investigation will be initiated.

- 11.5.2. Examination Procedures Applicable to Both Scheduled and Self-Scheduled Examinations:
  - 11.5.2.1. <u>Preparing for the Exam</u>: Students must report to the assigned exam room no later than ten minutes before the exam's scheduled start time.
  - 11.5.2.2. <u>Materials and Devices for Closed Book Exams</u>: Unless the written examination instructions indicate otherwise, students must place all belongings (except writing utensils, snacks, and medication) to the side or back of the room. During a closed book exam, students should not have books, notes, blank paper (scratch paper and bluebooks will be provided) calculators, phones, electronic devices of any other kind, purses, backpacks, briefcases, etc. within reach. Scratch paper will be provided; students should not write on it before the exam starts. Items with writing or graphics of any kind, including notes that the student has made to him or herself before the start of the examination, should not be visible to the student at the time the examination starts.
  - 11.5.2.3. <u>Instruction Discrepancies</u>: If there is any discrepancy between the written examination instructions and any other information students have received about using devices such as cal-

culators or notes on the exam, the written examination instructions will govern. This rule applies to all exams.

- 11.5.2.4. <u>Use of Computers During Exams</u>: Once students have entered the examination room, they may start their laptops before the examination begins; but they may not thereafter use their laptops for any purpose other than taking the examination. Students must have the examtaking software (currently *SofTest*) running at all times. Students may not go past the "STOP" screen before they are notified to do so by the proctor or until the examination period starts for self-scheduled examinations.
- 11.5.2.5. <u>Laptop User Requirements</u>: Students who wish to use a computer to take examinations must complete a brief mock exam prior to the start of the examination period to ensure that they are familiar with the software and that their equipment is exam-ready. Students will be emailed instructions and deadlines to take the mock exam. Students who do not upload the mock exam by the deadline will not be permitted to use *SofTest* for their examinations.

Students must agree to the *SofTest Exam Agreement* outlined in a click through screen that displays before each exam begins.

Students may not reformat or otherwise erase *SofTest* files from their laptops until a final uncontested grade is incorporated into the student's permanent record.

11.5.2.6. <u>Laptop Failure</u>: If the laptop encounters software difficulties or becomes inoperative, the student should **start writing in a bluebook immediately** and should assume that only the last 60 seconds of work have not been saved. No additional time is granted for time spent trying to make a laptop functional during an examination. Bluebooks are available in each examination room. There is no technical assistance available during the examination.

At the end of the examination, the student should let the proctor in the Office of the Registrar know that he or she has experienced laptop failure during the exam. The student will then be given instruction on how to ensure that the work he or she has already produced on *SofTest* will be preserved.

- 11.5.2.7. <u>Use of Bluebooks</u>: Before the end of the examination, students using bluebooks must fully complete the cover information for all bluebooks, and at the end of the examination, sequentially number and nestle them, so that the first bluebook has all others inside.
- 11.5.2.8. Exam Procedures Start and End: Students may not remove their examinations from the plastic bag until the proctor indicates that they may do so or until the examination period has started. They may read only the examination instructions visible through the plastic sleeve.

At the conclusion of the examination students must place all examination materials (including scratch paper but not the receipt) in the plastic bag and immediately return it to the proctor (if present) or Office of the Registrar. Students who do not go directly to the Office of the Registrar with their examinations at the end of a self scheduled exam will be recorded as late and may be subject to the same penalties as those who exceed the time allotted for the examination period. See Section 11.5.5 regarding penalties for exams that exceed the time limit.

11.5.2.9. <u>Leaving the Exam Room</u>: Students may not leave the room during the exam except to contact a proctor in the Office of the Registrar or to go to the bathroom. They should not tarry on their way to either location, bring anything with them (except for required medications), or speak with anyone on the way or on return.

## 11.5.3. Special Procedures for Scheduled Examinations:

- 11.5.3.1. <u>Start of Exam</u>: At the start of a scheduled examination, the proctor will call the roll in each examination room to make sure that all students who are scheduled to take the exam are present. The proctor will distribute examinations and notify students where they may obtain scratch paper, if applicable, and when it is time to start the examination.
- 11.5.3.2. <u>Early Finishers</u>: Students who finish a scheduled exam early may bring their exam to the Office of the Registrar to obtain a receipt signature or may obtain a receipt signature from a proctor if a proctor is in the room. Students who finish their exams within the last five minutes should remain seated until time expires.
- 11.5.3.3. <u>End of Exam</u>: All students must stop <u>immediately</u> when the proctor calls the end of the examination or when the examination period ends, if no proctor is present. If they do not, they will be penalized (see Section 11.5.5).

## 11.5.4. Special Procedures for Self-Scheduled Exams:

- 11.5.4.1. <u>Self-Scheduled Authority</u>: Whether examinations are self-scheduled is determined in advance by the instructor. Students may not decide to self-schedule a scheduled examination.
- 11.5.4.2. <u>Self-Scheduled Exam Periods</u>: During the self-scheduled exam period, there are two time slots each day when students may start a self-scheduled exam. The morning period begins at 9 a.m. and the afternoon period begins at 1:30 p.m. Students may take self-scheduled exams any day either in the morning or in the afternoon session, and need not reserve or schedule exam times in advance.
- 11.5.4.3. <u>Self-Scheduled Exam Rooms</u>: Two to four rooms are allocated each morning and afternoon for self-scheduled exams. The list of rooms available each day is displayed next to the Office of the Registrar's door. Wherever possible, separate rooms are assigned for open book exams and closed book exams. Open book exams are exams that permit students to have materials or equipment other than their laptops with *SofTest*, an examination paper and scratch paper. Students in one room may be taking many different exams of varying lengths. Students may not take a self-scheduled exam in a space other than the designated rooms. Students may not take an open book exam in a closed book exam room or vice-versa.
- 11.5.4.4. <u>Self-Scheduled Exams Preparation</u>: Students who are taking self-scheduled examinations should collect their exams from the Office of the Registrar, between 30 and 10 minutes before the selected start time. Student must complete an *Exam Receipt*. Students should not leave laptops or other valuables unattended in exam rooms while collecting their examination materials.

After collecting the examination materials, students must proceed directly to the examination room and take a seat. Students should leave an empty seat between themselves and other students.

- 11.5.4.5. <u>Self-Scheduled Exams Start Rules</u>: Students taking self-scheduled examinations may NOT take the examination materials out of the plastic bag until the room clock turns to 9 a.m. or 1:30 p.m. Starting early, including removing the questions from the bag, beginning the *SofTest* exam, writing on scratch paper, or outlining an answer is a violation of the Honor Code. There is no proctor to announce the start of the exam session.
- 11.5.4.6. <u>Self-Scheduled Exam End Rules</u>: Students must end their exams on or before the minute the examination is scheduled to end. When students finish the exam, or when time is up, all examination materials (including scratch paper) must be returned to the Office of the Registrar in the plastic sleeve provided. Students will then receive a copy of their exam receipt. See Section 11.5.3.3 above.
- 11.5.5. Exams That Exceed Time/Penalty: Students are responsible for ending their examination on or before the exam end time. Because of the unfairness to other students if some students are allowed to exceed their time, students who fail to end their examinations on time are subject to a presumptive one-gradation penalty (e.g., B to B-) if they exceed the time, even by a few minutes. Individual faculty members may choose to opt out of this policy and impose their own penalty, which is imposed while the student is still anonymous to the instructor.

Students who substantially exceed the examination time may be subject to a more substantial penalty and/or an investigation of whether they have violated the Code of Conduct.

To avoid a grade penalty, students are strongly encouraged to use the timer features on the *SofTest* software. *SofTest* records the start and end of the examination, and will be considered dispositive evidence of whether a student has exceeded the examination period. Students who write their examinations in bluebooks will be held fully responsible for ensuring that they have ended their examination on time. There will be no proctor warning. Students are permitted five minutes from the end time for the exam to return written exam materials (e.g. bluebooks, multiple-choice answer sheets) to the OTR and have their receipt time stamped. Written exam materials returned after the five minutes grace period will be considered late and students will be subject to the same penalties as all students who exceed exam time limits.

- 11.5.6. <u>Proof of Submission Receipt</u>: Students must obtain an *Exam Receipt* from the Office of the Registrar for any exam, paper, or other document submitted for a grade. Students should retain this receipt for at least one year after the examination or paper is submitted. If there is a dispute as to whether an exam, paper or other document to be graded has been received, the item will be presumed not to have been received unless the student can produce a duly executed copy of the receipt.
- 11.5.7. <u>Proof of Time of Submission Time stamp</u>: All papers that are required to be submitted through the OTR (including self-scheduled exams taken in bluebooks and take home exams) must be verified with a time stamped receipt. If there is a dispute as to whether an exam, paper, or other document to be graded has been timely received, the timestamp will be dispositive.

11.5.8. <u>Take Home Exam Process</u>: In some courses, instructors will require take home examinations with longer than typical duration and an open book format. Take home examinations cannot be closed-book examinations and are distributed throughout the self-scheduled examination period. Time limits for a take home examination will be strictly enforced and subject to the same penalties as for timed and self-scheduled exams (see Rule 11.5.5). Take home exams may not be handed in to the Office of the Registrar after 5 p.m. on the last day of the exam period regardless of when the exam was picked up.

An examination with a duration longer than 4.5 hours will be treated as a take home examination unless the instructor specifies otherwise.

Take home examinations will be deployed either through the Office of the Registrar or TWEN based on instructor preference.

If the exam is deployed through the OTR, students have the choice of using SofTest or picking up a hard copy. To use SofTest, the student must download the exam and may open it at any time during the exam period using the password emailed from the OTR. The student may use all other computer programs while taking the exam but cannot paste from other programs into the SofTest answer or take another exam using SofTest while the take home exam is running. To submit, the student exits and uploads the exam. The student does not need to come to campus.

Students may choose to pick up a paper copy of the examination from the Office of the Registrar during office hours. They must complete, timestamp, and sign an *Exam Receipt* and return the examination and answers by the end of the time permitted in the take home exam instructions. Students will receive the carbon copy of their exam receipts when their exams are returned. Take home exams cannot be emailed to students, or submitted via email, fax, or mail. Students may designate proxies to return their exams for them by notifying the Office of the Registrar in writing through either their Hamline email addresses or a signed proxy notice. Sections 11.5.6 and 11.5.7 regarding proof of submission and timeliness of submission apply.

Faculty may decide to deploy take home exams via TWEN. Hamline Law Library staff assists with TWEN. Students will download the exam questions and anonymously submit their answers using their exam numbers within the time limit set by the faculty. Exams will not be accepted on TWEN after the end of the exam period. Students are responsible for any late submissions caused by their failure to properly submit documents through TWEN.

# 11.6. Paper Submissions

Final papers or other written submissions that require deadlines are generally submitted to the instructor through the course TWEN site. Students should log on in advance of the submission deadline to ensure that they know how to upload their papers. TWEN records the day and time of submission. Students are responsible for any late submissions caused by their failure to properly submit documents through TWEN.

For TWEN support students are encouraged to contact the appropriate resource:

TWEN Technical support 1-800-850-9378 west.support@thomson.com

TWEN Non-technical support: 1-800-486-487 west.twensupport@thomson.com

More resources and information are available at: https://lawschool.westlaw.com/shared/marketInfoDisplay.asp?code=MI&id=266

If no TWEN site is available and if the instructor requires submission through the Office of the Registrar, such papers must be submitted to the Office of the Registrar in person during regular business hours. Students may designate a proxy via a signed written authorization to submit the paper on their behalf. Students, or their proxies, must complete, sign, and timestamp an Exam Receipt to be submitted with the paper. A member of the Office of the Registrar will sign the Exam Receipt and issue a copy to the student or proxy, which the student should keep for at least one year in case there is any question about the timeliness of submission.

To ensure receipt, papers are not accepted in the Office of the Registrar by mail, e-mail or fax.

Since the Office of the Registrar does not have additional information regarding additional faculty requirements for paper submissions (e.g., whether the paper itself should be time stamped, anonymously submitted, or placed in an envelope), students should consult the syllabus or faculty member to determine these specifications.

### 11.7. Grading Notification Process

- 11.7.1. <u>Grading Decisions</u>: Subject to the rules described in Sections 11.1-11.3, discretion for evaluating student performance and determining grades resides in the course instructor. Instructors notify students about their grading policies through the course syllabus.
- 11.7.2. Grade Availability: The grade deadline, posted in the academic calendar, is typically three to four weeks after the last day of exams in any particular session. Grades will be accessible via Piperline starting the day after grades are due. Because all students are expected to participate in the online course evaluation process, an asterisk in place of the final grade will display for ten days after posting for any course that the student did not evaluate through Piperline. Students should consider course evaluations to be part of the work of the course, just like exams and assignments. Individual professors, the Faculty Personnel Committee, and the Dean's office staff read these evaluations carefully and make personnel decisions and curricular changes as a result of student feedback.

Once they are posted, grades are final except for clerical errors. (See Section 11.1.7)

Students should not contact the professor to inquire about their examination or grade until after grades are posted to protect the integrity of the examination period and the anonymous grading system.

Students should not make employment, bar admission, or other plans on the expectation that instructors may turn in their grades prior to the grading deadline.

# 12. <u>SECTION 12: ACADEMIC STANDING, PROBATION, DISQUALIFICATION and EFFECTS ON</u> FINANCIAL AID

## 12.1. Academic Standing

- 12.1.1. <u>Good Academic Standing</u>: All J.D. and LL.M. students with a 2.0 or higher cumulative grade point average are in good academic standing. (AR 106) Students enrolled in their first semester at Hamline Law do not have academic standing.
- 12.1.2. Academic Support Requirements: Students whose GPA is under 2.400 after the first year must complete a special course offered during the fall of their second year for credit and participate in tutoring through the Academic Success program. Students with a cumulative grade point average under 2.400 in any semester will be required to complete curricula and/or academic support programming. (AR 106) Programming requirements are otherwise structured to address the issues faced by each particular student. Students who need more information about academic support requirements should contact the Director of the Academic Success program.
- 12.1.3. <u>Probation: J.D. Students:</u> A student whose cumulative grade point average is below 2.000 at the end of any semester is on academic probation. A probationary student has one semester to raise his or her cumulative grade point average to at least 2.0. For purposes of this rule, an academic semester does not include a summer or January term. (AR 106.) Thus, any student on probation after the spring semester must achieve a 2.0 by the end of the next fall semester.
- 12.1.4. <u>Probationary Student Course Limitations</u>: Students who are placed on probation at the end of a fall semester, including the first semester, may not register for upcoming summer courses without permission from the Associate Dean for Academic Affairs. A student must understand the financial aid and credit implications of enrolling in a course while on probation.

The ABA prohibits students who are on probation from participating in study abroad programs at any ABA-accredited law school. (Criteria for Approval of Foreign Summer Programs Section V (B).) Thus, a student on probation by the time study abroad registration is completed will not be able to register for study abroad. As an example, a student who is on probation after a fall semester may not register for a study abroad program if either registration ends or the program begins before July 1, because he or she will not be removed from probation until after spring grades are entered and GPAs are calculated in June.

Students who are on probation also are not eligible to enroll in clinical programs and may not be eligible to enroll in a select number of other courses or programs at the law school. See the particular program for more information.

- 12.1.5. <u>Academic Dismissal, J.D. Student</u>: A J.D. student will be subject to dismissal in any of the following circumstances:
  - He or she fails to achieve a cumulative 2.0 grade point average after completing a probationary semester. An academic semester does not include a summer or January term.
  - He or she fails to complete the requirements of the J.D. law program within 84 months. (ABA Standard 304(c))
- 12.1.6. <u>Academic Dismissal, LL.M. Student</u>: An LL.M. student will be subject to dismissal in any of the following circumstances:

The student fails to achieve a cumulative 2.0 grade point average at the completion of 24 credits. The student fails to complete the requirements of the LL.M. degree within a three-year period.

- 12.1.7. Voluntary Withdrawals from the Law School: Any student wishing to withdraw from the law school must apply to the OTR. Mere failure to attend classes or unofficial communication of withdrawal to faculty members does not constitute withdrawal. The official withdrawal presumes that the student will not be returning to his or her legal studies at Hamline Law. Should the student later choose to return, that student can do so only by reapplication to the Admissions Committee. (AR 107)
- 12.1.8. <u>Involuntary Withdrawals From the Law School</u>: A student will be withdrawn from the law school if he or she is academically dismissed under Section 12.1.5, exceeds the 84 month rule (see Section 12.1.5), stops attending classes without adequate communication or explanation, fails to register for the next semester, does not return from leave of absence in the scheduled semester, or fails to comply with any conditions of reinstatement, probation or a Code of Conduct settlement. Students should request a leave of absence immediately if they are not attending class or have failed to enroll for the next semester in a timely manner. Students should inform the Dean's Office if they have good cause for failing to comply with any condition of reinstatement, probation, or a Code of Conduct settlement.
- 12.1.9. <u>Leaves of Absence</u>: Any student in good standing wishing to leave Hamline Law temporarily and return in a later semester must apply to the OTR for a leave of absence. Unless the leave of absence provides to the contrary, the student will be eligible to return at the commencement of one of the three following semesters. If a student does not return from leave at the commencement of one of the three following semesters, he or she will be administratively withdrawn and can gain admission only by reapplication to the Admissions Committee. Students who are not in good academic standing are not eligible for a leave of absence. (AR 107) First-year students are not normally eligible for a leave of absence.

### 12.2. Financial Aid Satisfactory Academic Progress (SAP) Requirements:

12.2.1. General Standards: Financial aid eligibility is based on satisfactory academic progress (SAP) standards that Hamline University of Financial Aid is required by the U. S. Department of Education to establish, publish, and apply. The Financial Aid Office measures academic performance and enforces SAP standards to ensure that financial aid recipients progress toward completion of their degree or certificate program. Students who fail to meet these standards become ineligible to receive financial aid until they comply with all requirements detailed in this policy.

To demonstrate Satisfactory Academic Progress, a student's academic performance must meet two main SAP components. The first is a qualitative component, represented by grade point average (GPA). The second is a quantitative component measured by credit completion (the ratio between attempted and completed credits) and the maximum timeframe to complete the degree or certificate program.

12.2.2. <u>Standards of Satisfactory Academic Progress (SAP)</u>: For definitions of the terms used in this section, see the Hamline University Financial Aid website.

- <u>Grade Point Average</u> All graduate and professional students must maintain a cumulative GPA that is equivalent to the graduation standards published by their program. (For the J.D. and LL.M. programs, that is a 2.0)
- <u>Credit Completion</u> Students must complete sixty-seven percent of all credits attempted. A completed credit has a grade of A, B, C, D, or P. Withdrawals, incompletes, and repeated courses are included in attempted credits.
- Maximum Time Frame All students are expected to finish their degree or certificate within an acceptable period of time. Financial aid recipients may continue to receive federal aid through their cumulative attempted credit that equals 150 percent of the required number of credits needed to complete their program, including transfer credits from another college that apply to the Hamline degree. (For law students, that number is 132 credits.) Students who require developmental coursework may appeal to have the 150 percent limit extended.
- 12.2.3. <u>Implementation of Standards of Satisfactory Academic Progress</u>: Following the second term of enrollment, academic progress for every financial aid applicant will be monitored after each term. If the program is less than one year in length the review will take place at the mid-point. All of a student's academic coursework is considered in the review process whether the student received aid that term or not. The assessment will be based on the student's entire academic record, including all transfer credit hours accepted. Because grades may not be available before the next scheduled term begins, it is possible that financial aid may be disbursed before the review is conducted. In the event that a student is found to be ineligible for the financial aid that has been disbursed due to failure to meet one of the standards, the aid that was disbursed will be canceled and returned to the appropriate program(s). If the student successfully appeals and is granted a probationary term, the aid can be reinstated for that term.
- 12.2.4. <u>SAP Probation</u>: If the student does not meet either the GPA or Credit Completion standard, the student will be placed on Financial Aid Probation for the next registered term. While on probation, students are eligible to receive financial aid. Students on probation are encouraged to use the many academic support services on campus to improve their academic standing.

To be removed from financial aid probation, the student must meet their program's minimum GPA requirement and the sixty-seven percent credit completion standards. If a student does not achieve the minimum cumulative standards, he or she may remain on financial aid probation and be eligible for financial aid if he or she earns the minimum GPA and completes 100 percent of the attempted credits during the probationary term. A student who has reached the maximum time frame prior to completing the program will no longer be eligible for financial aid. There is no probation for the maximum time frame requirement.

12.2.5. <u>Financial Aid Ineligibility</u>: Students who do not meet the minimum cumulative GPA and/or credit completion ratio or do not meet the terms of financial aid probation will be no longer eligible for federal, state, or institutional aid. Students may be eligible for private loan programs and outside assistance programs that do not require SAP.

Provided the student's academic status allows for registration, he or she may attend the university at his or her own expense until the minimum cumulative GPA and credit completion requirement has been met.

Hamline University may immediately deem a student ineligible for financial aid in the event of extraordinary circumstances, such as a student who registers for but does not earn any credits for two

consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid.

Students who failed to meet these standards due to unusual circumstances may appeal the financial aid SAP suspension status.

- 12.2.6. <u>Dismissed Students</u>: Students who have been dismissed by the university are no longer eligible for financial aid. If a student is readmitted, he or she must complete the SAP appeal process. Eligibility for financial aid will be determined based on financial aid SAP standards through a review of the academic record.
- 12.2.7. <u>Appeals</u>: A student who is unable to achieve satisfactory academic progress and is dismissed from financial aid has the right to appeal based on unusual or extenuating circumstances, such as medical or personal problems. The student may appeal the financial aid suspension status at any time during the year if:

The record shows that the student has now earned the required cumulative minimum GPA and credit completion ratio to meet SAP standards;

The student is readmitted after dismissal; and

Unusual circumstances interfered with the student's ability to meet SAP standards, including but not limited to illness, accident, or injury experienced by the student or a significant person in the student's life; death of a family member or significant person in the student's life; divorce experienced by the student or parent; reinstatement after an academic dismissal or extended break in the student's enrollment; personal problems or issues with spouse, family, roommate, or other significant person; exceeding time frame while in a second undergraduate or dual degree program or as a result of changing major.

To appeal, students must submit the following to the Financial Aid Office:

A statement from the student explaining the nature of the extenuating circumstances that contributed to the SAP deficiency;

An explanation of how the barriers to academic success have been removed; and

Third party documentation to support the circumstances.

### 13. SECTION 13: RANKING, HONORS, AWARDS AND GRADUATION POLICIES

## 13.1. Ranking

- 13.1.1. <u>Definitions</u>: Rankings are lists of J.D. students sorted in descending order by institutional cumulative grade point average as of a given date. Academic Rule109 requires that students be ranked in this order and that the rank appear on the student transcript.
- 13.1.2. <u>Required Ranking</u>: All Hamline Law students in a J.D. degree program who are actively enrolled in a fall or spring term will be ranked. (AR 109) Grades posted or changed after the date students are ranked (soon after grades are due) such as grades posted upon finishing an incomplete, do not retroactively change rank. Students are ranked numerically. Students with the same

GPA share rank. A student's rank is always one more than the total number of students ranked above him or her.

- 13.1.3. <u>Term Rank</u>: Term rank places a student within one of three classes (L1 or L2 or L3/L4.) L3 and L4 students, including any student who has attended Hamline for more than three calendar years, are ranked together. (AR 107) A student's class is determined by how many calendar years he or she has attended Hamline. Term rank is calculated once per term after all grades for the term are due and have been processed by the Registrar's office.
- 13.1.4. <u>Graduation Rank</u>: Graduation rank is calculated once per academic year after the spring semester grades are in, and includes all students who have graduated in the preceding summer (August), fall, January, and spring terms. (AR 109)
- 13.1.5. Effect of Failure to Complete Graduation Requirements on Ranking: Any student who has failed to complete any graduation requirement by the date on which graduate rankings are run (typically July 1) will be ranked for graduation with the subsequent class. These requirements include, but are not limited to, payment of any outstanding balances owed Hamline, failure to complete a Perkins exit interview, failure to complete a Career Services employment survey, and/or failure to comply with the terms of any disciplinary or other requirements imposed.
- 13.1.6. <u>Dean's Preclusion of Ranking</u>: The Dean may preclude ranking individual students for academic and/or disciplinary reasons.
- 13.1.7. <u>Transfer Student Ranking</u>: Transfer students rank only on the basis of grades received at Hamline Law, and no transfer grades are calculated into their GPA or class rank, even when they are posted on the transcript. Transfer students will not receive a rank until they have completed two full semesters in attendance at Hamline Law.
- 13.1.8. <u>Ranking Information/Disclosure</u>: Individual students may see their term or graduation rankings on the Final Grades screen of Piperline. To see rankings on Piperline, follow the link path **Student Services**, **Student Records**, **Final Grades**.

Individual ranks are not considered directory information by Hamline University and cannot be disclosed to third parties without written authorization from the student. Any student who wants the Office of the Registrar or the Career Services Office to disclose an official ranking must file a written permission for disclosure with each of those offices.

The Office of Career Services establishes guidelines for the student's inclusion of ranks in résumés and other such documents.

Ranking information not traceable to an individual student, such as number of students ranked in any particular class and what GPA was required to achieve certain quartiles, is published on the Office of the Registrar's web site at <a href="http://law.hamline.edu/registrar/rankings\_honors.html">http://law.hamline.edu/registrar/rankings\_honors.html</a>.

### **13.2.** Honors

13.2.1. <u>Dean's Honor Roll</u>: Beginning at the end of the first semester, J.D. students who receive a 3.250 or above grade point average for any semester of eight or more graded Hamline Law School credits shall be placed on the Dean's Honor Roll for that semester and the achievement will be recorded on the student's transcript. Any student with a grade of "I" or "Z" for any seme-

- ster will not be eligible for the Dean's Honor Roll for that semester until the "I" or "Z" has been removed from his/her record. (AR 109)
- 13.2.2. <u>Graduation Honors</u>: The School of Law recognizes the following student honors as calculated under AR 109:
  - Summa Cum Laude: Students who complete their required course work with a cumulative grade point average of 3.750 or higher will graduate Summa Cum Laude.
  - Magna Cum Laude: Students who complete their required course work and earn a graduation rank in the top ten percent will graduate Magna Cum Laude.
  - Cum Laude: Students who complete their required course work and earn a graduation rank in the top twenty percent will graduate Cum Laude.

### **13.3. Awards**

- 13.3.1. <u>CALI Awards</u>: Hamline Law participates in the Center for Computer-Assisted Legal Instruction (CALI) *Excellence for the Future Awards*® program. CALI may from time to time establish rules that supersede or add to the requirements listed below.
  - 13.3.1.1. Courses Eligible for CALI Awards: Courses in which CALI awards may be given include letter-graded sections in any term with an enrollment of six or more Hamline Law J.D. students as of the last day of classes. Pass/No Pass sections and sections with variable credits or variable assessment methods are not eligible. In normal circumstances, only one award per section of any particular course is given.
  - 13.3.1.2. <u>Students Eligible for CALI Awards</u>: Hamline Law J.D. students who enrolled for a letter grade in a section defined in 13.3.1.1 are eligible for CALI Awards.
  - 13.3.1.3. <u>Calculation of Award</u>: The CALI award is given to the student with the highest grade in the class as determined by the faculty member. The faculty member may include all factors announced as relevant in determining the grade, such as class participation or non-examination evaluations. In extraordinary circumstances, if in the opinion of the faculty member there is a tie for the highest grade, a maximum of two awards may be given upon request of the faculty member.
  - 13.3.1.4. Notification to Recipients: When submitting final grades, faculty members report the recipient of the CALI award to the office of the registrar who forwards the information to CALI..CALI posts the titles of the sections and name of the awardees online at http://www.cali.org and sends certificates to the office of the registrar 4-6 weeks thereafter. The Office of the Registrar notifies winners via e-mail when the certificates are available for collection. Certificates not collected by the established deadline are mailed to the student's mailing address of record. The Office of the Registrar also records each award as a permanent comment on the recipient's transcript.

### 13.4. Graduation and Commencement Procedures

13.4.1. <u>Graduation Terms</u>: Hamline Law graduates students at the end of each term during the academic year. Graduation dates typically fall in the following months:

Spring: May Summer: August Fall: December

January Term: January

- 13.4.2. Expected Graduation Date: Upon matriculation, students enrolled in the weekday curricular option are assigned an expected graduation date of May, 20XX, where XX is three years after the year of matriculation. Weekend students are assigned an expected graduation date of May, 20XX, where XX is four years after the year of matriculation. Students are responsible for notifying the Office of the Registrar of changes to the expected graduation date.
- 13.4.3. <u>Commencement Dates</u>: Commencement exercises are held once per academic year, after the final exams for the spring semester, in mid to late May. Participation is open to all students graduating during the academic year, including Fall, January Term, Spring, and Summer grads.
- 13.4.4. <u>Graduation Honors, Preliminary and Final</u>: Preliminary graduation honors are announced at Commencement based upon work completed through the conclusion of the previous fall semester. Official graduation honors are awarded at the conclusion of the academic year, when grades are received and recorded and students are ranked, which generally occurs in early July.
- 13.4.5. <u>Early Commencement Participation</u>: Graduation honors will not be announced for students who elect to participate in May commencement but will not complete the credits required for graduation until the following academic year.

#### 13.5. Diplomas

- 13.5.1. <u>Receipt of Original Diplomas</u>: Diplomas are ordered after graduation honors are officially awarded and will be mailed to the students in early to mid-August. The diploma vendor mails the diplomas via USPS First Class Mail to the student's current mailing address in Piperline. Students must ensure accurate address information in Piperline.
- 13.5.2. <u>Duplicate Diplomas:</u> Hamline Law may issue a duplicate diploma upon student request. The student must provide a duly executed affidavit stating the reason for the request. To protect the institution and to assure the integrity of records, the duplicate diploma will include special wording printed on its face as follows: "Duplicate diploma issued upon request of the awardee on *date.*" The new diploma will bear the signatures of the current officers of the university (as opposed to those who signed the original diploma). The diploma will carry the date the original diploma was awarded. The fee for issuance of a duplicate diploma is \$90.
- 13.5.3. Lost, Damaged or Destroyed Diplomas: Upon return of the original diploma, Hamline Law will issue a standard replacement diploma. The fee for re-issuance of a standard diploma is \$50. If the student is unable to return the original diploma, the student must provide a duly executed affidavit stating the reason. To protect the institution and to assure the integrity of records, the new diploma will include special wording printed on its face as follows: "Upon request of the awardee, this diploma was reissued on *date* to replace the original that was lost or destroyed." The new diploma will bear the signatures of the current officers of the university (as opposed to those who signed the original diploma). The diploma will carry the date the original diploma was awarded. The fee for re-issuance of a lost or destroyed diploma is \$90.

13.5.4. Change of Name on the Diploma: Hamline Law adheres to the American Association of College Registrars and Admissions Officers (AACRAO) guidelines for diploma re-issuance upon change of name: "the name on a diploma should not be changed except when there has been a court-ordered change of name." Hamline Law will issue a new diploma upon presentation of a certified copy of the court order or similar official document. To protect the institution and to assure continuity of records, the new diploma will include special wording printed on its face as follows: "Upon request of the awardee, this diploma was reissued on *date* following a legal change of name." The new diploma will bear the signatures of the current officers of the university (as opposed to those who signed the original diploma). The diploma will carry the date the original diploma was awarded. The original diploma must be returned prior to issuance of (or exchanged for) the new diploma. The fee for re-issuance of diploma upon change of name is \$90.

## 14. SECTION 14: Bar Examination Requirements and Procedures

- **14.1.** <u>Bar Exam Requirements</u>: The Board of Law Examiners (or equivalent entity) for each state or jurisdiction has specific rules that applicants must follow in order to register and eventually take the respective bar exam. Students should check immediately after they begin their legal education regarding particular requirements for the bar examination for the state(s) or jurisdiction(s) where they might seek admission to the bar. See http://www.abanet.org/legaled/baradmissions/barcont.html for a directory of state bar admission offices.
- **14.2.** <u>Minnesota Bar Exam Subjects Tested/Hamline Law Courses</u>: Courses covering materials which help prepare students to take the Minnesota bar examination are offered once or twice each year, depending on total student body enrollment. The following chart lists Minnesota bar subjects and the corresponding Hamline Law course.

Minnesota Bar Subjects	Hamline Law Courses
Business Associations (Agency and Partner-	Corporations
ships; Corporations; and Limited Liability	Unincorporated Business Entities
Companies)	
Conflict of Laws	Conflict of Laws
Constitutional Law	Constitutional Law I and II
Contracts (including contracts under the Uni-	Contracts I and II
form Commercial Code (UCC)	
Criminal Law and Procedure	Criminal Law
	Criminal Procedure I
Evidence	Evidence
Family Law	Family Law
Federal Civil Procedure	Civil Procedure I and II
Negotiable Instruments (Commercial Paper)	Commercial Law: Payment Systems
under the UCC	Commercial Law: Sales and Leases of Goods
Professional Responsibility	Professional Responsibility
Real Property	Property
	Modern Real Estate Transactions
Secured Transactions under the UCC	Commercial Law: Secured Transactions
Torts	Torts I and II

For more information on subjects tested on the Minnesota bar examination, see http://www.ble.state.mn.us/bar-exam/.

Minnesota also requires that bar applicants take the Multistate Professional Responsibility Examination (MPRE). For more information on the MPRE see http://www.ncbex.org/multistate-tests/mpre.

## 15. SECTION 15: ACADEMIC RECORDS

### 15.1. Privacy Rights and Disclosure of Academic Records (FERPA Policy)

The following is Hamline University's FERPA Policy, which can also be accessed at http://www.hamline.edu/shared/policies/university\_all/ferpa.html.

15.1.1. <u>Introduction</u>: The Family Educational Rights and Privacy Act of 1974 as amended, was designated to protect the privacy of education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Hamline University intends to comply fully with the Act. Students who have questions or wish to take action with respect to any of the FERPA statements below should do so with their respective Registrar's Office.

### **Education Records**

FERPA affords students certain rights regarding their education records which include:

The right to inspect and review their education records within forty-five (45) days of Hamline University receiving the request. Students must submit a signed, written request to the registrar identifying the records they wish to inspect. The registrar will notify the student of the time and place where the records may be inspected. Student records are available to them with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of their parents' financial status; records related to their student employment that are subject to other laws and are administered by the Human Resources office; medical and psychological records, which will be released only to a healthcare professional designated by the student; and, if the student signed a voluntary waiver of access, letters of recommendation related to admission, candidacy for awards, and candidacy for employment — these records may be used only for the purpose originally intended.

The right to request an amendment to education records that they believe are inaccurate or misleading. Students may ask Hamline University, in writing via the registrar, for such an amendment by clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If Hamline University decides not to amend the record, the registrar will notify the student of the decision and advise the student of the right to a hearing. Additional information about the hearing procedures will be provided to the student with the notification.

The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One such exception is disclosure to a school official with legitimate educational interest. A school official is a person employed by Hamline University including law enforcement and health staff; contractors, consultants, volunteers, and other outside service providers used by Hamline University to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official. An official has a legitimate educational interest if they must review an education record in order to fulfill professional responsibility. Upon request, Hamline University discloses education records without consent to officials of another school in which the students seeks or intends to enroll and to officials of another educational agency or institution if the student is enrolled

in or receives services from the other agency or institution. Students must submit a signed request to the registrar for grade reports or transcripts to be released to a third party (such as a parent or spouse).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hamline University to comply with the rights of FERPA.

## **Directory Information**

As required by FERPA, Hamline University designates the following categories of student information as public or Directory Information. Such information may be disclosed by Hamline for any purpose, at its discretion:

Name, student ID number, address, e-mail address, telephone number, dates of attendance, class, full-time or part-time status, photographs taken and maintained by the university for various purposes.

Previous institutions attended major and minor fields of study, awards, honors (including Dean's List), degrees and dates conferred.

Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, and date and place of birth.

#### **Release of Student Information to Others**

Except as specified above, your records will be released only upon completion of a *Consent Form* or letter you have signed. Any such release will include a notice that further release by the recipient is prohibited by law. A record of the release will be maintained. Records about you will be released without your consent to your parents if you are a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher; to agencies responsible for accreditation of the institution or its programs; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

#### **Election of Confidentiality**

Under FERPA, currently enrolled students may withhold disclosure of directory information (see above) by notifying their registrar in writing. Electing confidentiality has significant consequences; please see your registrar for more information. Hamline University assumes that non-notification by the student to withhold directory information indicates individual approval for disclosure.

#### **Retention of Records**

Hamline University reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records according to American Assembly of Collegiate Registrars and Admissions Officers (AACRAO) professional guidelines. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

### 15.2. Alumni Records

15.2.1. <u>Release of Information to Hamline Community</u>: The Alumni Office will not release any information regarding alumni to any person, organization, or institution other than to fellow alumni,

- staff, faculty or students of Hamline University School of Law. The Alumni Office will release name, business address, business telephone number, e-mail address, and year of graduation.
- 15.2.2. <u>Alumni Request for Confidentiality</u>: An alumnus/alumna may request that the alumni record be marked as confidential and that information will not be available to anyone without the alumnus/alumna's consent, unless required by law.

If a non-alumnus/alumna requests information regarding an alumnus/alumna of the School of Law, the alumnus/alumna will normally be contacted to let him or her know that a non-alumnus/alumna was seeking information and will be notified that the alumnus/alumna is free to contact the non-alumnus/alumna or ignore the request.

15.2.3. <u>Sale or Distribution of Alumni Databases</u>: The Alumni Office does not sell, distribute, or make the alumni database available to any outside organization or institution that is not directly related to or employed by the university.

## 15.3. Transcript Requests

- 15.3.1. <u>Privacy of Student Transcripts</u>: A student's educational records are private. Transcripts of records can be issued to the student and to other persons only as allowed by Hamline's FERPA policy. Requests from any other party must include a release/authorization duly executed by the student.
- 15.3.2. <u>Transcript Types</u>: All transcripts issued by the Office of the Registrar are official transcripts.
- 15.3.3. <u>Electronic Transcripts</u>: Electronic transcripts are digitally signed, secure PDF documents available via Piperline.
- 15.3.4. <u>Paper Transcripts</u>: Traditional official paper transcripts are available in person from the Office of the Registrar or via standard mail.
- 15.3.5. <u>Requesting a Transcript</u>: The preferred method for requesting a transcript is Piperline. The link path is **Student Services**, **Student Records**, **Request Official Transcripts**. Follow on-screen instructions.
- 15.3.6. <u>Fees</u>: There is no fee associated with regular individual transcript requests. For information regarding rush service, see Section 15.3.8. Hamline Law reserves the right to charge a \$5.00 per transcript fee for abnormal, excessive and/or repetitive requests including requests for more than five transcripts per day and multiple identical PDF transcript requests.
- 15.3.7. <u>Transcript Processing Time</u>: Requests for paper transcripts are processed daily during regular business hours. Electronic transcripts requests are automatically processed every hour including after business hours. Routine system maintenance and unexpected system failures may delay processing.
- 15.3.8. <u>Transcripts with Rush Service</u>: Requests for overnight delivery of paper transcripts can be arranged by contacting the Office of the Registrar by telephone during regular business hours. The requester is responsible for providing and paying for shipping labels for overnight delivery services. Paper transcripts cannot be faxed.

15.3.9. <u>Restrictions on Issuance of a Transcript</u>: Official transcripts will not be issued for students with outstanding financial obligations towards Hamline University.

The Hamline Law Dean may restrict issuance of official transcripts for other reasons.

# **15.4.** <u>Issuance of Other Official Documents:</u>

15.4.1. <u>Document Issuance—No Fee</u>: Upon request, the Office of the Registrar will issue a customary number of copies of the following documents free of charge to students or to third parties who have the written permission of the student.

Dean's Honors Verifications

Expected Graduation Term/Date Verification

Good Standing Verification (except for visiting away or transfer) (See Rule 15.4.3)

**GPA** Verification

**Grade Verification** 

Ranking Verification

Certificate of Eligibility to Sit for a Bar Exam

- 15.4.2. <u>Procedure for Issuance of Other Official Documents</u>: All requests must be in writing and signed by the student. *Letter Request* forms are available in the OTR and online at <a href="http://law.hamline.edu/registrar/forms\_menu.html">http://law.hamline.edu/registrar/forms\_menu.html</a>. An e-mail from the student's Hamline e-mail account is considered a valid, electronically signed, request.
- 15.4.3. <u>Letter of Good Standing/Fee</u>: There is a \$50.00 fee to issue a letter of good standing to authorize a visit away at another law school. There is a \$10.00 fee to issue a letter of good standing with a transcript and LSAT score for transfer to another school.
- 15.4.4. <u>Fee Waivers</u>: Requests for a fee waiver due to documented extremely exigent economic hardship will be considered by the Assistant Dean for Students and Multicultural Affairs.
- 15.4.5. <u>Enrollment and Degree Verifications/Alternate Procedure</u>: Hamline University School of Law has contracted with the National Student Clearinghouse to provide enrollment/degree/graduation verifications. The National Student Clearinghouse can be contacted at <a href="http://www.enrollmentverify.org">http://www.enrollmentverify.org</a> or <a href="http://www.degreeverify.org">http://www.degreeverify.org</a> or by mail at:

National Student Clearinghouse 13454 Sunrise Valley Drive, Suite 300 Herndon, VA 20171

All degree and enrollment verifications must be performed by the Clearinghouse.

15.4.6. Enrollment Verification to the Veterans Administration (VA) and Similar Agencies: Students eligible for educational benefits from the VA or similar federal, state, or local agencies who need enrollment verification to start or continue receiving educational benefits must request such verification. Joshua Nelson, financial aid counselor, is the VA Certifying Official for Hamline University.

Students seeking benefits through the VA need to request verification of enrollment only once to start receiving benefits. Enrollment verifications to the VA will be automatically processed at ap-

pointed times each subsequent semester until such time as the student graduates or requests that certification stops. Within each semester, eligible students may request immediate recertification to the VA after a change in enrollments; automatic recertification occurs within 30 days of the change. Students requesting enrollment verification for any other agency must request it each time they need it.

Course loads during fall and spring semesters are reported to the VA as follows:

12+ credits: Full-Time

9-11 credits: Three-Quarters Time

6-8 credits: Half-Time

5 or fewer credits: Less Than Half-Time

Course loads during Summer terms are reported to the VA as follows:

6+ credits: Full-Time

4-5 credits: Three-Quarters Time

3 credits: Half-Time

2 or fewer credits: Less Than Half-Time

Students enrolled in a January term are reported as Full Time.

**Please NOTE**: a half-time credit load is not equivalent to a part-time credit load as defined in AR 104. Rather, it is a measure of the number of credits for VA reimbursement purposes, and it ranges from half of the minimum number of credits for a standard full-time load, as defined in AR 104, to half of the maximum number of credits for a standard full-time load, as defined in AR 104.

No fees are assessed for VA and similar certification/verification services.

## 15.5. Name and Gender Changes

- 15.5.1. <u>Minor Name Corrections</u>: Minor changes in names (for example, spelling corrections or revisions) can be made without a court order at the discretion of the OTR. In these instances, the student must provide documentation such as a current driver's license, Social Security card, or resident alien card.
- 15.5.2. <u>Significant Student Name Changes</u>: Students must notify the Office of the Registrar within sixty days of a legal name change. They must submit a *Name Change Authorization Form* to the Office of the Registrar in person, along with original supporting documentation such as a new Social Security card, marriage license, dissolution decree, court ordered name change, etc. These originals will be returned to the student upon request. Name changes cannot be made online.
- 15.5.3. <u>Alumni Name Changes</u>: Hamline Law alumni can make requests to the OTR. They must provide the same documentation as students.
- 15.5.4. <u>Gender Changes</u>: A certified copy of a court order is required, along with a written request from the student, to change the gender designation and the accompanying name on institutional records.

15.5.5. <u>Diploma Names</u>: Diplomas are issued with the student's legal name on file at the time of degree completion.

## 15.6. Forms Required for Academic Record Changes or Provision of Information:

The following forms which are necessary to change academic records, seek academic permissions or receive academic documents, are available in the Office of the Registrar and/or online at <a href="http://law.hamline.edu/registrar/forms\_menu.html">http://law.hamline.edu/registrar/forms\_menu.html</a>.

Add/Drop Form

Authorization to Furnish Information to State Board of Law Examiners/State Bars/Other Licensing Agencies

Clinic Student Director Permission Slip

Consortium Course Request

Consortium, Visiting, Special or Auditing Student Application (for non-Hamline Law students)

DRI Certificate Program Application

DRI Certificate Student – Priority Registration Request

Exam Variance Request Form

Extended Externship Registration Form

Graduation Date Change

Graduate Course Registration Form

Frame Order Form

Grade Change Form

Independent Study Registration Form

Joint Degree (Dual Degree) Application for Admission

Joint Degree Programs – Certificate of Eligibility to Enroll

Leave of Absence Form

Letter Request

Name Change Request

Overload/Underload Status Request

Pass/No Pass Option Form

Petition for Internal Transfer

Petition to Visit Away

Request for a Letter of Recommendation

Request for Approval of Pro-bono Activity

Student Certification for Limited Practice

Student Organization Event Approval

Transfer of Credits from LLM Program to JD Program (\*)

(\*) Available to LL.M. students only

### 16. SECTION 16: CAREER SERVICES AND PROFESSIONAL DEVELOPMENT

### 16.1. Programs and Requirements for First-Year Students

16.1.1. <u>Limitations on Programs That Can Be Offered</u>: Pursuant to National Association for Law Placement (NALP) Guidelines, before November 1, the Career Services Office may offer programs and information for first-year students on the organization and responsibilities of the legal profession, the variety of settings in which lawyers work, the general process of career planning

and self-assessment, the provisions of the NALP Principles and Standards, and school policies. Prior to November 1, the Career Services Office may not offer programs for students covering the job-search process or its specific components such as resume writing, interviewing skills, or targeting employers for applications.

16.1.2. <u>Mandatory CSO Orientation</u>: All students are required to attend mandatory Career Services orientation sessions, held in the fall of the first year of law school.

## 16.2. On Campus Interviewing (OCI) Rules

- 16.2.1. OCI Training Required: Students must be currently registered and attend an OCI training and information session before they will be eligible to participate in OCI.
- 16.2.2. OCI Interview Requirements: If a student schedules an interview through the Career Services Office during OCI and fails to show up for the interview, that student will not be allowed to further participate in OCI until the student informs the Career Services Office of an acceptable reason for missing the interview and brings a letter of apology addressed to the employer to the Career Services Office.
- **16.3.** Pre-Registration 3/4L Career Planning and Portfolio Requirement: Students will not be allowed to register for their final semester of law school until they engage in an Exit Interview with the Career Services Office, which will include producing an acceptable legal application document portfolio and discussing or sharing post-graduate job search or employment plans.
- **16.4.** Required Pre-Graduation Employment Survey: Each graduating student must complete and turn in a *Graduate Employment Survey* to the Career Services Office prior to graduation. Completion of the survey is a graduation requirement because the law school must report its graduates' employment status to various entities. The Office of the Registrar will not issue a diploma to any student who has not turned in the survey.
- 16.5. Solomon Amendment Amelioration: Congress has required that universities that receive certain federal funds make an exception to their non-discrimination policy and permit the branches of the United States military access to certain Career Services offices. Pursuant to faculty vote objecting to the military policy on discrimination against persons based on sexual orientation, and Hamline's requirements of membership for the American Association of Law Schools, the law school engages in activities to ameliorate the effect of the Solomon Amendment on the law school community. For further information, contact the Career Services Office.
- **16.6.** Employment Recommendations: Because of federal law records requirements, students who wish to have a faculty or staff member write a recommendation that discloses any information contained in their records, such as grades or class standing, must complete a *Request for Letter of Recommendation* form available in the OTR and present it to the faculty member before the letter can be issued.

### 17. SECTION 17: COMMUNICATIONS

**17.1.** Required Contact Information for Students: Each current student of the law school, from the first day of orientation until the date of bar certification, must have on file with the Office of the Registrar the following information: a current mailing address, a current telephone number where the student can be reached during the day, and a Hamline institutional e-mail account.

**17.2.** Recommended Contact Information for Students: Each student is encouraged to have the following information on file with the Office of the Registrar:

Personal e-mail address (however, see Section 17.4.1 on official communications below);

Contact information including name, current mailing and permanent address, all telephones and e-mail addresses for one or more persons who should be reached in case of emergency; and

Alternate telephone numbers of the student, including work, cell, and any other numbers where the student can be reached.

**17.3.** <u>Information Update/Changes Requirements</u>: Students should maintain and update their contact information online using Piperline.

Hamline University requires that all students review their contact information once each semester prior to registration for the following semester.

# 17.4. Official Communications from the Law School

- 17.4.1. Official Notices from the Law School: All official notices from the law school regarding course and class concerns, academic records, academic requirements, and other such matters are sent to the student's Hamline institutional e-mail account. Any notice that is sent to a student's official Hamline e-mail account is deemed received by the student.
- 17.4.2. <u>Failure to Check E-mail or Respond to Official E-mail Notices</u>: Students are responsible for all information sent to the student's official Hamline e-mail account and for failure to respond to any notice or inquiry sent to their e-mail accounts. Students are responsible for checking their Hamline Institutional e-mail accounts frequently.
- 17.4.3. <u>Additional Notices</u>: Critical individual notices regarding academic standing, disciplinary matters and the like may also be sent through certified First Class USPS mail, but e-mail notification through the Hamline Institutional e-mail account will be deemed sufficient for purposes of any deadlines imposed by academic or other rules.
- 17.4.4. <u>Duration of Hamline Institutional E-mail Accounts</u>: Hamline University-issued institutional e-mail accounts through Google remain active throughout the student's law school career (including leaves or other breaks) and after a student graduates or leaves school for as long as the student or alumnus chooses to keep them.
- 17.4.5. <u>Communication of Schedule Changes</u>: Changes to the schedule that occur before the beginning of the semester will be posted on the website under the term and course for which the change is made.
- 17.4.6. Communication of School Closings/Inclement Weather Policy: It is Hamline University's policy to conduct classes as scheduled, but sometimes winter storms or other weather situations are so severe that travel is extremely hazardous. If adverse weather and/or hazardous travel conditions occur that necessitate canceling or postponing the university's activities, the official announcement will be posted on Hamline University's main website (<a href="www.hamline.edu">www.hamline.edu</a>). Students may also call 651.523.5555 for recorded information or listen to radio broadcast on WCCO-AM radio (AM 830), WCCO-TV Channel 4, or other media outlets.

In the event Hamline University has chosen to remain open despite inclement weather, classes will be held at the School of Law.

- 17.4.7. <u>Communication of Individual Class Cancellations</u>: If a particular class session is canceled due to inclement weather or illness of the instructor, the instructor or OTR will notify students through the class e-mail list.
- 17.4.8. <u>Class Make-Ups</u>: ABA Standards require that every class meets for 700 minutes per credit (ABA Standard 304, Interpretation 304-4). Instructors may need to make up any class canceled for any reason, including inclement weather, illness, or professional obligations. Classes will be re-scheduled at the prerogative of the instructor, and may be made up during the reading/make-up days at the end of the semester or at another time that does not pose a conflict for students in that class with another regularly scheduled class in which they are registered.

## 17.5. Other Communications at Hamline

17.5.1. <u>Communication through Message Boxes</u>: Hamline Law message boxes are un-secured shelves in the lower level of the law school. They are used for communication of non-confidential information such as notification of upcoming events, delivery of copies of the law review and journal publications, student organization notices, student-to-student exchange of class materials, etc. Message boxes should not be treated as secure mailboxes.

The Office of the Registrar automatically assigns a message box to every student upon matriculation. Message box numbers are randomly assigned, but students who have difficulty accessing message boxes on top rows may request a lower row box. A roster of message box numbers and student names (except those who requested confidentiality under the FERPA policy) is posted in the glass case across from the message boxes.

Message boxes for students who withdraw, visit away, take a leave of absence, graduate or are otherwise away for more than one semester from Hamline Law, revert to the pool of unassigned message boxes effective on the date the student leaves Hamline Law temporarily or permanently, and all contents are discarded.

- 17.5.2. <u>Communication through Post Office Boxes</u>: Hamline University provides Post Office mailboxes to students residing on campus through the campus Post Office.
- 17.5.3. <u>Building Postings</u>: The policy on posting notices within the law school and East Hall areas supervised by the law school is administered by the Dean's Office. All posters must be dated and have an approval stamp prior to posting. Any sign/poster hung without a stamp will be removed and discarded. Posters must be removed by the party who posted them no later than 2 weeks after they were hung or, when applicable, 2 days after the publicized event has occurred. Posters may be hung only on appropriate bulletin boards with push pins or tacks on the lower level. Poster/signs may not be posted in the classrooms, on walls, or on doors unless they are giving directions to an event.

For information about posting in other buildings at Hamline, see the Building Use Policy, the Posting and Canvassing Policy, and the Political Candidate/Campaign Policy available at <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>.

### 18. <u>SECTION 18: OTHER SERVICES PROVIDED BY THE OFFICE OF THE REGISTRAR</u>

#### 18.1. Lockers

- 18.1.1. <u>Locker Availability</u>: Hamline Law lockers in the lower level of the law school building are available for rent to students and student organizations from the Office of the Registrar..
- 18.1.2. <u>Process for Requesting, Assigning, and Relinquishing Lockers</u>: Students may request one or more lockers online using the *Locker Request Form*. To request multiple lockers, students should submit multiple requests. Locker numbers are assigned at random. Students who have difficulty accessing lockers on top rows may express a preference for the lower row or vice versa. Students may relinquish lockers at any time by emailing lawregistrar@hamline.edu.
- 18.1.3. <u>Locker Fees</u>: For each locker rented, a nominal non-refundable fee is automatically charged to the student's account each semester (\$10.00). An appropriate cleaning fee will be assessed if the locker is not emptied and cleaned by the deadlines stipulated below.
- 18.1.4. <u>Locker Combination</u>: Students' locker number and combination information are available via Piperline. From the main menu, click Personal Information and then Campus Address (Mail Stop) Information. Locker number and combination information for student organizations are available via Piperline under the account(s) of the designated organization member(s). Students who believe their combination number has been compromised should request a combination change from the Office of the Registrar.
- 18.1.5. <u>Locker Content Limitations</u>: Students and student organizations should employ common sense regarding what to store in the lockers. Students should not store perishable or malodorous items, flammable, corrosive or otherwise dangerous substances, noise emitting devices, etc.
- 18.1.6. <u>Law Student Access to Lockers</u>: Hamline Law reserves the right, without notice, to open lockers and dispose of any items or substances deemed harmful, dangerous or annoying to others and/or to notify law enforcement authorities if the possession of any contents of the locker is illegal.
- 18.1.7. <u>No Insurance</u>: Locker contents are not insured by Hamline Law; students are discouraged from storing valuables.
- 18.1.8. Ending Locker Use: Students who withdraw or are withdrawn from Hamline Law, go on a leave of absence, or visit away for fall or spring term(s) must remove all contents and clean their lockers within fifteen days of the effective date of the withdrawal or leave. Students who graduate must remove all contents and clean their lockers within sixty days of graduation. Contents not removed by the stated deadlines will be discarded or donated. A minimum \$10.00 per locker cleaning fee may be assessed.
- 18.1.9. <u>Student Organization Lockers:</u> Student organization leaders may request a locker for their student organization using the same online form. The organization leader will be billed the locker fee and may seek reimbursement from the organization for the cost. The locker will be noted as for organization use, and the leader may request additional users. All assigned users will be billed (and may also seek reimbursement) and may view the combination via Piperline. When the organization leader graduates or otherwise leaves Hamline Law, he or she must transfer the locker by sending an email to <u>lawregistrar@hamline.edu</u> with the organization name, the locker number, and the name of the incoming organization leader to whom the locker should be transferred. The incoming organization leader must be copied on the email to authorize the transfer. Organization lockers that are not transferred will be emptied and revert to the pool of unassigned lockers and contents will be discarded or donated.

- **18.2.** <u>File Review</u>: Students may review their files located in the Office of the Registrar as stipulated in the Hamline University FERPA statement (see the Confidential Information and Privacy Policy section above). Students have a right to review the file as maintained by Hamline Law only. Copies of the student file will not be furnished for review purposes except for the materials listed in the FERPA statement or above or as required by applicable law. All review sessions must be pre-scheduled with the Office of the Registrar and will be supervised by staff from the Office of the Registrar. There are no file retrieval fees.
- **18.3.** <u>Mail Services</u>: Students may drop First-Class U.S. and internal campus mail at the front counter of the OTR. The Campus Post Office picks up mail daily from the Office of the Registrar during the early afternoon. The Office of the Registrar does not provide any other post office-type services.
- **18.4.** <u>Faxing</u>: Students requesting a facsimile transmission must provide a cover page identifying themselves and the third party, total number of pages, contact numbers for themselves and the third party and any special transmission instructions. The Office of the Registrar reserves the right to refuse transmission of materials it deems inappropriate for transmission from Hamline Law. The following fees apply to local and long distance faxes:

First Ten Pages: \$5.00 Additional Pages: \$.50 each

The office of the registrar cannot send faxes internationally.

**18.5.** <u>Copying</u>: Students are encouraged to use the Law Library copy machines. The Office of the Registrar provides only emergency copying services (if the Library is closed or the copiers are down).

Students may request copies of the following portions of their student file only:

Application for Admissions Personal Statement LSAT exam cover page

**Without exception**, copies of transcripts from other institutions will not be furnished. The following fees apply to all copy services:

First Ten Pages: \$5.00 Additional Pages: \$.50 each

- **18.6.** <u>Notary Services</u>: Notary services are free to current students from the OTR. Appointments for services are recommended to ensure staff availability.
- **18.7.** Lost and Found: Items turned into the Office of the Registrar are forwarded to the Campus Office of Safety and Security for safekeeping.

#### 19. SECTION 19: OTHER UNIVERSITY SERVICES

**19.1.** <u>Financial Aid</u>: Financial Aid is administered through the University Financial Aid office which administers and enforces federal, state and university rules on financial aid. Students who are considering changes in enrollment (e.g., leaves, visiting away, withdrawals), status (e.g., full-time to part-time or

vice-versa), and courses (adds and drops which may affect enrollment status) should contact Financial Aid before they seek to make these changes to determine the effect of the changes on their Financial Aid. The law school administration does not have authority over financial aid decisions.

- **19.2. Parking**: The Office of Safety and Security registers autos and enforces the Parking Policy, available at <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>, including issuing permits for parking at Hamline. Students who ride bicycles or other non-motorized vehicles to or on campus should note the Bicycles Policy, available on the university web page at <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>.
- 19.3. <u>Student Accounts</u>: The University Student Accounts Office administers Hamline's policies and rules regarding tuition and fees, payment schedules, etc. Students who have financial difficulties (including problems with scholarships or financial aid) that prevent them from complying with payment agreements should immediately inform Student Accounts and make appropriate arrangements. Students with a financial hold that prevents them from registering for classes or accessing grade information must contact Student Accounts to revise their payment agreements before a financial hold can be removed. The law school administration does not remove financial holds.
- **19.4.** <u>Technology Services</u>: The Department of Information and Technology Services (ITS) provides most of the technology services available to Hamline law students. For technology troubleshooting, students may call the ITS Helpdesk at 651-523-2220, email the helpdesk at <a href="itshelp@hamline.edu">itshelp@hamline.edu</a>, or visit ITS in the lower level of Bush Library (the undergraduate library adjacent to the law school.) Students should carefully read the Technology Use Policy and the E-mail Use Policy, available at <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>. Students who live on campus, plan to download significant amounts of material, or have rights to utilize a Hamline web page should also review the Bandwidth and Copyright Infringement Policy, the Web Policy, and the Software Policy, as appropriate.
- **19.5.** <u>Library Services</u>: The Hamline Law Library and Bush Memorial Library provide library services to Hamline students. Please consult their respective web pages for more information about hours, loan policies, CLIC/LUMINA and other interlibrary loan services, online search catalogues and other information.

#### 19.6. Room Scheduling

- 19.6.1. <u>Process for Scheduling Rooms</u>: Rooms may be requested and reserved, and capacity and availability checked, on the Room Reservation Request web page linked from the Office of the Registar Services page.
- 19.6.2. <u>Restrictions on Scheduling Rooms</u>: With the exception of the third floor library study rooms, which are scheduled through the circulation desk in the law library, individual students may not schedule rooms for individual study.
- 19.6.3. <u>Student Organization Event Approval Form</u>: To reserve a room for a student organization sponsored event, the student organization officer requesting the room must submit a *Student Organization Event Approval Form* to the Progams Office for approval.
- 19.6.4. <u>Building Use Policy</u>: For additional information on rules for using Hamline buildings, see the University Building Use Policy, Posting and Canvassing Policy, and Political Candidate/Campaign Policy. Students who are planning gatherings or events on campus, whether professional or personal, should review Hamline's policies and procedures on alcohol use, smoking,

substance abuse, and parking as well. All University policies are available at <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>.

# 20. SECTION 20: SPECIAL CURRICULAR ACTIVITIES-POLICIES

# 20.1. Competitions

- 20.1.1. <u>Student Responsibilities for Competitions Course</u>: Students involved in competitions are required to sign an agreement accepting responsibility for timely submission of all written exercises and attendance at team meetings and practices. Students must meet the terms of this agreement to continue to participate in the competition team and receive a course grade.
- 20.1.2. <u>Student Responsibilities for Expenses</u>: Students who are terminated from teams due to their failure to meet the terms of this agreement or who resign from the team before completing their responsibilities must reimburse Hamline for all costs incurred to enable their participation on the team, including the entry fee, airfare, hotel, exhibit costs, and printing/mailing costs. Students are responsible for any costs not covered by the law school for competitions and for any costs not specifically pre-approved, including mailing and printing costs. To receive reimbursement for competition costs, students must provide original receipts in a timely manner.
- 20.1.3. <u>Competition Week</u>: Student competition teams will be chosen during Competitions Week, held in spring semester. For more information, see the Competitions website at <a href="http://law.hamline.edu/departments.aspx?pageid=2147484742">http://law.hamline.edu/departments.aspx?pageid=2147484742</a>.
- **20.2.** <u>Journals</u>: The Hamline Journal of Public Law and Policy and the Hamline Law Review are governed in part by by-laws. Students should consult the Law Review website, <a href="http://law.hamline.edu/HamlineLawReview.html">http://law.hamline.edu/HamlineLawReview.html</a>, or the Journal website, <a href="http://law.hamline.edu/JPLP.html">http://law.hamline.edu/JPLP.html</a>, for more information.

### LINKS TO RELEVANT POLICIES AND DOCUMENTS

The Hamline Law Code of Conduct can be found on the Law School Registrar's web page at the Student Policies link: http://law.hamline.edu/registrar/policies.aspx

An alphabetical list of Hamline University Policies can be found on the University web site at this link: <a href="http://www.hamline.edu/policies/a-z.html">http://www.hamline.edu/policies/a-z.html</a>. Students should take particular note of the following policies:

Discrimination and Harassment Policy

Student to Student Sexual Misconduct Policy

Disability Accommodation Policy and Procedures

Firearms and Weapons Policy

Alcohol Use on Campus Policy

**Smoking Policy** 

Substance Abuse and Prevention Policy

**Building Use Policy** 

**Parking Policy** 

Technology Use Policy

E-mail Distribution Policy

Freedom of Expression and Inquiry

### Appendix A: Required Technology for Students Beginning 2010-2011

Hamline University requires all Hamline law students to have a computer. The reasons are essentially as follows: (1) Computers are being utilized extensively by attorneys in law practice today. We hope that our graduates will be proficient in the use of computers, as this is likely to enhance their ability to practice law effectively. (2) Requiring students to own a computer will enable them to obtain financial aid loans to purchase a computer. (3) Several members of the law faculty use electronic teaching resources in connection with their courses. Requiring students to own computers will tend to assure that all students will be able to use those resources, not only in the law school and University computer labs, but in more convenient settings, such as their home, as well.

Students will be in compliance with the computer requirement by owning <u>either</u> a desktop or laptop computer. Most current students have laptops. We recommend a computer with a Windows operating system (a "PC" rather than a "Mac").

<u>If you wish to type your exams</u>, you must do so on your own laptop running <u>Windows software</u>. The current minimum software requirements of the SofTest program are available on the Examsoft web site. As of March 2010, the precise address is <a href="http://www.examsoft.com/dotnet/faqs/faq.aspx#4">http://www.examsoft.com/dotnet/faqs/faq.aspx#4</a>

<u>Important:</u> If you wish to type your exams using a <u>MacIntosh computer</u>, see the System Requirements at the end of this document.

In addition, we recommend that students purchase a brand name computer with a warranty and/or service plan for the length of time you anticipate you will be using the computer. We also recommend that students consult with their insurance agent as to whether their current insurance covers damage to or theft of their computer, and if it does not, we recommend that they obtain such insurance coverage.

If a student already has a computer that does not meet the recommended minimum specifications, and believes that it will adequately serve his or her needs, the student does not need to purchase a new computer to be in compliance with the computer requirement. Students should be aware, however, that computers with specifications significantly below those recommended may be unable to use some programs that may be useful. In addition, such computers may not be permitted to connect to Hamline University's network.

We believe that computers meeting the following specifications will be sufficient to meet students' needs for the next three to four years at Hamline. If financially feasible, however, students may wish to consider purchasing computers with higher specifications, such as a more powerful processor or a larger hard drive. Based on these specifications, students may borrow up to \$1600 through financial aid sources to purchase a computer and reasonably related accessories. This will be a one-time allowance in each student's available financial aid during their stay at Hamline. The additional funds, if a student needs to borrow, will generally come from Graduate PLUS or alternative loans. If a student needs to borrow to comply with this requirement and does not qualify for such a loan, he or she may request a waiver of the computer requirement, based on hardship, from the Assistant Dean for Students and Multicultural Affairs.

## Recommended Hardware Standards for the 2012-2013 Academic Year

Hamline University School of Law students are required to own a computer meeting the following minimum requirements. The School of Law offers students the opportunity to sit for most exams using exam software called SofTest (produced by ExamSoft: http://www.examsoft.com). Please note the following:

- Ownership of a laptop is not required, but it is necessary to utilize SofTest electronic examinations:
- A backup battery is strongly recommended for all laptop users;
- The School of Law does not endorse either the use of a PC or Mac system; both are compatible with law students' needs and systems used;
- Hamline University's campus, including the School of Law, offers Wi-Fi access for all students. Hamline University outlines general computer requirements for all students listed here: http://www.hamline.edu/computer\_requirements/. However, students planning to utilize the SofTest program to take exams should make certain that their laptop meets the following mimimum requirements.

**PC Requirements:** 

CPU: 2 GHz Pentium III or Industry Equivalent

RAM: 2 GB

Hard Drive: 1 GB of free space

Operating System: English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista and Windows 7

Note: SofTest cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual environments, unless approved for the institution.

**Software: Internet Explorer 7.0 or later** 

-Internet connection is necessary for SofTest Installation, Exam Download and Upload Additional Notes:

- -Screen Resolution must be 1024x768 or higher
- -Administrator level account permissions

#### **Mac Requirements:**

A native Mac version of SofTest is now available. When you attempt to download SofTest, the native Mac version will appear, if it is available to you. In order to use SofTest on your Apple Macbook, Macbook Air or Macbook Pro natively, you must possess the following.

**CPU:** Intel processor

RAM: 2 GB

Hard Drive: 1 GB of free disk space

Operating System: MAC OS X 10.5.8, 10.6, 10.7 (Leopard, Snow Leopard, Lion)

- -The server version of Mac OS X is not supported
- -SofTest may not be used in a virtual operating systems

Software: Internet browser. Internet connection for SofTest installations, Exam Download and Upload Additional Notes:

-Administrator account

Students should also strongly consider the purchase of a full feature word processing program, such as Microsoft Word or Corel WordPerfect. Student and Teacher editions of Microsoft and Corel Office

Suites are generally available for significantly less than their Standard editions. The word processing program in Hamline's computer labs is Microsoft Word.

Laptop purchasers should consider purchase of a protective carrying case designed for laptops.

# **Off Campus Internet Access:**

Students living off campus who wish to connect to the Internet are responsible for opening an account with an ISP (Internet Service Provider). Depending upon the type of ISP connection they choose (dial up, cable or DSL), they will need either a modem or network card/router. For more information, students should contact their ISP. Hamline does not endorse or recommend any service provider, nor does the University underwrite remote access.

## System Requirements for typing your exam using a MacIntosh computer:

To type your exams <u>using a MacIntosh computer</u>, you will need to purchase a copy of Windows XP with Service Pack 3, a 32 or 64 bit version of Windows Vista with Service Pack 2, or a 32 or 64 bit version of Windows 7 and install it on your computer. To install Windows XP or Vista, you must have Mac OS X 10.5 Leopard software that has Apple's "Boot Camp" software. To install Windows 7, you must have Mac OS X 10.6 and the Boot Camp 3.1 update.

These System Requirements for the Softest program are correct as of March 2010 according to the Examsoft web site. For any updates please visit the web site. As of March 2010, the precise address is

http://www.examsoft.com/dotnet/faqs/faq.aspx#4