

UNIVERSITY OF THE  
DISTRICT OF COLUMBIA  
DAVID A. CLARKE SCHOOL OF LAW —

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**STUDENT HANDBOOK**

A GUIDE TO ACADEMIC REGULATIONS AND REQUIREMENTS

ACADEMIC YEAR 2025-2026

**VOLUME I**

*The material contained in this student handbook is provided for information only and does not constitute a contract between the student and the David A. Clarke School of Law or the University of the District of Columbia. The School of Law reserves the right to revise policies, amend rules, and alter or add regulations and requirements at any time in accordance with the best interests of the institution.*

## TOLERANCE STATEMENT

The University of the District of Columbia David A. Clarke School of Law is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of our affairs requires that every member of the School of Law community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and also affirm our commitment to the highest standards of civility and decency toward all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based upon the actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, pregnancy, childbirth or related condition, lactation, menstrual cycle and related conditions, disability, matriculation, political affiliation, source of income, place of residence or business, genetic information, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, status as victim of an intrafamily offense, sealed eviction record, homeless status, credit information, or military status, including status as a covered veteran of any individual, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.<sup>1</sup>

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<sup>1</sup> This policy is patterned after the Principles of Community at the University of California, Davis, and incorporates principles of the District of Columbia Human Rights Act. The Faculty of the School of Law approved this statement, by acclamation, at its April 9, 2003, faculty meeting, as amended November 8, 2006.

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## INTRODUCTION

This Handbook is your guide to the academic regulations and requirements of the University of the District of Columbia David A. Clarke School of Law (UDC Law). It includes the policies, rules, and program characteristics you should know about and follow for successful completion of the law school's degree program.

The administration and faculty welcome the opportunity to work with you, and they will assist you to meet and achieve the school's expectations and requirements. Ultimately, however, you are responsible for upholding conventional standards of scholarship, conduct, and client service. You are also fully responsible for meeting all graduation requirements.

The School of Law is responsible to the Bar, the community, and society for providing its students with a quality legal education that prepares them for entry into the profession. The law school meets this responsibility through the academic and clinical requirements of the degree program.

The School of Law also is responsible for certifying the moral character and fitness of its students. The school, therefore, expects that students will conduct themselves with honesty and integrity. Students must uphold the standards of moral conduct expected of members of institutions of higher learning and of the legal profession. UDC Law operates under an Honor System which is described in Volume II of this Handbook.

Please review this Handbook and meet with your faculty advisor to discuss any issues or questions pertaining to the program and regulations. In addition, review carefully the requirements of each course you take and establish a plan (with a schedule) for meeting those requirements. You should always feel at liberty to discuss any questions about the courses and clinics with the appropriate faculty member, including your advisor.

We wish you the best as you pursue your legal education.

Angela Gilmore, Interim Dean

Vanita "Saleema" Snow, Associate Dean for Academic Affairs

Stephanie Y. Brown, Associate Dean for Community Engagement

David Singleton, Associate Dean of Experiential and Clinical Programs

Billie Jo Kaufman, Associate Dean for Law Library & IT Services

Anthony J. Ervin, Associate Dean of Admission and Financial Aid

Yannick L. Brookes, Associate Dean of Students

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## SECTION I. REQUIREMENTS FOR THE DEGREE OF JURIS DOCTOR

### 1.1 REQUIRED CREDIT HOURS

#### A. STUDENTS STARTING LAW SCHOOL SUMMER 2022 OR LATER

To qualify for graduation, a student who started or starts law school in Summer 2022 or later<sup>1</sup> must complete a course of study of not fewer than eighty-six (86) credit hours. At least sixty-four (64) of these credit hours shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Students may take more than eighty-six (86) credit hours in the J.D. program.

Non-elective courses account for sixty-two (62) (part-time program) or sixty-six (66) (full-time program) of the eighty-six (86) credit hours, including fifty-two (52) credit hours of required courses and ten (10) (part-time program) or fourteen (14) (full-time program) credit hours of clinic.

#### B. STUDENTS STARTING LAW SCHOOL PRIOR TO SUMMER 2022

To qualify for graduation, a student who started law school (at any law school) prior to Summer 2022 must complete a course of study of not fewer than ninety (90) credit hours. At least sixty-four (64) of these credit hours shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Students may take more than ninety (90) credit hours in the J.D. program.

Non-elective courses account for between seventy-one (71) and seventy-nine (79) of the ninety (90) credit hours, including fifty-three (53) to fifty-five (55) credit hours of required courses, eight (8) to ten (10) credit hours of core courses, and ten (10) to fourteen (14) credit hours of clinic.

### 1.2 REQUIRED GRADE POINT AVERAGE

To be a candidate for the Juris Doctor degree, a student must have a final cumulative grade point average of 2.000 or better for all course work attempted.

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<sup>1</sup> Students who entered UDC Law prior to Summer 2022 and who, due to a formal gap in studies (Fresh Start leave of absence, voluntary leave of absence, or readmission following separation), did not satisfactorily complete their first-year curriculum prior to Summer 2023, shall be deemed for this purpose to have started law school later than Summer 2022 and are subject to the requirements of Rule 1.1.A.

## 1.3 REQUIRED COURSES

### 1.3.1 STANDARD FOR COMPLETION AND DEFINITION OF REQUIRED COURSES

Starting with UDC Law courses taken in Fall 2020 or later, satisfactory completion of a required course that awards letter grades is defined as earning a grade of “C-” or above.<sup>2</sup> If a student earns a grade below “C-” in a required course, the student must retake the course until a grade of “C-” or above is earned. See Retaking a Course, Section 5.6.

Throughout this Handbook, unless otherwise specified, the term “required course” refers to any course a student is required to take under Sections 1.3.2 and 1.3.3. Students must take additional courses to meet the core courses requirement if applicable (Section 1.4), the clinic requirement (Section 1.5), and other graduation requirements.

Throughout this Handbook, unless otherwise specified, the terms “first-year curriculum” and “first-year courses” refer to the following required courses, totaling 29 credits: 1L Lab, Civil Procedure I and II, Contracts I and II, Criminal Law, Lawyering Process I and II, Property, and Torts.<sup>3</sup>

### 1.3.2 COURSES REQUIRED OF ALL STUDENTS

#### A. STUDENTS STARTING LAW SCHOOL SUMMER 2022 OR LATER

In addition to completing the clinic requirement (Section 1.5), a student who started or starts law school in Summer 2022 or later must satisfactorily complete the following required courses:

1L Lab,  
Business Organizations,  
Civil Procedure I and II,  
Constitutional Law I and II,  
Contracts I and II,  
Criminal Law,  
Criminal Procedure,  
Evidence,  
Lawyering Process I and II,  
Legal and Bar Success Foundations,  
Moot Court,  
Professional Responsibility,  
Property, and  
Torts.

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<sup>2</sup> Different standards apply to courses taken for transfer credit (see Section 4.6) and courses taken by readmitted students (see Section 6.8).

<sup>3</sup> Students who started law school prior to Summer 2022 should refer to Section 1.3.3 regarding the Torts and Property requirements.

## B. STUDENTS STARTING LAW SCHOOL PRIOR TO SUMMER 2022

In addition to completing the core courses requirement (Section 1.4) and clinic requirement (Section 1.5), a student who started law school (at any law school) prior to Summer 2022 must satisfactorily complete the following required courses:

1L Lab,  
Civil Procedure I and II,  
Constitutional Law I and II,  
Contracts I and II,  
Criminal Law,  
Criminal Procedure,  
Evidence,  
Lawyering Process I and II,  
Legal and Bar Success Foundations,  
Legal Research,  
Moot Court,  
Professional Responsibility,  
Property I and II (or Property), and  
Torts I and II (or Torts).<sup>4</sup>

### 1.3.3 COURSES REQUIRED OF CERTAIN STUDENTS

- A) First-year students (both full-time and part-time) with a first year Fall semester cumulative grade point average (CGPA) below 2.500 must enroll in a course designated by the Director of the Academic Success Program in the second semester.
- B) Second-year students (both full-time and part-time) with a first year Spring cumulative grade point average (CGPA) below 2.500 must enroll in a course or courses designated by the Director of the Academic Success Program in the Fall semester of their second year.
- C) Beginning Fall 2022, all students must satisfactorily complete at least 4 credits of Torts. Per Section 1.3.1, satisfactory completion of a required course that awards letter grades is defined as earning a grade of "C-" or above. Students who entered UDC Law prior to Summer 2022 and who have not taken or must retake Torts I (3 credits) can meet the Torts requirement by satisfactorily completing Torts (4 credits). Students who entered UDC Law prior to Summer 2022 and who have satisfactorily completed Torts I (3 credits) but have not taken or must retake Torts II (3 credits) can meet the Torts requirement by satisfactorily completing Advanced Torts.

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<sup>4</sup> Students who started law school prior to Summer 2022 should refer to Section 1.3.3 regarding the Torts and Property requirements.

D) Beginning Fall 2023, all students must satisfactorily complete at least 4 credits of Property. Per Section 1.3.1, satisfactory completion of a required course that awards letter grades is defined as earning a grade of "C-" or above. Students who entered UDC Law prior to Summer 2022 and who have not taken or must retake Property I (3 credits) can meet the Property requirement by satisfactorily completing Property (4 credits). Students who entered UDC Law prior to Summer 2022 and who have satisfactorily completed Property I (3 credits) but have not taken or must retake Property II (3 credits) can meet the Property requirement by satisfactorily completing Advanced Property.

## 1.4 CORE COURSES REQUIREMENT

A student who started law school (at any law school) prior to Summer 2022 must earn credit for at least three "core" courses from the following list:

- Administrative Law
- Business Organizations<sup>5</sup>
- Business Organizations I
- Business Organizations II
- Conflict of Laws
- Family Law
- Federal Courts
- Taxation I (Federal Taxation)
- Remedies
- Uniform Commercial Code I (Commercial Law)
- Wills and Estates

## 1.5 CLINIC REQUIREMENT

The standard for meeting the clinic requirement depends on a student's entering division (full-time or part-time). A student's clinic requirement may only be changed by the Associate Dean for Academic Affairs in accordance with provisions set forth in Sections 2.3 and 3.3.

Each full-time student must earn at least fourteen (14) clinic credits by participating in two seven-credit legal clinics. At least one of those clinics must be a direct client service clinic. The Whistleblower Protection Clinic is not considered a direct client service clinic for purposes of this policy.

Each part-time student must earn at least ten (10) clinic credits by participating in one ten-credit evening clinic. A student may not take any additional courses while enrolled in a 10-credit clinic. A student may, however, be enrolled in Law Review. See Section 3.3.2.

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<sup>5</sup> Students who have a Core Courses Requirement who have earned credit for Business Organizations I or Business Organizations II may not take Business Organizations.

## 1.6 UPPER LEVEL WRITING REQUIREMENT (ULWR)

UDC Law requires, as a condition for graduation, the completion of an Upper Level Writing Requirement (ULWR). The ULWR has two components, both of which must be satisfied: the Research and Legal Analysis Writing Requirement (RALWR) and the Applied Legal Writing Requirement (ALWR). Students may complete the ULWR after completing the first-year curriculum.

A student may not use work produced in Moot Court or a Turbo course to fulfill either component of the Upper Level Writing Requirement.

### 1.6.1 RESEARCH AND LEGAL ANALYSIS WRITING REQUIREMENT (RALWR)

One component of the ULWR is the Research and Legal Analysis Writing Requirement (RALWR). Students shall satisfy this requirement by completing successfully one of five alternative writing options:

- (1) Independent Study – By completing an independent research and writing project of approximately 25 pages, reflecting critical thinking and research skills (see Section 3.4); or
- (2) Seminar – By completing a substantial writing assignment, which may be, but need not be, a paper of 25 pages that requires the student to exercise critical thinking and research skills to produce a significant product; or
- (3) Law Review – By completing a note or comment of substantial length reflecting critical thinking and research skills; or
- (4) Advanced Legal Writing (elective course) – By completing successfully a course in which the student will complete a series of shorter writings that require the student to exercise critical thinking and research skills and in which the student will be required to reflect on and revise shorter writings; or
- (5) Outside Writing Competitions (Moot Court Competition or other) – By participating in outside writing competitions, under the supervision of a faculty member, that require the student to exercise critical thinking and research skills to produce a significant written product.

A paper submitted to satisfy the RALWR must be found by a faculty member to meet criteria of acceptability in the following categories:

- Thesis
- Outline

- Legal Research
- Legal Analysis
- Large Scale Organization
- Small Scale Organization
- Expression and Mechanics
- Reader Aids and Signposts
- Citations and Attributions
- Overall Style and Impression
- Reflect revisions incorporating the feedback from the supervising faculty member on at least one previous draft.

With the exception of students who satisfy the RALWR by successfully completing the Advanced Legal Writing course, each student is responsible for submitting a Research Paper (RALWR) Verification Form, with proper signature(s) and a copy of the approved research paper, to the Registrar. All RALWR papers approved by an adjunct professor must also be approved by the Associate Dean for Academic Affairs.

## 1.6.2 APPLIED LEGAL WRITING REQUIREMENT (ALWR)

The second component of the ULWR is the Applied Legal Writing Requirement (ALWR). The purpose of this component is to certify that students demonstrate competency in written communication and legal analysis.

Students shall meet the ALWR by producing at least one written product that satisfies this rule while enrolled in a clinic. Various documents may satisfy the requirement, including: (1) a contract; (2) a detailed witness or client narrative or statement; (3) legislative testimony or regulatory comment; (4) a memorandum of law; (5) a motion that includes a memorandum of points and authorities; (6) an opinion letter; (7) a pleading; (8) a proposed consent order; (9) a white paper or policy statement; (10) written preparation for oral advocacy that includes legal analysis; or (11) any other legal writing.

To satisfy the ALWR requirement, the written product must be of sufficient quality to merit a grade that would allow the student to pass the course as determined and certified by the clinic's supervising faculty. Students who are required to take two clinics must obtain certification from both clinics. Students who are required to take one clinic must obtain certification from that clinic. If the clinic in which the written product is produced is supervised by an adjunct faculty member, both the adjunct faculty member and the Associate Dean of Experiential and Clinical Programs must review and approve the written product.

The ALWR requirement must be met, including obtaining the clinic supervisor's approval, before conclusion of the semester in which the student is enrolled in that clinic. The student must use

an Applied Legal Writing Verification Form to timely obtain the proper signatures and submit the Form as it instructs.

## 1.7 REQUIRED TIME FRAME

### 1.7.1 MINIMUM PROGRAM LENGTH

Candidates for the Juris Doctor degree must complete a course of study extending over a period of not fewer than six (6) full academic semesters from the date of initial enrollment at the School of Law or another law school from which the school has accepted transfer credit. A full-time student is required to complete six (6) full academic semesters regardless of the credit hours the student has earned prior to the beginning of the sixth semester. For purposes of this rule, enrollment in two Summer semesters totaling at least ten (10) credits will be counted as one full academic semester. UDC Law graduation dates are in May, October, and January of each year.

By following the Model Schedule (Section 3.1) and accelerating with Summer courses or full-time study, part-time students will graduate in a total of four (4) years.

### 1.7.2 MAXIMUM PROGRAM LENGTH

Except in extraordinary circumstances, a student must satisfy all graduation requirements within eighty-four (84) months from the date of initial enrollment at the School of Law or a law school from which the school has accepted transfer credit. This time limit applies regardless of any leaves of absence, withdrawals or suspensions. Failure of a student to satisfy the time limitation may result in loss of first-year credits or UDC Law graduation rights.

## 1.8 GRADUATION

### 1.8.1 GRADUATION CLEARANCES

Prior to graduation a student must receive clearance from the following administrative offices:

Finance Office – All financial obligations to the Law School must be satisfied.

Registrar – The Registrar must certify that all academic requirements have been met.

Financial Aid Office – Each student receiving financial aid is required to have an exit interview.

Library – All obligations to the Law Library must be satisfied.

A student who has not received clearance from the Finance Office, the Financial Aid Office, and the Library is not entitled to receive any of the following: a diploma, a final transcript, and certification to the bar as having graduated and met the requirements for eligibility to sit for the

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bar examination. These restrictions apply even if the student otherwise has met all academic requirements for graduation.

## 1.8.2 COMPLETION OF DEGREE REQUIREMENTS

Diplomas may be awarded in May, October, and January. The faculty must vote to confer the degree of Juris Doctor on each qualified student.

To be recommended by the faculty for graduation, a student must have completed satisfactorily the scholarship, curriculum, writing, time frame, and other requirements for the degree for which the student is registered.

## 1.8.3 PARTICIPATION IN THE GRADUATION CEREMONY

All graduating students are expected to participate in their graduation ceremonies. It is the policy of the School of Law to permit students who are within ten (10) credits of completing their graduation requirements to participate in the School of Law's hooding ceremony.

## 1.8.4 GRADUATION HONORS REQUIREMENTS

UDC Law J.D. honors shall be awarded as follows: *Summa Cum Laude*: 3.700 grade point average and above; *Magna Cum Laude*: 3.500 to 3.699 grade point average; *Cum Laude*: 3.200 to 3.499 grade point average.

Honors for graduates shall be calculated on the basis of all grades immediately preceding the final semester, provided, however, that graduates whose grade point averages are raised to the above-described honor levels on the basis of final semester grades shall be graduated with the honors specified for such grade point averages. Similarly, graduates whose averages fall below the above-described honors levels on the basis of their final semester grades shall have appropriate corrections made on their permanent records.

To qualify for graduation honors, transfer students must achieve the requisite honors cumulative grade point average for course work completed at the University of the District of Columbia David A. Clarke School of Law.

## SECTION II. COURSE LOAD, PACE AND WORK LIMITATIONS

### 2.1 MINIMUM AND MAXIMUM CREDIT LOADS

#### 2.1.1 MINIMUM CREDIT HOURS PER SEMESTER

In any Fall or Spring semester, a full-time student must maintain a minimum course load of ten (10) credit hours.

In any Fall or Spring semester, a part-time student must maintain a minimum course load of seven (7) credit hours.

Exceptions to this rule may be approved by the Associate Dean for Academic Affairs in extraordinary circumstances.

NB: Students receiving financial aid should review the Office of Financial Aid's Satisfactory Academic Progress Policy before seeking an exception to this rule.

## 2.1.2 MAXIMUM CREDIT HOURS PER SEMESTER

In any Fall or Spring semester, a full-time student may not enroll in courses totaling more than fifteen (15) credit hours without prior permission of the Associate Dean for Academic Affairs.

In any Fall or Spring semester, a student in the part-time division may not enroll in courses totaling more than eleven (11) credit hours without prior permission of the Associate Dean for Academic Affairs.

In any Summer semester, except for a seven-credit Clinic or an eight-credit Externship, a student (full-time or part-time) may not enroll in courses totaling more than six (6) credit hours without prior permission of the Associate Dean for Academic Affairs. A student enrolled in a seven-credit Clinic or an eight-credit Externship may not enroll in additional courses.

For a student required to complete a course of study of not fewer than eighty-six (86) credit hours to qualify for graduation (see Section 1.1), the maximum number of credit hours that may be awarded with permission in any one semester is seventeen (17). For a student required to complete a course of study of not fewer than ninety (90) credit hours to qualify for graduation (see Section 1.1), the maximum number of credit hours that may be awarded with permission in any one semester is eighteen (18).

Students request permission to exceed maximum credit hours by submitting a Permission to Exceed Term Credit Limit Form to the Associate Dean for Academic Affairs. If a student with a CGPA below 2.800 seeks to exceed maximum credit hours in a semester, that student must include a statement explaining the reason for the request and why exceeding the maximum credit hours will not adversely impact the student's law school academic performance.

The Associate Dean for Academic Affairs will only grant a student request to exceed maximum credit hours in a semester if, after reviewing the form and, if applicable, the statement, the Associate Dean finds extraordinary circumstances to grant the request. If the student will be enrolled in a clinic, the Associate Dean for Academic Affairs will consult with faculty teaching the clinic about the expected workload in that clinic.

## 2.1.3 DETERMINATION OF CREDIT HOURS FOR COURSEWORK

A “credit hour” is an amount of work that reasonably approximates:

(1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen (15) weeks, or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the School of Law, including:

(a) Clinic. Each credit hour in clinic or extended clinic will require a minimum of 42.5 hours over the course of the semester, including classroom instruction, tutorials, and case work;

(b) Externship. Each credit hour in the Externship course will require a minimum of fifty (50) hours over the course of the semester, including time spent in the Externship seminar and performing work for the Externship supervisor;

(c) Independent Study. A one-credit Independent Study requires production of a 12-15 page paper or the equivalent, as determined by the faculty supervisor. A two-credit Independent Study requires production of a 22-25 page paper or the equivalent, as determined by the faculty supervisor. Papers produced for an Independent Study must demonstrate competency in legal research, writing (including citation), and analysis;

(d) Law Review. Each credit hour for Law Review will require fifty (50) hours of work, including time spent in classroom instruction; reviewing, editing, and cite-checking articles; and researching, writing, and editing student articles or notes;

(e) Service-Learning. Each credit hour in the Service-Learning seminar will be governed by section (1) above. Each credit hour in the Service-Learning practicum will be governed by sub-section (f) below;

(f) Practicum. Each credit hour in a Practicum will require a minimum of fifty (50) hours over the course of the semester, including preparation for and performance of pro bono legal work.

(3) For purposes of this rule, fifty (50) minutes suffices for one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is sixty (60) minutes. The fifteen-week period may include one week for a final examination.

## 2.2 MAXIMUM OUTSIDE WORK HOURS

The full-time program of instruction in the School of Law is a demanding one designed to command substantially all of the student's time during the academic year. Experience indicates that a student frequently cannot successfully carry a full-time course load if employed in an outside job. Excessive employment is a frequent cause of disappointing academic performance and of academic failure. For these reasons, professional organizations, including accrediting agencies and the bars of many jurisdictions, require that a student enrolling in a full-time program be in a position to devote substantially all working hours to the study of law. The School of Law strongly urges first-year, full-time students and those on academic probation not to accept outside employment.

In no case may a full-time student exceed twenty (20) hours of outside employment per seven-day week during Fall and Spring semesters. This restriction does not apply to holiday periods.

Part-time students will be permitted to work to the extent that their work does not unduly interfere with the demands of the school.

**The School of Law will not grant permission to any student to take a deferred examination, submit a late paper, or alter a course schedule on grounds of employment conflicts.**

## 2.3 TRANSFER BETWEEN THE PART-TIME AND FULL-TIME DIVISIONS

### 2.3.1 TRANSFER FROM PART-TIME TO FULL-TIME DIVISION

A student enrolled in the part-time division may transfer to the full-time division only with the approval of the Associate Dean for Academic Affairs. Factors to be considered by the Associate Dean in reviewing an application to transfer from the part-time to full-time division include: 1) whether the student has completed the first-year curriculum (as defined in Section 1.3.1); 2) whether the student presents a well-considered plan for completion of required courses and other graduation requirements; 3) whether the student's grades suggest success in transitioning to a heavier course load; 4) the change in the student's circumstances necessitating the transfer; and 5) the student's non-academic and extra-curricular activities and responsibilities. Note that a full-time student may not exceed twenty (20) hours of outside employment per week during Fall and Spring semesters. See Section 2.2.

A student who transfers to the full-time division must meet all the requirements for the completion of the full-time division. As part of the transfer approval process, the Associate Dean for Academic Affairs will determine the student's clinic graduation requirement in accordance with faculty guidance. The Associate Dean will record the student's clinic graduation requirement on the student's Division Transfer Application, which the Registrar will retain in the student's permanent record file.

## 2.3.2 TRANSFER FROM FULL-TIME TO PART-TIME DIVISION

A student enrolled in the full-time division may transfer to the part-time division only with the approval of the Associate Dean for Academic Affairs. Factors to be considered by the Associate Dean when reviewing an application to transfer from the full-time to part-time division include: 1) whether the student has completed the first-year curriculum (as defined in Section 1.3.1); and 2) whether the student presents a well-considered plan for completion of required courses and other graduation requirements. The Associate Dean may approve transfer from the full-time to the part-time division in the last semester of law school only if a student can demonstrate extraordinary circumstances or undue hardship.

A student who transfers to the part-time division must meet all the requirements for the completion of the part-time division. As part of the transfer approval process, the Associate Dean for Academic Affairs will determine the student's clinic graduation requirement in accordance with faculty guidance. The Associate Dean will record the student's clinic graduation requirement on the student's Division Transfer Application, which the Registrar will retain in the student's permanent record file.

## SECTION III. ACADEMIC PROGRAM AND SCHEDULE

### 3.1 MANDATORY SEQUENCE OF REQUIRED COURSES

Students are responsible for registering for and completing their required credits, courses, and clinics in a timely manner. Students must take required courses in the sequence set forth on the Model Schedule for their division (full-time or part-time) and entering class year.

If a student has not satisfactorily completed a required course within the mandated sequence, that student:

- (a) must take the required course when it is next offered in that student's division during a semester in which the student is registered to take classes, and
- (b) may not take any course for which this required course is a prerequisite.

Per Section 1.3, satisfactory completion of a required course that awards letter grades is defined as earning a grade of "C-" or above.

A student may not take any course in lieu of a required course without a waiver. See Section 3.1.3.

For students who have transferred to UDC Law from another law school, the mandated sequence of required courses shall be determined by the Associate Dean for Academic Affairs at the time transfer credits are determined. Absent a waiver, a transfer student shall take any required

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course not yet completed when it is next offered in that student's division during a semester in which the student is registered to take classes.

## 3.1.1 FULL-TIME DIVISION MODEL SCHEDULE

Full-time students shall follow the Full-time Division Model Schedule for their entering class year to ensure that all prerequisites are met and that they are not conflicted out of any required courses.

Any deviation from the Model Schedule for your class year and division requires a waiver. See Section 3.1.3.

By following the Model Schedule, a full-time student can complete the program in three years.

Model Schedule: Full-time Division	
<b>Fall – 15 credits</b>	<b>Spring – 14 credits</b>
Civil Procedure I (2)	Civil Procedure II (4)
Contracts I (3)	Contracts II (3)
Criminal Law (3)	Property (4)
Lawyering Process I (3)	Lawyering Process II (3)
Torts (4)	ASP designated course <sup>6</sup>
1L Lab (P/F)	
<b>Fall – 14 credits</b>	<b>Spring – 14 credits</b>
Constitutional Law I (2)	Business Organizations (3)
Criminal Procedure (3)	Clinic I (7)
Evidence (4)	Professional Responsibility (2)
Moot Court (2)	Elective(s)
Elective(s)	
ASP designated course(s) <sup>6</sup>	
<b>Fall – 14 credits</b>	<b>Spring – 15 credits</b>
Clinic II (7)	Legal and Bar Success Foundations (3)
Constitutional Law II (4)	Electives
Elective(s)	

## 3.1.2 PART-TIME DIVISION MODEL SCHEDULE

Part-time students shall follow the Part-time Division Model Schedule for their entering class year to ensure that all prerequisites are met and that they are not conflicted out of any required

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<sup>6</sup> Courses designated by the Director of the Academic Success Program may be required for certain students. See Sections 1.3 and 6.3.

courses. **Part-time students who entered prior to Summer 2023 should refer to the Model Schedule for their class year in Appendix A.**

Any deviation from the Model Schedule for your class year and division requires a waiver. See Section 3.1.3.

By following the Model Schedule, a part-time student in these classes will earn between seventy-seven (77) and eighty-three (83) credits during the Fall and Spring semesters. Therefore, students who wish to complete the program in four years will need to earn a total of three (3) to nine (9) credits during Summer semesters.

Model Schedule: Part-time Division	
<b>Fall – 10 credits</b>	<b>Spring – 9 credits</b>
Contracts I (3)	Contracts II (3)
Lawyering Process I (3)	Lawyering Process II (3)
Torts (4)	Criminal Law (3)
1L Lab (P/F)	ASP designated course <sup>7</sup>
<b>Fall – 9-11 credits</b>	<b>Spring – 9-11 credits</b>
Civil Procedure I (2)	Civil Procedure II (4)
Criminal Procedure (3)	Constitutional Law I (2)
Property (4)	Business Organizations (3)
Elective(s)	Elective(s)
ASP designated course(s) <sup>7</sup>	
<b>Fall – 10 credits</b>	<b>Spring – 10-11 credits</b>
Constitutional Law II (4)	Professional Responsibility (2)
Evidence (4)	Electives
Moot Court (2)	
<b>Fall – 10 credits</b>	<b>Spring – 10-11 credits</b>
Clinic (10)	Legal & Bar Success Foundations (3)
	Electives

### 3.1.3 DEVIATING FROM THE MODEL SCHEDULE

A student who seeks to deviate from the Model Schedule for the student's division and class year for any reason other than unsatisfactory performance in a required course must file a written petition requesting a waiver (the "Petition") with the Associate Dean for Academic Affairs.<sup>8</sup> A

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<sup>7</sup> Courses designated by the Director of the Academic Success Program may be required for certain students. See Sections 1.3 and 6.3.

<sup>8</sup> A student who satisfactorily completes a required course in a Summer before it is mandated may take one or more elective courses in its place, not to exceed Maximum Credit Hours Per Semester for their division, without requesting a waiver from the Model Schedule. All other deviations from the Model Schedule require a waiver.

student who registers for a course which requires a waiver without such waiver is subject to being withdrawn from the course regardless of when such violation is discovered.

- (1) The Petition should be submitted by email to the Associate Dean for Academic Affairs.
- (2) A Petition must be filed in a timely manner. Timely manner means the later of:
  - (a) Twenty (20) working days before the start of the semester in which deviation from the Model Schedule is sought, or
  - (b) Three (3) working days following receipt of a final grade in a required course which requires deviation from the Model Schedule.
- (3) The Petition must include an up-to-date unofficial copy of the student's transcript, a statement setting forth reasons for the requested waiver and the course(s) that the student seeks to take or not take.
- (4) The Associate Dean for Academic Affairs shall respond to the Petition within seven (7) working days from receipt.
- (5) The standard for granting the petition is (a) a cumulative GPA of 2.8 or better and (b) demonstration of extenuating circumstances.

## 3.2 PREREQUISITES

In order to take a course with a prerequisite, a student must have satisfactorily completed the prerequisite. If the prerequisite is, or includes, a required course, and that required course is taken Fall 2020 or later, the prerequisite is satisfactorily completed only if the grade the student receives in that required course is "C-" or above (if letter graded). If a student has retaken the prerequisite course, the grade received in the retaken course determines if the prerequisite has been satisfactorily completed. A student who is currently taking or has just completed a prerequisite for which the grade has not yet been recorded may register for the course, provided that the student must drop the course if the student's grade in the prerequisite course is not satisfactory. Only the Academic Standards Committee or the Associate Dean for Academic Affairs, in consultation with the faculty member teaching the course, may waive or substitute a prerequisite. Any such waiver must take the form of a signed writing and be placed in the student's permanent record file.

Course	Prerequisite(s)
<b>Advanced Criminal Procedure</b>	Criminal Law and Criminal Procedure
<b>Advanced Contracts</b>	Contracts I and II
<b>Advanced Legal Analysis and Strategies: Bar Exam Multiple Choice</b>	Contracts I and II, Civil Procedure I and II, Torts, Criminal Law, Criminal Procedure, Property, and Evidence
<b>Advanced Legal Writing</b>	Lawyering Process I and II, and Moot Court
<b>Advanced Property</b>	Property or Property I <sup>9</sup>
<b>Advanced Torts</b>	Torts or Torts I <sup>10</sup>
<b>Civil Procedure II</b>	Civil Procedure I
<b>Clinic</b>	29 credits including Lawyering Process I and II and Professional Responsibility <sup>11</sup>
<b>Contracts II</b>	Contracts I
<b>Entertainment Law Seminar</b>	Contracts I and II
<b>Externship Program</b>	Successful completion of three non-Summer semesters of law school for full-time students or six non-Summer semesters of law school for part-time students
<b>Lawyering Process II</b>	Lawyering Process I
<b>Law Review</b>	See Section 3.4.3
<b>Legal Drafting</b>	Contracts I and II
<b>Moot Court</b>	Lawyering Process I and II
<b>Moot Court Competition Board</b>	Moot Court Competition
<b>Turbo courses (unless designated a bar enhancement turbo course)</b>	Successful completion of first-year curriculum and minimum 2.500 CGPA
<b>Uniform Commercial Code I (Commercial Law)</b>	Contracts I and II
<b>Wills and Estates</b>	Property or Property I

### 3.3 CLINICAL AND EXPERIENTIAL COURSE RULES

#### 3.3.1 CLINICAL AND EXPERIENTIAL CREDIT LIMIT

The maximum number of credit hours that may be earned toward graduation by a student in clinical and experiential program courses is twenty-seven (27). Such program courses include required clinics, elective and extended clinics, the externship, practicums, and any other courses or programs for credit designated as clinical by the School of Law.

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<sup>9</sup> Students who entered prior to Summer 2022 should refer to Section 1.3.3 regarding the Property requirement.

<sup>10</sup> Students who entered prior to Summer 2022 should refer to Section 1.3.3 regarding the Torts requirement.

<sup>11</sup> Professional Responsibility is either a prerequisite or, if required to complete two clinics, a co-requisite to Clinic.

### 3.3.2 CLINIC RULES

The clinic requirement for graduation appears in Section 1.5. The Associate Dean for Academic Affairs shall have discretion to modify a student's clinic graduation requirement in accordance with faculty guidance. Any such modification shall be put in writing and retained in the student's permanent record file.

Prior to registering for clinic, students must satisfactorily complete the equivalent of one year of law school (29 credits), including Lawyering Process I and II. Per Section 1.3, satisfactory completion of required courses means earning a grade of "C-" or above. Students who are required to take two 7-credit clinics and who have not satisfactorily completed Professional Responsibility must enroll in the course during the same semester as Clinic I. Students required to take one 10-credit clinic must satisfactorily complete Professional Responsibility prior to taking clinic.

As part of the clinic registration process, students must apply to be certified by the Dean as being of good character and competent legal ability, and as being adequately trained to engage in the limited practice of law pursuant to DC Court of Appeals Rule 48. See also Section XII.

Each required clinic requires at least 42.5 hours per credit of work in class, preparation, and client service.

Students may enroll in only one clinic per semester. Students may not take any additional courses while enrolled in a 10-credit clinic. Students may however be enrolled in Law Review.

Students required to complete two clinics may not complete the same clinic to satisfy their Clinic I and Clinic II requirements. However, a student may take any clinic as an elective, including a clinic they have previously taken as a required clinic, subject to limitations in the enrollment of the desired clinic.

Students wishing to earn up to two (2) additional credits (85 hours) in an extended clinic must have prior approval of the clinic supervisor and the Associate Dean of Experiential and Clinical Programs before they work those hours. A student must obtain the proper signatures by using an Elective/Extended Clinic Registration Form. Extended clinic may not be used to satisfy the clinic graduation requirement.

### 3.3.3 EXTERNSHIP RULES

The Externship course allows students to earn academic credit for legal work performed at an outside organization in conjunction with a structured tutorial designed to help students develop their professional identities. The Externship course is offered for four (4) or eight (8) credits in Summer or four (4) credits in Spring. The course is not offered in the Fall semester. Each credit represents 50 hours of work at the placement and attendance at the required weekly tutorial.

Full-time students must successfully complete three (3) non-Summer semesters of law school before they may enroll in an Externship. Part-time students must successfully complete six (6) non-Summer semesters of law school before they may enroll in an Externship. See Section 3.2.

Students may participate in only one (1) Externship during their studies at the School of Law. Students may not register for a required clinic and an Externship in the same semester. The Externship course is an elective course and may not be substituted for any required course at the School of Law.

Externship placements must be in the metropolitan Washington DC area, with a non-profit public interest organization, government entity or the judiciary. Students must be performing legal work under supervision of an attorney. Students may not earn credit for work with a private law firm or a for-profit business. Students may not receive compensation for their placements. Placements are subject to approval by the Externship Director.

To register for an Externship, students must submit an Externship Course Registration Form, signed by the Externship Director, to the Registrar.

## 3.4 SPECIAL COURSE RULES

### 3.4.1 INDEPENDENT STUDY

A student may earn toward graduation a maximum of four (4) credit hours in Independent Study, but a student may not register for more than two (2) credits of Independent Study in any given semester. Independent Study is an elective course and may not be substituted for any required course at the School of Law.

If the Independent Study is intended to satisfy the RALWR, it must also satisfy the requirements of Section 1.6.1. All RALWR papers approved by an adjunct professor must also be approved by the Associate Dean for Academic Affairs.

To register for an Independent Study, students must submit a proposal and an Independent Study Registration Form to the Associate Dean for Academic Affairs. The proposal must describe in detail the work that will be done, the material that will be studied, the work product the student will produce, and the means of evaluation. The proposal also must include the name and signature of the faculty member who will supervise and evaluate the work and award a grade.

### 3.4.2 TURBO COURSES

Turbo courses are compressed courses that allow students to explore specific practice areas with leading practitioners, develop a broad range of skills, review bar-tested subjects, and enhance career preparation.

To enroll in a Turbo course, a student must have successfully completed all required first-year courses and have a CGPA of at least 2.500. A student with a CGPA below 2.500 may enroll in Turbo courses the Director of the Academic Success Program designates as bar enhancement Turbo courses.

A student may earn toward graduation a maximum of four (4) Turbo course credits hours.

Turbo courses are elective courses and may not be substituted for any required course at the School of Law. A student may not use work produced in a Turbo course to fulfill either component of the Upper Level Writing Requirement.

Due to the compressed structure and length of Turbo courses, in order to comply with the attendance policy, students must attend all class sessions. Furthermore, students will not be permitted to drop a Turbo course after the course has started. Students wishing to withdraw from a Turbo course (and receive a "W" on their transcript) must receive permission from the Associate Dean for Academic Affairs before the final class session.

### 3.4.3 LAW REVIEW

The University of the District of Columbia Law Review, established in 1990, has a public interest focus. The Review is published periodically, but not less than once per year. The annual budget of the School of Law provides for publication of the Review. Each year the Dean appoints at least one faculty member to serve as an advisor to the Review.

Students who have completed at least twenty-nine hours of coursework and are in academic good standing become eligible to join the Law Review by participating in a write-on competition that takes place once a year, during the Summer. The Editorial Board of the Review for the subsequent year is selected from members of the staff by the Review's graduating staff members. Registration for the Law Review requires the prior written approval of the Law Review's faculty advisor(s) and the Associate Dean for Academic Affairs.

Students may earn up to four (4) elective credits in Law Review on a credit/no credit basis. In the first year of membership, students may earn one (1) credit for service to the Law Review. In the second year of membership, students may earn one (1) credit for service to the Law Review, and students on the editorial board may earn an additional one (1) credit for Editorial Board Service. In the first or second year of membership, students may earn an additional one (1) credit for submission of a written work product of publishable quality.

Credits will be authorized after certification by the Editor-in-Chief of the Law Review and approval of the faculty advisor(s) to the Law Review. The Editor-in-Chief will be required to certify to the faculty advisor(s) the total hours worked per semester for each Associate Editor, Senior Editor,

or Editorial Board Member. The faculty advisor(s) will review the files to evaluate the quality and quantity of each student's academic achievement prior to approving an award of credit.

## 3.5 FREQUENCY OF OFFERINGS

The faculty is responsible for the design of the curriculum of the School of Law. The Associate Dean for Academic Affairs is responsible for implementing the delivery of the curriculum.

All courses required for graduation shall be offered at least once each academic year.

The faculty has approved a list of electives that may be offered regularly or as often as feasible, based on demand and the availability of resources and teachers. The following groups of electives are based on the priorities established by the faculty:

### Courses That Are Offered Every Year:

Administrative Law  
Advanced Criminal Procedure  
Advanced Legal Writing  
Civil Rights in the 21<sup>st</sup> Century Seminar  
Conflict of Laws  
Employment Discrimination Seminar or Labor & Employment Law  
Externship and Externship Seminar  
Family Law  
Federal Courts  
Immigration Law Seminar  
Remedies  
Taxation I (Federal Taxation)  
Uniform Commercial Code I (Commercial Law)  
Wills and Estates

### Courses That Will Be Offered as Often as Feasible:

Advanced Legal Analysis and Strategies: Bar Exam Multiple Choice  
Advanced Legal Research  
Advanced Property  
Advanced Torts  
Artificial Intelligence (AI) Law: Policy & Practice  
Communications Law  
Criminal Justice, Social Justice, Community Justice  
Critical Approaches to Law & Society  
Death Penalty & the Law  
Demonstration Law Seminar  
Emerging Issues in Constitutional Law (Turbo)  
Entertainment Law Seminar

Entrepreneurship  
Gender and Sexual Orientation Under the Law  
Housing Law Seminar  
Human Rights Advocacy  
International Human Rights  
International Law Seminar  
Introduction to Bar Strategies (Turbo)  
Law & Literature (series)  
Law of Agency  
Legal Drafting  
Mock Trial Competition  
Moot Court Competition  
Negotiations  
Perspectives on Social Justice (series)  
Policy Advocacy for Movement Lawyers (Turbo)  
Race and the Law Seminar  
Reproductive Rights Seminar  
Rights of Persons with Disabilities  
Service-Learning Practicum & Seminar  
State and Local Government Law  
Supreme Court Practice (Turbo)  
Systems Change  
Technology Law and Policy  
Trial Advocacy (series)

## 3.6 FACULTY ADVISOR PROGRAM

The School of Law has a Faculty Advisor program. Each new student is assigned to a Faculty Advisor shortly after Fall registration. The program is designed to provide students with the opportunity to meet informally with a faculty member for advice, counseling, or referral on a variety of subjects including course and clinic selection, employment and career counseling, bar examination information and academic support. Students are encouraged to seek assistance in any areas about which they have questions and concerns. UDC Law suggests that students meet with their advisors, at a minimum, at the beginning of the semester, after mid-terms have been evaluated, and thereafter on an as-needed basis.

## SECTION IV. REGISTRATION, COURSE CHANGES & RELATED PROCEDURES

### 4.1 REGISTRATION REQUIREMENT

A student who has not registered for a course will not be admitted to the final examination and will not receive any credit for participation in the course. Registration is official only after all steps have been completed, including financial clearance.

## 4.1.1 ENTERING STUDENTS AND OFFICIAL TRANSCRIPTS

Entering students must follow the Office of Admission's rules and procedures for submitting official transcripts. Official transcripts must be on file with the School of Law by 1) for students matriculating in fall semester, October 15, or 2) for students matriculating at any other time, within four (4) weeks of the date classes begin. A student whose transcripts are not on file by the relevant deadline may not register for a subsequent semester until the School of Law has the student's official transcripts on file.

## 4.2 REGISTRATION SCHEDULE

Dates for registration appear in each year's Academic Calendar. Students complete their registration by following the procedures announced by the Registrar.

Fall registration takes place prior to Orientation for entering students and prior to the commencement of Fall classes for returning students. Spring registration takes place during Fall semester prior to the commencement of Spring classes. Summer registration takes place during Spring semester prior to the commencement of Summer classes.

Registration during the Late Registration period stated in the Academic Calendar will result in assessment of a late fee.

## 4.3 REGISTRATION PRIORITY

J.D. degree candidates have enrollment priority in any course required for the J.D. degree, needed for bar examination preparation, or required for bar admission, unless otherwise provided by law.

Priority for registering is based on a student's law school entrance date, class level, and requirements (such as prerequisites) specified by the professor. Students who do not enroll for any reason for one semester or more will have their class level adjusted accordingly.

In registering for clinics, each student completes an online form ranking clinic selections in order of preference and submits it electronically to the Associate Dean of Experiential and Clinical Programs. The Clinic Match process is conducted to accommodate student preferences to the extent practicable, taking into account conflicts due to prior, current, or future employment or affiliations. The Clinic Match process also considers the timing of when an individual clinic is offered – during the day or in the evening.

## 4.4 ADDING AND DROPPING COURSES AND CLINICS

A student may add or drop courses without academic penalty until the end of the Add/Drop period shown in the Academic Calendar, subject to the policies in this Handbook and the limitations listed below in this Section.

## 4.4.1 ADDITIONS REQUIRING WRITTEN PERMISSION DURING THE ONLINE REGISTRATION PERIOD

Shortly before each registration period, the Registrar releases that semester's registration instructions. Students must read each semester's registration instructions carefully as some courses have additional steps before registration can be completed. Courses that always require written permission to add are Required, Elective and Extended Clinic; Externship; Independent Study; Law Review; Practicum; and those that are audited. Depending on the semester, other courses may also require designated registration forms, applications, or additional steps before registration can be completed.

Adding a course or a clinic that leads to a credit load above the maximum credit hours per semester described in Section 2.1.2 requires the written consent of the Associate Dean for Academic Affairs. A course change that results in deviation from the Model Schedule as described in Section 3.1 requires written permission from the Associate Dean for Academic Affairs.

## 4.4.2 ADDITIONS REQUIRING WRITTEN PERMISSION DURING THE ADD/DROP PERIOD

Once the Online Registration period closes, all subsequent course changes must be made by submitting a Course Change Form, with any required signatures, to the Registrar. Due to course attendance policies, the professor's signature is required in order to add a course after the first week of classes. A student may add a required clinic only with written consent of the clinic supervisor and the Associate Dean of Experiential and Clinical Programs.

Adding a course or a clinic that leads to a credit load above the maximum credit hours per semester described in Section 2.1.2 requires the written consent of the Associate Dean for Academic Affairs. A course change that results in deviation from the Model Schedule as described in Section 3.1 requires written permission from the Associate Dean for Academic Affairs.

Adding an Elective or Extended Clinic, Externship, Independent Study, Practicum, or audited course requires submission of a Course Change Form as well as the appropriate course registration form with proper signatures.

Finally, students should note that classes or sessions missed in a course or clinic during the Add/Drop period count as absences in a determination of total absences in the added course or clinic. See also Section 5.1.

## 4.4.3 DROPS REQUIRING WRITTEN PERMISSION DURING THE ADD/DROP PERIOD

Once the Online Registration period closes, all subsequent course changes must be made by submitting a Course Change Form, with any required signatures, to the Registrar. Once registered, a student may not drop a required course, a clinic, an Externship, or an Independent

Study without the written permission of the Associate Dean for Academic Affairs. The Registrar shall retain a copy of the signed permission in the student's permanent record file.

A student's Add/Drop course changes for a Fall or Spring semester may not result in a course load of fewer than ten (10) credit hours for a full-time student or seven (7) credits hours for a part-time student. See Section 2.1. Exceptions to this rule may be approved by the Associate Dean for Academic Affairs in extraordinary circumstances. A course change that results in deviation from the Model Schedule requires written permission from the Associate Dean for Academic Affairs. See Section 3.1. The Registrar shall retain a copy of the signed permission in the student's permanent record file.

Students may not drop a Turbo course after the course has started. See Section 3.4.2.

## 4.5 WITHDRAWALS AFTER THE ADD/DROP PERIOD

A student may withdraw from a course (except a required course, a clinic, an Externship, an Independent Study, or a Turbo course) at any time up until the last day of regularly scheduled classes. If the student withdraws from a course after the end of the Add/Drop period, but prior to the last day of regularly scheduled classes, a grade of withdraw ("W") will be entered for the course. This grade will not be included in the computation of the semester grade point average or the cumulative grade point average.

A student may only withdraw from a required course, a clinic, an Externship, or an Independent Study with the written permission of the Associate Dean for Academic Affairs in light of extraordinary circumstances. The Registrar shall retain a copy of the signed agreement in the student's permanent record file.

Students may not drop a Turbo course after the course has started. Students wishing to withdraw from a Turbo course (and receive a "W" on their transcript) must receive permission from the Associate Dean for Academic Affairs before the final class session. See Section 3.4.2.

With the written permission of the Associate Dean for Academic Affairs, a first-year student in the first semester may withdraw from one course (other than Lawyering Process I) at any time prior to the end of the last day of regularly scheduled classes for the semester. The Registrar shall retain a copy of the signed agreement in the student's permanent record file. See also Section 6.2.1.

NB: Students receiving federal financial aid should review the Office of Financial Aid's Satisfactory Academic Progress Policy before withdrawing from a course.

## 4.6 TRANSFER OF CREDITS

### 4.6.1 TRANSFER OF CREDITS EARNED PRIOR TO ADMISSION

Students who transfer from another law school to UDC Law must submit, during or before their acceptance of admission, official transcripts to the Office of Admission. See also Section 4.1.1. The Associate Dean for Academic Affairs will analyze the transcripts and decide which credits to accept. The Office of Admission will notify students in writing of the transferable credits.

Transferred credits are treated the same as a “Pass.” They count toward the student’s credit requirements, but the grade is not included in the calculation of the student’s UDC Law cumulative grade-point average (CGPA).

A transfer student is subject to the same graduation and honors requirements as any other matriculated UDC Law student. A transfer student must successfully complete at least 45 credits at UDC Law.

#### A) Transfer of Credits from ABA accredited Law Schools

A maximum of forty-one (41) credits earned at an ABA accredited law school prior to UDC Law admission may be applied toward the satisfaction of the UDC Law’s graduation requirements, subject to the Associate Dean’s approval and the following conditions:

- (a) The student must be in good standing at the school;
- (b) The student must have achieved a grade of “C” or better in the course; and
- (c) If UDC Law offers the course, the number of credits transferred will be equal either to the credits earned in the course at the other school or at UDC Law, whichever is lower; and
- (d) Transferred credits earned for distance education courses; courses that did not require attendance in regularly scheduled classroom sessions or direct faculty instruction; and participation in study outside the U.S. must be specially noted in the student’s record to facilitate compliance with relevant ABA standards and UDC Law policies.

#### B) Transfer of Credits from non-ABA accredited Law Schools

UDC Law does not award credit for coursework taken at non-ABA accredited law schools. Applications for admission to UDC Law received from students with credits earned at non-ABA accredited law schools will be considered first-time JD applications (i.e., without any transfer credit for prior coursework at the non-ABA accredited law school).

## 4.6.2 TRANSFER OF CREDITS EARNED AFTER ADMISSION

A student enrolled and in good academic standing at UDC Law who wishes to take up to six (6) hours of credit a semester as a non-visitor at other ABA accredited institutions must receive prior approval in writing from the Associate Dean for Academic Affairs. The faculty may award credit for such courses, subject to the same conditions described in Section 4.6.1 on credits earned prior to admission. The Associate Dean for Academic Affairs may approve up to thirty (30) hours of visiting credit (including the 6 hours mentioned above) in extraordinary circumstances beyond the student's control, including (1) a student's or a student's close relative or partner's serious health problem that requires the care of a specialist not available in the area; (2) a serious health problem of a student's relative or partner requiring the care of the student; (3) a mandatory job change of the student's spouse or partner; (4) a custody dispute in another state that requires the presence of the student during an extended period; and (5) other extraordinary circumstances.

To enroll in a course at another ABA accredited law school, the student must follow a specified process:

- (1) Obtain a Permission to Take Courses for Transfer Credit Form;
- (2) Complete that form and submit it, along with a catalog description of the course or courses you plan to take, to the Associate Dean for Academic Affairs;
- (3) If the course or courses are through a study abroad program, you also must submit a completed Study Abroad Release and Waiver Form (General Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement);
- (4) Review your plan with the Associate Dean for Academic Affairs to resolve issues of acceptability of the proposed courses and the amount of credit to be transferred;
- (5) If the Associate Dean approves your plan, return the signed form to the Registrar's Office; and
- (6) Request a Letter of Good Standing, if you need one, from the Registrar, who will send it to the Associate Dean for Academic Affairs for approval.
- (7) When you complete a course at another law school with a grade of "C" or better, you must ask the host school to send an official transcript to the UDC Law Registrar.

N.B.: If you do not receive prior permission to take a course elsewhere, UDC Law will not accept the transfer credits.

## 4.7 AUDITING COURSES

A UDC Law student wishing to audit a course must obtain an Audit Permission Form and must obtain the written permission of the professor. Persons not enrolled in the School of Law may audit a course only with the written permission of the Associate Dean for Academic Affairs and the professor. The form must then be filed with the Registrar. If the application is for auditing a limited enrollment course or a course that meets in a classroom with a limited number of seats, the audit application may not be completed until the total registered enrollment is complete.

Individuals not enrolled in the School of Law or in the University of the District of Columbia will be charged a fee of \$50.00 for auditing a course regardless of the number of class periods in the course during a semester. Permission to audit a course may be revoked at any time during the course by the professor or the Associate Dean. The professor has no obligation to evaluate any work that an auditor may do, to call upon an auditor, or to answer questions raised by an auditor. An auditor may not earn credit toward graduation by auditing a course.

## 4.8 TRANSCRIPTS AND EDUCATION RECORDS

### 4.8.1 TRANSCRIPT REQUESTS

To request an official transcript, students must use the National Student Clearinghouse Transcript Ordering Center and select “University of the District of Columbia - LAW.” There will be a fee for all official transcripts. Additional information can be found at: <https://law.udc.edu/transcripts/>. For an unofficial transcript, students should log into myUDC, then follow this path: Quicklinks → Banner Student Self-Service → Student Profile.

### 4.8.2 LETTER OF GOOD STANDING

A student may request a letter of good standing for any reason. All requests should be submitted to the Registrar’s Office at least five (5) days before the letter is needed. Letters of good standing will be provided to the student upon the following conditions:

- (a) The student has a cumulative grade point average of 2.000 or better at the time of the request, and
- (b) The student is unconditionally eligible to return to and enroll in courses at UDC Law. If a student has a cumulative grade point average of 2.000 or better, but has conditions or limitations upon the student’s eligibility to return to or enroll in courses at UDC Law, the letter will contain statements and information reflecting those conditions or limitations (e.g. Honor Code violations, administrative probation, other disciplinary matters). The student will be informed of such “disclosures.” A request by a student for a letter of good standing constitutes the authorization of the student for the disclosure of information consistent with the provisions of this paragraph.

### 4.8.3 EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law (1) permits students to inspect their education records, (2) limits disclosure of personally-identifiable information, except information specifically deemed Directory Information, without a student's prior written consent, and (3) provides students the opportunity to seek correction of their education records where appropriate. The School of Law's FERPA policy and related forms are available on the School of Law's website at <https://law.udc.edu/Forms>.

## SECTION V. ACADEMIC STANDARDS AND EVALUATION

### 5.1 ATTENDANCE

Regular and punctual attendance is an important part of a student's legal education. In addition, a student's participation in class affects other students. For these reasons, the American Bar Association and UDC Law require regular and punctual attendance at all class sessions. Beyond the time actually spent in class, students should also typically expect to devote a minimum of two hours of out-of-class work for every hour of in-class instruction.

"Satisfactory attendance" means attendance at a minimum of 85% of regularly scheduled classes for each course (except Turbo courses; see Section 3.4.2). The percentage of absences is intended to account for the range of minor illnesses, family obligations, interviews, and unplanned events that occur in each of our lives. Ordinarily, special exceptions will also be made for religious observances.

The 85% minimum attendance policy does not preclude faculty members from imposing stricter, more demanding attendance requirements for their courses by written notice to the students. Faculty members will maintain a record of attendance for each class. It is the obligation of each student to ensure that their attendance has been recorded.

A student registering for or adding a course after classes have begun will be counted absent for classes missed prior to registering for the course. Thus, students who anticipate registering for a course during the Add/Drop period are advised to obtain the instructor's permission to attend classes prior to registration.

As a courtesy, some faculty may send absence notices when a student is approaching or has reached the maximum number of allowable absences. The fact that a courtesy notice was not sent or received will not relieve a student of the consequences of a violation of the attendance policy. Falsifying class attendance is a violation of the Honor System.

Upon a showing of compelling hardship and in exceptional circumstances, the Associate Dean of Students may relieve a student of the attendance requirement. Requests for relief from the attendance requirement must be submitted in a timely manner – ordinarily within three (3) days of notification of excessive absences, in instances where notice is provided.

In the case of an illness necessitating absence for more than four (4) consecutive sessions of a given course, special exceptions to the attendance requirements may be made by the Associate Dean of Students.

### **5.1.1 CONSEQUENCES OF UNSATISFACTORY ATTENDANCE**

A student who, even though registered for a course, has not satisfied the attendance policy set forth above shall be excluded from attending class sessions and shall receive a failing grade in the course.

### **5.1.2 CLASS SESSIONS TO WHICH THE ATTENDANCE POLICY APPLIES**

The provisions of the attendance policy will apply to all regularly scheduled classes during a semester. Attendance at classes scheduled by professors at times other than those set forth for such classes in the regular course schedule issued by the Associate Dean for Academic Affairs shall not be subject to the school's or the professor's attendance policies. Attendance at such makeup classes will be left to the discretion of each student.

### **5.1.3 SCHOOL CLOSING DUE TO WEATHER AND OTHER EMERGENCIES**

During inclement weather, UDC Law follows the policy of the University of the District of Columbia with respect to school closing or delays. This information will be posted on the University's website, <https://www.udc.edu/>. All members of the community are encouraged to sign up for the free messaging services LiveSafe and AlertDC. LiveSafe provides for campus safety-related communications. AlertDC provides notifications regarding major incidents, traffic concerns, or serious weather affecting the DC Metropolitan Area.

To sign up for LiveSafe, visit <https://www.udc.edu/about/public-safety/livesafe>. To sign up for AlertDC, visit <https://hsema.dc.gov/page/alertdc>.

## **5.2 CLASSROOM DECORUM POLICY**

Laptop computer use in classes is at the discretion of the faculty member.

Students whose conduct unreasonably disrupts the classroom atmosphere may, at the discretion of the faculty member, be subject to appropriate sanction. Discourteous behavior may also constitute a violation of the Honor System (see Volume II, Honor System).

## 5.3 EXAMINATION AND DEFERRED EXAMINATION PROCEDURES

All students must appear for mid-term and final examinations at the scheduled dates and times. Failure to attend any examination will result in the student receiving a zero ("0") for that examination unless the student has received preliminary approval from the Associate Dean of Students, except in the case of an emergency which by its nature prevents a phone call or e-mail to the Associate Dean of Students. The student is responsible for making all reasonable efforts to contact the Associate Dean of Students prior to the examination. Once a request has been preliminarily approved, the Associate Dean will notify the affected course professor(s).

An exam absence will not be excused until the student receives final approval from the Associate Dean of Students. Final approval for an exam absence will be granted only after submission of satisfactory documentation of the medical conditions or extenuating circumstances that prevented the student from appearing at the scheduled examination(s). Students must provide documentation to the Associate Dean of Students as soon as possible, generally within the examination period. Failure to do so will result in the absence being treated as unexcused. An unexcused absence will result in the student receiving a zero ("0") for that examination.

The Associate Dean of Students or the faculty member will administer a make-up examination within the examination period if possible, or immediately upon the student's return to the School of Law.

The School of Law will not grant permission to any student to take a deferred examination on grounds of employment conflicts.

All examinations shall be conducted using only the student's examination number as an identifier.

At the discretion of the professor or the Associate Dean of Students, examinations may or may not be attended by a proctor. UDC Law operates on an honor system,<sup>12</sup> and all students are expected to adhere to the highest standards of ethical conduct with respect to the administration of all examinations and other evaluation devices. No books or papers, with the exception of blank papers, are allowed in the examination room unless the examination is designated as an open book examination. Similarly, no discussion between or among students is permitted within or outside the examination room at any time during the examination, or before the completion of the exam period.

### 5.3.1 RETAKING AN EXAMINATION

In any of the required courses or clinics, if a student demonstrates exigent circumstances, the professor may allow a student to retake an examination in the course or resubmit any other

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<sup>12</sup> The UDC Law Honor System is set forth in Volume II of this Handbook.

paper or submission for evaluation. The exam must be retaken or the resubmission completed within the semester following the end of the course, including the Summer semester. The course grade following a retaken exam or other resubmission shall be computed as follows:

- (a) By averaging the grade received on the retaken exam or other submission with the original grade received; or
- (b) By using the grade received on the retaken exam or other submission in place of the grade originally received.

A failing grade on the retaken exam shall not be included in the student's academic record. The student may elect to retake the course under the provisions of Section 5.6.

## 5.4 GRADING SYSTEM AND GRADES

### 5.4.1 GRADING SYSTEM

Students' academic performance at the School of Law shall be measured and recorded using letter grades and grade points, as follows:

grade point 4.000 = letter grade "A" Superior Performance;

grade point 3.000 = letter grade "B" Above Average Performance;

grade point 2.000 = letter grade "C" Satisfactory Performance;

grade point 1.000 = letter grade "D" Marginal Performance;

grade point 0.000 = letter grade "F" Unsatisfactory Performance.

To provide for greater flexibility in measurement of academic performance, the award of a letter grade will include the assignment of a plus ("+" or minus ("−") to grades "A," "B," and "C" when it is warranted. A plus ("+") may be assigned to a "D," but not a minus ("−"). The numerical equivalent of a plus grade shall be three-tenths higher than the regular grade. For example, a "B+" will have a numerical equivalent of 3.300. The numerical equivalent of a minus grade shall be three-tenths lower than the regular grade; for example, a "B−" will have a numerical equivalent of 2.700.

A semester grade point average (SGPA) and cumulative grade point average (CGPA) is determined for each student at the end of each semester. A GPA is calculated by multiplying the credit hours for each course by the grade points received in that course then dividing the sum by the total credit hours attempted. The following permanent and temporary grade notations appear on the transcript but are excluded when calculating GPA: "S," "NC," "U," "T," "W," "I," "NR," and "IP" (but see Sections 6.2.1 and 6.5.1 regarding the treatment of "W" and "I" grades for purposes of determining first-year academic sufficiency). The following

permanent and temporary grade notations appear on the transcript and are included when calculating GPA but excluded when calculating credits earned: "F," "D\*," and "D+\*."

Files of evaluations of students in a clinic in any given semester shall be made available to any subsequent clinic supervisor. A supervisor wishing to review student evaluations shall submit a written request to the Chair of the Clinical Affairs Committee indicating the student evaluation files to be reviewed.

## 5.4.2 GRADE TIMING

Faculty must submit all final course grades to the Registrar not later than thirty (30) calendar days following the administration of the final examination in the course or due date of the final assignment if there is no final examination. Faculty members in need of an extension for submitting grades beyond the stated deadline due to extraordinary circumstances must submit a request in writing to the Associate Dean for Academic Affairs at the earliest opportunity, and before the submission deadline. The Associate Dean shall have the discretion to grant an extension for up to ten (10) calendar days in the event of extraordinary circumstances. The Associate Dean shall also have the discretion, in appropriate circumstances, to grant one of the alternative remedies described below.

The Associate Dean shall have the discretion to grant one or more of the following remedies to students in any course in which grades have not been submitted within forty-five (45) calendar days following the last examination of the term:

- (a) Permit individual students in the course to petition the Associate Dean to receive a grade of pass/fail for the course, based on a showing of good cause. A student choosing this option must sign an agreement acknowledging that the grade rendered is binding upon the student;
- (b) Permit a student in the course to petition the Associate Dean to have another faculty person evaluate the student's course work and render a final grade, based on a showing of good cause. A student choosing this option must sign an agreement acknowledging that the grade rendered is binding upon the student;
- (c) Permit a student to petition the Associate Dean to wait for the regular course faculty member to render a final grade, based on a showing of good cause. A student exercising this option may opt out, and choose option (a) or (b) at any time following the Associate Dean's decision to grant alternative remedies.

In any event, the Associate Dean shall have the discretion to adopt an appropriate remedy under circumstances in which the Associate Dean determines that a faculty member will not be able to submit grades in accordance with the deadlines set forth in this policy.

A grade may be corrected at any time to rectify a clerical error or other administrative mistake.

### 5.4.3 INCOMPLETES (COURSES NOT COMPLETED)

It is the policy of the UDC Law faculty to determine students' grades based on the work performed by students during a course, including the examination period. As a general rule, faculty members take into account the failure of a student to complete tasks (or to do so in a timely fashion) or the failure to take examinations as scheduled by reducing the grade of the student and, in appropriate instances, by entering a grade of "F."

The faculty recognizes, however, that occasionally unanticipated events preclude a student from completing all course work in a timely fashion. The faculty also recognizes that in a clinical course a student's completion of clinic work may be delayed for a short period of time by an event beyond the control of the student. The faculty believes that such circumstances may warrant allowing the student an additional period of time to complete the missing course work. Often the student will be able to complete the work quickly and the faculty member will be able to enter a letter grade within the normal period for submitting grades. If the circumstances, however, prevent a faculty member from entering a letter grade within the normal grading period, the faculty may enter a grade of Incomplete ("I").

A faculty member who enters a grade of Incomplete must establish a time certain for completion of the work, which shall not be later than the one hundred twentieth (120) day following the end of the examination period during which the student took the course. In a case of extraordinary circumstances, the Associate Dean for Academic Affairs, upon the recommendation of the faculty member, may grant the student additional time beyond the one hundred twenty (120) day period, but in no event may the time for completion exceed one year. In all cases, a faculty member entering a grade of Incomplete must furnish the Registrar an "Incomplete Grade Statement" that sets out the faculty member's reason(s) for granting the student additional time to complete the student's course work, identifies the course work to be completed, and establishes a date for completion of the work. If the faculty member has not changed an Incomplete to a final grade within one year, the Registrar shall automatically change the grade to an "F."

## 5.5 REVIEW OF GRADES RECEIVED

### 5.5.1 PETITION TO PROFESSOR

A student is entitled to a review of an examination grade by and an oral explanation of the grade from the professor if the student requests such a review and explanation within twenty (20) business days from the Registrar's posting of the grade. This period shall be waived for good cause shown, in which case the request for review must be made within ten (10) business days of the student's actual receipt of the grade. If a student timely requests a review and oral

explanation, the professor is obliged to review the basis for that student's course grade and provide to the student an oral explanation of the course grade. During such review and explanation, the professor should discuss the content of any significant evaluation device (e.g., final examination, clinic evaluation). If the student makes a timely request and the professor fails to provide the student with an explanation for the student's course grade, the student may petition the Academic Standards Committee. The Committee, in its discretion, may request that the professor provide a written explanation of the basis of the grade. If the professor fails to do so within ten (10) business days of the request by the Committee, the Committee may request that the Dean grant the student an administrative pass in the course.

If after such review and explanation a student is still dissatisfied with the basis for a course grade, the student may petition the professor in writing for a change in grade. To obtain the professor's review of this petition, the student must submit the petition to the professor within seven (7) working days following receipt of the professor's explanation of the course grade.

The petition must state the relief requested and must allege specific facts which if proved would demonstrate clearly and convincingly:

- (a) That the professor (or professor's delegate) made a mathematical or other ministerial error in calculating or determining the grade; or
- (b) That the professor used an evaluation procedure or standard different from that applied to other members of the class; or
- (c) Both (a) and (b), above.

A claim of error in judgment by the professor is not grounds for a change of grade.

The student shall include a signed declaration that the facts alleged are true to the best of the student's knowledge, information and belief.

The professor shall respond to the student in writing within seven (7) working days from receipt of the petition.

## 5.5.2 APPEAL TO ACADEMIC STANDARDS COMMITTEE

A student who is still dissatisfied with the professor's decision may appeal to the Academic Standards Committee (ASC) only by submitting the same written petition to the ASC within seven (7) working days from the student's receipt of the professor's written response, together with a copy of that response. If there are new facts relating to the issues stated in the student's original petition, the student may also file an additional statement of those facts. The student must provide the faculty member with a copy of any additional statement of facts.

If the petition does not sufficiently allege specific facts as required by 5.5.1(a), (b) or (c), the ASC will dismiss the petition without further review.

If the petition does allege specific facts satisfying 5.5.1(a), (b) or (c), the ASC will review the petition and take such steps as it deems appropriate to determine the truth and accuracy of the petition's allegations.

The student may submit documentary evidence or declarations in support of the facts alleged in the petition. The student does not have a right to a hearing. The ASC, in exercising its discretion, is not limited to any particular means of proceeding to decision. It may choose to hear further from the student, to interview witnesses, to request further evidence, to hold a hearing, or to reach its decision on the basis of the evidence submitted and the administrative record.

If the ASC concludes, upon clear and convincing evidence, that the grade was erroneous by reason of mathematical or ministerial error, or that the professor used a different evaluative standard or procedure, or both, the ASC shall notify the faculty member of its findings and shall refer the matter back to the professor with a recommendation to reconsider the grade.

#### 5.5.3 ACS REFERRAL OF DECISION TO THE FACULTY

If the professor does not accept the ASC recommendation within ten (10) working days, the ASC shall refer the decision to the faculty at its next regularly scheduled meeting. The ASC shall recommend that the faculty enter a grade of "S" or "W" in place of the contested grade. The faculty shall decide to accept or reject the ASC recommendation. If the faculty accepts the recommendation, the Registrar shall be instructed to substitute the grade of "S" or "W" for the disputed grade. The decision of the faculty shall be final.

#### 5.5.4 STUDENT APPEAL TO THE FACULTY

If a student is denied relief by the ASC, the student and the faculty member shall promptly be informed of the ASC decision. The student may appeal the ASC's decision to the faculty pursuant to the following rule.

- (a) The student shall file a written notice of appeal addressed to the faculty with the Associate Dean for Academic Affairs within seven (7) calendar days of the transmission of the decision of the Committee. The notice shall contain the original petition and attachments submitted to the ASC, a copy of the ASC notice of decision, and a statement of the reasons why the ASC's decision was in error.
- (b) The Associate Dean for Academic Affairs shall circulate these materials to the faculty and place the matter on the agenda for the next regularly scheduled faculty meeting for discussion in Executive Session, or shall call a special faculty meeting if the student would be prejudiced by delay.

- (c) The faculty shall review the decision of the ASC with respect to grade appeals only upon an affirmative vote by a two-thirds majority of the faculty in attendance at a faculty meeting.
- (d) In reviewing the decision of the ASC, the faculty shall not undertake de novo consideration of the petition, but shall limit its review to the determination of whether the Committee decision was clearly erroneous.
- (e) If the faculty votes to review the decision, the student petitioner may appear before the faculty in person to argue why the Committee's decision was clearly erroneous.
- (f) The decision of the faculty shall be limited to the following:
  - (1) To affirm the decision of the Academic Standards Committee; or
  - (2) To enter a grade with a "S" or "W" in place of the contested grade, if the faculty determines that the recommendation of the Academic Standards Committee was clearly erroneous.
- (g) The decision of the faculty shall be final.

## 5.6 RETAKING A COURSE

A student may only retake a course in which the student received a grade of "F," "NC," "U," or "W" except in the following circumstances:

- A) Starting with UDC Law courses taken in Fall 2020 or later, if a student earns a grade below "C-" in a required course, the student must retake the course until a grade of "C-" or above is earned. See Section 1.3.
- B) A student who participates in the Fresh Start Program must retake all courses previously taken subject to the provisions of Section 6.2.2.
- C) A student readmitted following separation must retake certain courses previously taken subject to the provisions of Section 6.8.
- D) A student who does not receive transfer credit for a course taken at another law school must retake the course if it is a required course and may retake the course if it is a core or elective course. See also Section 4.6.

Except as otherwise provided in Sections 6.2.2 (Fresh Start), 6.8 (readmission), and 4.6 (transfer credits), both the original grade and the grade that the student receives for the retaken course shall appear on the student's transcript and be counted in determining the student's CGPA. However, without exception, the credit hours for a retaken course shall be counted only once toward the student's total graduation credit hour requirement.

## SECTION VI. ACADEMIC AND SCHOLASTIC STANDING

### 6.1 GOOD STANDING

A student must maintain a cumulative grade point average (CGPA) of 2.000 or above to be in good standing at the School of Law.

N.B.: A student can be in good standing at the School of Law while also failing to meet the academic requirements of the School's policies governing federal financial aid and institutional merit scholarships. Students receiving federal financial aid should refer to the Office of Financial Aid's Satisfactory Academic Progress Policy for requirements. Students receiving scholarships should refer to their scholarship award letters for requirements.

### 6.2 FIRST-YEAR ACADEMIC REQUIREMENTS

#### 6.2.1 FIRST-YEAR STANDING

First-year students with a first year Fall semester cumulative grade point average (CGPA) below 2.500 must participate in the Mason Enhanced Program of Academic Success. See Section 6.3.

First-year students must maintain a cumulative grade point average (CGPA) of 2.000 or above to be in good standing. See Section 6.1.

First-year students whose first year Fall semester CGPA is less than 2.000 but greater than or equal to 1.850 may elect to 1) take a leave of absence for Spring and restart in Summer in the Fresh Start Program (see below) or 2) remain in school for Spring on academic probation (see Section 6.4). First-year students whose first year Fall semester CGPA is less than 1.850 must take a mandatory leave of absence for Spring but may elect to restart in Summer in the Fresh Start Program.

For purposes of first-year academic sufficiency in Sections 6.2 through 6.5, grades of Incomplete ("I") and Withdrawal ("W") (beyond the first withdrawal provided for in Section 4.5 with the permission of the Associate Dean for Academic Affairs) shall be assigned a numerical value of zero ("0") and shall be included in a computation of the student's SGPA and CGPA.

#### 6.2.2 FRESH START PROGRAM

The Fresh Start Program provides eligible first-year students, as described in Section 6.2.1, a chance to restart the first-year curriculum the Summer after first year. A student who participates in the Fresh Start Program will be considered a first-time law student and must retake all courses previously taken (including participation in 1L Orientation). Upon completion of each course previously taken, the grade from the initial admission shall be redacted and shall not be included in the computation of the student's CGPA. A student who elects to participate

in the Fresh Start Program shall return on academic probation and must maintain a minimum SGPA and CGPA of 2.000 at all times. Failure to maintain a SGPA of 2.000 will result in separation for academic deficiency.

A student who is eligible for, but chooses not to participate in, the Fresh Start Program in the Summer after the student's first year will not be eligible to participate in the Fresh Start Program at a later date.

## 6.3 ACADEMIC REFERRAL

### 6.3.1 MASON ENHANCED PROGRAM OF ACADEMIC SUCCESS

First-year students (both full-time and part-time) with a first year Fall semester cumulative grade point average (CGPA) below 2.500 must participate in the Mason Enhanced Program of Academic Success. The Mason Enhanced Program includes, but is not limited to, the requirement that students with a CGPA below 2.500 must take a course designated by the Director of the Academic Success Program in the second semester. The Associate Dean for Academic Affairs may restrict a student in the Mason Enhanced Program from carrying a course overload or even a normal load, and may limit or restrict the student's nonacademic activities, including extracurricular activities. A student in the Mason Enhanced Program of Academic Success may not hold a leadership position in any student organization or serve as student representative on any faculty committee. A student in the Mason Enhanced Program, like second and third-year students, must meet the academic requirements specified in Sections 6.4 and 6.5 below.

### 6.3.2 REFERRAL AFTER THE FIRST YEAR

Second-year students (both full-time and part-time) with a first year Spring cumulative grade point average (CGPA) below 2.500 must enroll in a course or courses designated by the Director of the Academic Success Program in the Fall semester of their second year.

The Associate Dean for Academic Affairs may restrict a student with a CGPA below 2.500 from carrying a course overload or even a normal load and may limit or restrict the student's nonacademic activities, including extracurricular activities. A student with a CGPA below 2.500 may not hold a leadership position in any student organization or serve as student representative on any faculty committee.

## 6.4 ACADEMIC PROBATION

The Dean and the faculty have established an academic probation program described below for students whose cumulative grade point average is less than 2.000.

- (1) The Registrar computes a SGPA and a CGPA for each student at the end of each semester. The Associate Dean for Academic Affairs, after consulting with the Registrar,

notifies in writing each student whose CGPA falls within the criterion for probation that the student is on probation for the current semester. The criterion for probation for the end of first year Fall semester is a CGPA of 1.850 or greater but less than 2.000. The criterion for probation for every semester thereafter is a CGPA of less than 2.000.

(2) After that notice, the Associate Dean for Academic Affairs will advise the student about the grade performance (the semester GPA for the current semester) needed to remedy the probationary status and to avoid separation.

(a) The student is required to meet with the Associate Dean for Academic Affairs to discuss the academic challenges.

(b) A first-year student on probation at the end of the first semester is required to participate in the Mason Enhanced Program of Academic Success (ASP) and to take a course designated by the Director of Academic Success in the Spring semester. See Sections 1.3 and 6.3.

(c) A second-year student on probation is required to take a course or courses designated by the Director of Academic Success in the Fall semester. See Sections 1.3 and 6.3.

(3) The Associate Dean for Academic Affairs meets with each notified student individually:

(a) to explain to the student the student's situation with respect to UDC Law Rules and Standards;

(b) to ascertain what caused the lack of academic performance; and

(c) to agree upon a course of action based upon available information. If the Associate Dean for Academic Affairs is unable to determine the nature of the problem, or if the course of action recommended involves the provision of academic support services, the Associate Dean for Academic Affairs refers the student to the Director of Academic Success and provides the Director of Academic Success with a report on the student.

(4) The Director of Academic Success, in consultation with the Associate Dean for Academic Affairs, will try to arrange academic support services that are based on a determination of the nature of the problem. The services may be for individuals, or they may be for groups, or they may be both. Additional academic support, however, will depend on the resources available.

(a) The Director of Academic Success may request information concerning the student from faculty members, and may request that the student complete certain diagnostic tests.

(b) The Director of Academic Success may determine that additional resources are required to address the lack of academic performance. If that is the case, the Director of Academic Success will request those resources from the Associate Dean, providing a justification for the request.

(5) The kinds of academic support services that may be considered include:

- (a) Counseling by the student's Faculty Advisor or other person;
- (b) Tutorials;
- (c) Small group sessions;
- (d) Diagnostic assessments; and
- (e) Emergency financial assistance.

(6) Other programmatic options include:

- (a) Reduced course loads;
- (b) Transfer to part-time status;
- (c) Taking a leave of absence; and
- (d) Reducing other commitments.

The Director of Academic Success will provide for recording and storing a status record for each individual identified for academic probation. The status record will contain information about the student, actions taken, and outcomes. The status record will not be part of the student's permanent record file and will be used only for monitoring and evaluating programs and procedures. Information in the status record may otherwise be used only with consent of the student.

The purpose of the Academic Probation Program is to provide timely notice of probation status and the opportunity to make a determination of the reason or reasons for inadequate academic performance so that an appropriate course of action, within the limits of the School of Law's resources, can be undertaken. The School of Law's failure to take action or provide resources in a timely fashion does not absolve the student of responsibility for improving academic performance sufficiently to return to good academic standing.

In addition to the above-described policy, the Associate Dean for Academic Affairs may restrict a student on academic probation from carrying a course overload or even a normal load, and may limit or restrict nonacademic activities, including extracurricular activities. A student on academic probation may not hold a leadership position in any student-run organization or serve

as student representative on any faculty committee. A student on academic probation shall be required to obtain the approval of the Associate Dean for Academic Affairs for the student's current course load and selection.

## 6.5 SEPARATION FOR ACADEMIC DEFICIENCY

Except for the provisions of Section 6.5.3, upon notification of separation for academic deficiency, the Registrar shall immediately cancel the student's registration. A student whose registration is cancelled because of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

### 6.5.1 SEPARATION AT THE END OF THE FIRST YEAR

A full-time student whose cumulative grade point average (CGPA) falls below 2.000 for required first-year courses taken during the first two (2) semesters of matriculation shall be separated from the School of Law for academic deficiency.

A part-time student whose CGPA falls below 2.000 for required first-year courses taken during the first four (4) semesters of matriculation shall be separated from the School of Law for academic deficiency.

For purposes of first-year academic sufficiency in Sections 6.2 through 6.5, grades of Incomplete ("I") and Withdrawal ("W") (beyond the first withdrawal provided for in Section 4.5 with the permission of the Associate Dean for Academic Affairs) shall be assigned a numerical value of zero ("0") and shall be included in a computation of the student's SGPA and FYCGPA.

### 6.5.2 SEPARATION AFTER THE FIRST YEAR

After the Spring semester of the first year, any full-time student whose CGPA remains below 2.000 for two (2) consecutive semesters shall be separated from the School of Law for academic deficiency.

After the Spring semester of the second year, any part-time student whose CGPA remains below 2.000 for two (2) consecutive semesters shall be separated from the School of Law for academic deficiency.

A Summer semester in which the student is registered for fewer than ten (10) credits shall not be deemed to be a semester for purposes of applying the two-semester rule.

### 6.5.3 NOTICE AND TIMING OF SEPARATION

Upon a student's notification of separation for academic deficiency, the Registrar shall immediately cancel the student's registration. A student whose registration is cancelled because

of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

If a student receives a notice of separation for academic deficiency more than thirty (30) days after the first day of classes of the semester due to the effect of an Incomplete ("I") being changed to a low letter grade, late posting of grades, or any other reason, the student may either:

- (a) accept immediate separation; or
- (b) complete the course work for the current semester and then begin separation from the School of Law (UDC Law will not re-compute the GPA based on grades received by the student during the semester).

A student who accepts immediate separation for academic deficiency after receiving notice more than thirty (30) days after the first day of classes of the current semester shall receive a full refund of the tuition already paid for the semester just begun and for any tuition paid in advance for a subsequent semester. If a student elects to complete the current semester after notice of separation for academic deficiency, the student's separation shall become effective at the beginning of the following semester, regardless of the grades or cumulative grade point average achieved during the current semester. The student will not receive a refund of tuition for the current semester, but will receive a refund of any tuition paid in advance for a subsequent semester.

If a student receives a notice of separation for academic deficiency and is separated from the School of Law, but subsequently receives a change of grade that brings the student's CGPA above the threshold for separation, the student shall be notified of automatic reinstatement for the next semester. The student's academic status in the law school is determined by the student's academic record as shown on the transcript at any given moment.

## 6.6 APPEAL OF ACADEMIC STANDING OR DISMISSAL

A student is entitled to a review of the determination that they have been placed on probation or dismissed from the School of Law, if the student requests such a review and explanation within twenty (20) business days from the Associate Dean's sending notice of the student's academic status. If a student timely requests a review and oral explanation, the Associate Dean will provide the student with a copy of the official transcript and an oral explanation of the reasons they have been placed on probation or dismissed from the School of Law.

If after such review and explanation a student is still dissatisfied with the basis for the student's change in academic status, the student may petition the Academic Standards Committee (ASC) for a review of the student's status within ten (10) days after the review and explanation meeting with the Associate Dean for Academic Affairs. The petition must allege specific facts in support

of the student's argument that the student should not be placed on probation or dismissed from the School of Law.

If the petition does not sufficiently allege specific facts, the ASC will dismiss the petition without further review.

If the petition does allege specific facts, the ASC will review the petition and take such steps as it deems appropriate to determine the truth and accuracy of the petition's allegations.

The student may submit documentary evidence or declarations in support of the facts alleged in the petition. The student does not have a right to a hearing. The ASC, in exercising its discretion, is not limited to any particular means of proceeding to a decision. It may choose to hear further from the student, to interview witnesses, to request further evidence, to hold a hearing, or to reach its decision on the basis of the evidence submitted and the administrative record.

The decision of the ASC as to the student's academic standing shall be final.

## 6.7 VOLUNTARY LEAVE OF ABSENCE OR WITHDRAWAL FROM LAW SCHOOL

### 6.7.1 VOLUNTARY LEAVE OF ABSENCE

A student may take a voluntary leave of absence from the School of Law. The student shall inform the Associate Dean for Academic Affairs of the decision to take a leave of absence not less than ten (10) days prior to the beginning of the semester in which the leave of absence will begin, except that the Associate Dean may waive such notice in the Associate Dean's discretion in the event of extraordinary circumstances.

A student who, at the time of the taking of the leave of absence, was in good standing shall be entitled to automatic reinstatement within two (2) years. The student must submit written notice to the Associate Dean of intent to be reinstated not less than thirty (30) days prior to the beginning of the semester for which the student wants to be reinstated.

A student who was not in good standing, but not yet subject to academic dismissal when the leave of absence started, must apply in writing to the Associate Dean stating the reasons why the student now feels prepared to resume legal studies. The student must submit an application for reinstatement to the Associate Dean not less than thirty (30) days prior to the beginning of the semester for which the student wants to be reinstated. A student who was subject to academic dismissal when the leave of absence started must follow the procedures for readmission in Section 6.8.

When a student is reinstated after a voluntary leave of absence, the student shall resume the student's former academic standing. All prior academic credits earned shall be retained and the student's CGPA shall include all course work and grades taken prior to the voluntary leave of

absence, as well as subsequent credits and grades. A student who does not reapply within two (2) years of a voluntary leave of absence shall be deemed to have withdrawn.

## 6.7.2 WITHDRAWAL FROM LAW SCHOOL

A student may withdraw from the School of Law at any point. The student must, however, inform the Associate Dean for Academic Affairs of the decision to withdraw. A student who withdraws from the School of Law and who subsequently seeks to return must apply to the Associate Dean of Admission for readmission. The application for readmission shall be on a form approved by the Associate Dean of Admission and shall be considered as part of the regular admissions process of new or transfer students. If the student is readmitted after withdrawal, the Associate Dean for Academic Affairs may grant advanced standing based on course work previously taken and passed at the School of Law or any other ABA-accredited law school. In making a decision about advanced standing, the Associate Dean will consider the amount of time that has passed since the course work was taken and other relevant factors.

## 6.8 READMISSION AFTER SEPARATION FOR ACADEMIC DEFICIENCY

A student separated from the School of Law for academic deficiency may apply for readmission after a minimum of two (2) semesters in accordance with the provisions of this section. The applicant for readmission shall petition the Academic Standards Committee under the procedural policies listed in this section. A student may be readmitted under this section only once.

### 6.8.1 POLICY FOR PETITIONS FOR READMISSION

Petitions for readmission shall be granted only if the Academic Standards Committee, by majority vote, finds:

- (1) that it is probable that the student will satisfy graduation requirements within the time permitted for graduation (see Section 1.7);
- (2) that some extraordinary or compelling circumstance(s) contributed to the student's inability to meet the academic requirements of the school;
- (3) that the prior disqualification does not indicate a lack of capacity to complete the course of study at UDC Law; and
- (4) if the Committee determines that the academic separation resulted (in whole or in part) from a deficiency in any skill(s), that the applicant has demonstrated a dramatic improvement in the deficient skills. The Committee may require the student to complete diagnostic exercises to determine proficiency in any one or more skills.

In applying this standard, the Academic Standards Committee may consider any factors its members believe are relevant, including the student's apparent ability and desire to become a

lawyer, the student's record of academic performance at the school, and any other circumstances that may have impeded the student's performance. In its deliberations, the Committee will adhere to Standard 501(c) of the ABA Standards for the Approval of Law Schools.

Applicants should note that the allotted time period for completion of a Juris Doctor degree is as follows: Except for extraordinary circumstances, a student must satisfy all graduation requirements within eighty-four (84) months from the date of initial enrollment regardless of any leaves of absence, withdrawals or suspensions. See Section 1.7.

The Academic Standards Committee may readmit the student subject to any conditions that the Committee believes will significantly contribute to the student's academic success.

A student who received a grade of less than "C" in a required course must retake that course as a condition of readmission. If the Academic Standards Committee requires the student to take a course that the student previously passed, only the grade achieved in the retaken course shall be used for computation of semester and cumulative grade point averages.

Readmission is subject to compliance with the mandated sequencing requirements.

A student who seeks readmission must present a persuasive case that states the specific reasons why the student failed to maintain the required minimum scholastic record, why the prior disqualification does not indicate a lack of capacity to complete the course of study, and why the student believes the condition(s) or circumstance(s) will not reoccur in the future if readmission is granted. If the condition(s) or circumstance(s) may be corroborated, such affidavits, letters, or other documents should be attached to the petition.

A readmitted student must meet with the Associate Dean for Academic Affairs prior to registering for courses.

## 6.8.2 CONTENTS OF A PETITION FOR READMISSION

(A) A student requesting readmission after academic separation shall submit four (4) copies of a petition to the Chair of the Academic Standards Committee and include in the petition the following information:

- (1) Name, current address, home and office telephone numbers, and date of initial enrollment;
- (2) If the student has submitted prior petition(s) for readmission, the date of the petition(s), the results, and, if applicable, any conditions imposed upon readmission;
- (3) The average number of hours spent per week in preparing for classes in each course during the academic year;

- (4) Whether the student took part in any program at UDC Law or outside UDC Law with faculty or staff members designed to provide supplementary instruction or tutoring in legal skills prior to academic separation, including the name(s) of the faculty member(s) or other person(s) with whom the student dealt directly;
- (5) Whether the student took part in any UDC Law extracurricular activities during the academic year of separation, including a list of the activities, the average amount of time per week spent on those activities, and the names of personnel involved;
- (6) Whether the student was employed during the academic year, including the nature and location of the employment, name of immediate supervisor, hours worked per week, and dates of employment;
- (7) A detailed statement supporting the student's application under the readmission standard described in Section 6.8.2. The statement should contain as a minimum:
  - (a) The specific facts surrounding the circumstance(s) that contributed to the student's inability to meet UDC Law academic requirements;
  - (b) A statement explaining why the prior circumstance(s) do not indicate a lack of capacity to complete the course of study within the appropriate time period; and
  - (c) a statement explaining why the circumstance(s) or condition(s) will not reoccur.

(B) The student shall include with the petition a copy of the student's David A. Clarke School of Law transcript, LSDAS report, and any waivers or letters required under Section 6.8.4. The student may also include any affidavits, letters and other documents that the student wishes to present to corroborate the student's statement. If the student submits corroborating documentation, the student must also include current phone numbers and addresses for corroborating witnesses.

## 6.8.3 PETITION FOR READMISSION BASED ON MEDICAL INFORMATION

A student who bases the petition for readmission in any way on medical reasons must:

- (a) Sign a waiver of doctor/patient confidentiality and deliver a copy of that waiver to the doctor and to the Associate Dean for Academic Affairs for transmittal to the Academic Standards Committee. The Committee may then, in its discretion, pursue only the matters covered under sub-section b) below with the doctor.
- (b) Submit a letter from the student's doctor explaining:
  - (1) the nature of the medical problem;

- (2) the information and views, if any, of the doctor outlining the causal relationship between the problem and the student's academic performance; and
- (3) the likely effect, if any, of that problem on the student's future academic performance.

(c) Ask the doctor to cooperate with the Academic Standards Committee in verifying and discussing matters included in sub-sections b) 1) through 3) above.

(d) Students who have difficulty in complying with these regulations should consult with the Associate Dean or the Chair of the Academic Standards Committee at the earliest possible date.

Information obtained by the Academic Standards Committee as a result of the waiver described in 6.8.4(a) above shall be kept strictly confidential by the Committee and such members of the faculty or administration with whom the information is shared pursuant to their official duties.

#### 6.8.4 TRANSCRIPT POLICY AND ACADEMIC PERFORMANCE REQUIREMENTS

If a student is readmitted after separation for academic deficiency, the student's academic transcript must continue to show semester by semester the record of all grades and credits attempted and earned prior to separation. However, for all required courses that the student must repeat (i.e., all those with a pre-separation grade of less than "C"), only the grades and credits for the courses retaken after readmission shall be counted for purposes of calculation of grade-point averages (semester and cumulative) and determination of total graduation credits. This policy also applies to any non-required courses the Academic Standards Committee requires the readmitted student to repeat as a condition for readmission. The previously earned grades and credits will continue to show on the transcript, but only the grades and credits earned in the repeated course will count for computation of cumulative and semester grade-point averages and accumulated graduation credits.

Thus, the transcript will contain a total, accurate, sequential record of academic performance of the student at UDC Law.

A readmitted student shall be required to achieve a SGPA of at least 2.000 for each semester after readmission and shall be required to raise his, her, or their CGPA to at least 2.000 to become a candidate for the Juris Doctor degree.

A student may be readmitted under this section only once. A student who fails to maintain the required academic standard after being readmitted under this section shall be permanently separated from the School of Law for academic deficiency. Upon a student's notification of separation for academic deficiency, the Registrar shall immediately cancel the student's registration. A student whose registration is cancelled because of separation for academic

deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

## SECTION VII. TUITION, FEES AND RESIDENCY

### 7.1 TUITION POLICIES

Tuition and fees are determined by the Board of Trustees of the University of the District of Columbia and are subject to change. Tuition for full-time students is charged on a flat fee basis for Fall and Spring semesters and a per-credit-hour basis for Summer semesters; tuition for part-time students is assessed on a per-credit-hour basis for all semesters. Tuition is based on residency, with tuition preferences given to students who are classified as residents of the District of Columbia and the D.C. Metropolitan Area. The University maintains a list of counties, cities, and zip codes in Maryland and Virginia that qualify as D.C. Metropolitan Area for purposes of this policy.

In order to be classified as a D.C. resident or D.C. Metro resident, a student must have resided in D.C. or the D.C. Metro area for a minimum of 90 consecutive days immediately prior to the deadline for the semester for which the student is seeking residency classification. The student must submit a Proof of Residency Form and two additional approved forms of proof by that deadline. Some students may be asked for additional documentation to confirm proof. Instructions, forms, deadlines and the list of qualifying D.C. Metro areas can be found on the School of Law's website at <https://law.udc.edu/Residency>.

The School of Law's Office of Admission notifies students of the residency determination. If an application for residency is approved, a student will be charged preferential tuition for that academic year only. Students must reaffirm their residency status each school year.

If an application for residency is denied, the student may reapply for a later semester by submitting the required materials by that semester's deadline.

A student classified as a resident who moves out of D.C. or the D.C. Metro area must inform the School of Law's Office of Admission within two business days of the move, as the student is no longer eligible for the preferential tuition rate.

Falsification of evidence of residency, or withholding of requested information which contradicts a claim of residency, is a serious matter. A false claim of residency may be grounds for expulsion from the School of Law and may adversely affect a student's qualification for admission to the Bar.

## 7.2 TUITION ASSESSMENT AND PAYMENT

Tuition is due and payable in full at the time of registration.

## 7.3 REFUND POLICY

A student who withdraws from the School of Law is eligible for a partial or full tuition refund, subject to all unpaid obligations to the School of Law, in accordance with the Refund Policy at: <https://law.udc.edu/Tuition>.

A student who accepts immediate separation for academic deficiency after receiving notice more than thirty (30) days after the first day of classes of the current semester shall receive a full refund of the tuition already paid for the semester just begun and for any tuition paid in advance for a subsequent semester. Any student who is required to withdraw as a penalty for violating school regulations shall receive no refund by reason of such withdrawal.

## 7.4 SUMMER SCHOOL AND VISITING STUDENT TUITION

Summer school tuition is assessed on a per-credit-hour basis and depends on the student's residency classification. The School of Law follows refund policies similar to those described in Section 7.3 for students withdrawing from a course or clinic taken during the Summer or otherwise paid for on a per-credit-hour basis.

## 7.5 MANDATORY HEALTH INSURANCE

UDC Law students are required to maintain health insurance coverage for themselves. They have two options for meeting the requirement:

- (a) an Accident and Sickness Insurance plan available to UDC students; or
- (b) a health insurance plan the student or the student's family maintains.

Students will be automatically enrolled in the University-sponsored plan unless they waive coverage by providing proof of comparable coverage by the waiver deadline. The waiver process must be completed annually.

## 7.6 TEXTBOOK FEE OPT-OUT

Each semester, all UDC students are automatically enrolled in Follett All ACCESS. Follett All ACCESS is a program under which the UDC Campus Bookstore delivers all required textbooks for a single per-semester fee that is charged to a student's account. The fee is calculated based on a student's total semester credit hours regardless of the number or market prices of books required for the student's classes. Students may opt out of the program completely but must do so by each semester's opt-out deadline. Those who opt out of the program must buy their

required books individually on the open market. Links to additional information can be found on the School of Law's Book List: <https://law.udc.edu/BookList>.

## SECTION VIII. ACCESSIBILITY POLICY AND PROCEDURES

It is the policy of the School of Law to ensure individualized opportunities for students with disabilities. In conjunction with the University, the School of Law is committed to providing equal and integrated access for individuals with disabilities.

Reasonable accommodation is a joint responsibility of the student, the University and the School of Law.

### ACCOMMODATION PROCEDURES

(1) The student seeking a reasonable accommodation shall notify the University's Accessibility Resource Center (ARC) of the student's disability as soon as practicable and shall request an accommodation. In order to receive ARC services, the student must register with the ARC each semester, submit a copy of the student's course registration and provide documentation of the disability as listed at: <https://www.udc.edu/students/arc/documentation-guidelines>. Additional helpful information about ARC processes and procedures may be found at: <https://www.udc.edu/students/arc/>. If a student is unable to utilize the above-listed webpages, the student should contact the ARC at (202) 274-6417 (V)/(202) 274-5579 (TTY) or [arc@udc.edu](mailto:arc@udc.edu).

(2) The student must schedule an appointment to meet with an ARC Counselor. The student and the ARC Counselor will engage in an interactive process to consider and determine reasonable accommodations necessary to enable the student to have an equal opportunity to benefit from services, programs or activities at the University and the School of Law. This process will include, as appropriate, the consideration of documentation substantiating a request for particular accommodations; the student's prior accommodations; specific course or program requirements; available course options or alternatives; available accommodations, modifications, or auxiliary aids; and a review of the nature and extent of the disability and the effect of the disability on performance within the course and/or the program. If the ARC determines academic accommodations are appropriate, the ARC will issue a formal letter, outlining the necessary academic accommodation(s) and serving as documentation of the student's registration with the ARC. It is the responsibility of the student to set up a meeting with the School of Law's Associate Dean of Students in a timely manner to discuss implementation of the accommodation(s) at the School of Law.

(3) In the event that the student is dissatisfied with the arrangements for accommodation, the student shall follow the grievance procedures noted in the ARC Student Handbook and stated below.

## GRIEVANCE PROCEDURES

### I. APPLICABILITY OF GRIEVANCE PROCEDURE

A. Students who believe that they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations as required by law, or denied participation in University programs and activities, have the right to use this grievance procedure.

B. This grievance procedure is designed to address disputes regarding:

- Disagreements regarding a requested service, accommodation, or modification of a University practice or requirement;
- Inaccessibility of a program or activity; and
- Harassment or discrimination on the basis of disability.

For the purposes of this policy, the above conduct is termed “discrimination or harassment.”

### II. INFORMAL RESOLUTION PROCESS

A. As an alternative to the formal complaint procedure described below, students are encouraged to submit the matter in writing with the ARC. The written complaint should specify the time, place, and nature of the act claimed to be in violation and may be supplemented by supporting documents and/or written statements from persons having firsthand knowledge of the facts, or other documentation and evidence, which the student believes supports the complaint.

B. Within twenty (20) working days of receipt of the claim, the ARC will collect and investigate all pertinent facts and circumstances in support of the alleged violation. Investigation will include review and verification of all documentation, evidence and testimony by involved and/or knowledgeable parties.

C. The ARC may attempt resolution of a complaint through mutual agreement of the affected parties at any point during the course of the investigation. Should such resolution be achieved, the investigation shall be ended.

D. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with the Section 504-ADA Coordinator who will attempt to facilitate a resolution through the formal grievance process.

### III. FORMAL GRIEVANCE PROCESS

If the informal grievance process above does not result in a successful resolution, then the student may file a formal grievance as follows.

A. Complaints should be filed as soon as possible with the University's Compliance Officer/Title IX Coordinator. The Compliance Officer/Title IX Coordinator's contact information can be found at: <https://www.udc.edu/students/arc/services-eligibility/grievance-procedure>.

B. A complaint must be in writing and shall include the relevant name(s), date(s), and time(s), a detailed description of the allegations of discrimination or harassment, the type of discrimination alleged occurred, the names of any witnesses to the discrimination or harassment, requested corrective action and any other relevant information on which the complaint is based. A complaint of discrimination or harassment in educational programs or activities must be filed with the University within one hundred and eighty (180) calendar days following the date the alleged discrimination or harassment took place.

C. The Section 504-ADA Coordinator will promptly initiate an investigation consistent with the University's Anti-Discrimination and Harassment Policy.

D. In undertaking the investigation, the Section 504-ADA Coordinator may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

E. The Section 504-ADA Coordinator will investigate the allegations brought by the complainant and work to conclude the investigation and conduct the exit interviews within sixty (60) calendar days, depending on the allegations presented. During the investigation, the Section 504-ADA Coordinator will:

- i. Formally apprise the respondent of the charge of discrimination or harassment, in writing.
- ii. Elicit from the respondent an explanation of what occurred from the student's perspective.
- iii. Arrange for interim relief for the complainant, if appropriate.

- iv. Provide both parties with the opportunity to provide information and identify witnesses.
- v. Investigate the allegations by conducting interviews or gathering other relevant information.
- vi. Attempt in a non-legalistic, non-threatening manner to facilitate a solution acceptable to both the complainant and the respondent.

F. The Section 504-ADA Coordinator evaluates allegations and evidence to determine if, based on the totality of the circumstances, it is more likely than not that the alleged conduct in the complaint occurred. The findings of the Section 504-ADA Coordinator are memorialized in a written report, which is solely for the University's use.

G. At the conclusion of the investigation, the Section 504-ADA Coordinator shall conduct an exit interview with the parties and issue exit letters notifying the parties of the outcome.

H. Students who believe that they have been subjected to discrimination and/or harassment may be able to file a complaint with Federal and/or District government agencies, e.g., the D.C. Office of Human Rights or the U.S. Department of Education's Office for Civil Rights. The University encourages students to utilize the internal complaint process prior to filing an external complaint.

## SECTION IX. STUDENT ORGANIZATIONS

### 9.1 RECOGNITION OF STUDENT ORGANIZATIONS

Newly formed student groups or organizations may apply for recognition by submitting a written request to the Associate Dean of Students and their Faculty Advisor. Their Faculty Advisor must be a full-time faculty member at the School of Law. A group seeking recognition shall include in its request a copy of its written organizational statement, bylaws, statement of purpose, activities, membership requirements and any other information relevant to the organization.

The Faculty Advisor must place the request for recognition on the agenda for a regularly scheduled Faculty Meeting. Upon review of the written materials, the Faculty will vote whether to approve recognition of the organization.

Student organizations and groups that have been officially recognized by the School of Law are entitled to utilize the facilities of the School for meetings and other activities.

Student organizations formally recognized by the School of Law are:

- Student Bar Association (the student government organization);
- Black Law Students Association (BLSA);
- National Lawyers Guild, DC School of Law Chapter;
- American Bar Association Law Student Division (ABA/LSD);
- Evening Law Students Association;
- International Law Students Association;
- Women's Law Society;
- Jewish Law Student Association (JLSA);
- Asian Pacific American Law Student Association (APALSA);
- Muslim Law Students Association;
- Gay, Lesbian, Bisexual, and Transgendered Association of Students (UDC Law OUTLAW);
- Latino/a Law Students Association;
- The Business Law Society;
- Sports and Entertainment Law Students Association;
- The Native American Law Students Association;
- The International Legal Honor Society of Phi Delta Phi, H. Carl Moultrie Inn;
- American Constitution Society for Law and Policy, UDC Law Chapter;
- Christian Law Society;
- Second Amendment Club;
- Environmental Law Society;
- Phi Alpha Delta Law Fraternity, International, Cahn Chapter;
- The Federalist Society for Law & Public Policy Studies, DC Student Chapter;
- Law Students for Disability Rights;
- Campaign to End the Death Penalty UDC Law Chapter;
- Drug Policy Reform Group of UDC;
- Law Students for Reproductive Justice, UDC Law Chapter;
- Black Men's Law Society;
- UDC Veterans Legal Services Project;
- Criminal Justice Society;
- Student Animal Legal Defense Fund, UDC Law Chapter;
- International Law Society;
- Student Trial Lawyers Association;
- Bethel Campus Fellowship Chapter.

One organization, the Law Review, is part of the curriculum for which students may earn academic credit. It is described in more detail in Section 3.4.

## 9.2 FUNDING FOR STUDENT ORGANIZATIONS

Student organizations may apply for financial and other support as part of the annual budget process of the School of Law. Requests for financial support by student organizations are included in the budget request of the Student Bar Association (SBA). The student activity fees assessed by the School of Law shall be used for this purpose.

## 9.3 FORMATION OF STUDENT GOVERNMENT ORGANIZATION

The Student Bar Association (SBA) is open to all students enrolled at the School of Law. The objectives of the SBA are to promote relations of goodwill among students; to provide a forum for exchange of ideas and cooperation among students and administration/faculty; to sponsor extracurricular programs of benefit to students and the law school; to sponsor community relations activities; to conduct fundraising to support student events and scholarships; and to promote high academic standards among students. The SBA holds monthly meetings, and its structure includes a Coordinating Committee as well as several standing committees which address issues concerning Student Services, Special Events, Community Relations, and Academic Standards.

In accordance with faculty bylaws, the student Senate and the President of the Student Bar Association appoint students to sit on several faculty committees as non-voting participants:

- (a) Academic Standards Committee – one (1) non-voting student member appointed to the committee;
- (b) Admission, Retention, and Financial Aid Committee – two (2) third-year non-voting student members;
- (c) Clinical Affairs Committee – three (3) non-voting student members, one from each class;
- (d) Curriculum Committee – two (2) non-voting student members, one full-time and one part-time; and
- (e) Faculty Appointments Committee – two (2) non-voting student members.

Students may also sit as observers in faculty meetings (except when the faculty goes into executive session) and in meetings of the Board of Trustees (except for executive sessions). Students may and have addressed both bodies at their meetings.

## 9.4 QUALIFICATIONS FOR STUDENT ORGANIZATION LEADERSHIP

A student who holds a leadership position in any student organization must have achieved and maintain a cumulative grade point average of 2.500 or above. A student serving as student

representative to any faculty committee must have achieved and maintain a cumulative grade point average of 2.500 or above.

## 9.5 PARTICIPATION IN EXTERNAL COMPETITIONS

In order to participate in an external moot court, mock trial, or similar competition, students must be currently enrolled in the requisite skills development course designated by the Associate Dean for Academic Affairs. Students who have successfully completed the course may seek permission from the Associate Dean for Academic Affairs to participate in a competition.

## SECTION X. ANTI-DISCRIMINATION AND HARASSMENT POLICY

The University of the District of Columbia David A. Clarke School of Law prohibits discrimination or harassment against any person on the basis of the actual or perceived actual race, color, ethnicity, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, military status, sex, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intrafamily offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. This policy covers all programs, services, policies, and procedures of the University of the District of Columbia David A. Clarke School of Law, including admission to educational programs and employment.

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. This law protects against discrimination, harassment, and violence based on sex, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking. The University's Title IX Policy and Procedures can be found here: <https://www.udc.edu/title-ix/>.

To report discrimination or harassment, please contact the University's Compliance Officer/Title IX Coordinator, whose contact information can be found here: <https://www.udc.edu/human-resources/equal-opportunity/>.

## SECTION XI. ALCOHOL AND DRUG POLICY GUIDELINES

The University of the District of Columbia has adopted Alcohol and Drug Policy Guidelines pursuant to 8 DCMR § 616 and all applicable laws and University policy. A complete copy of the Guidelines may be found at this link: [https://www.udc.edu/docs/UDC\\_alcohol\\_policy.pdf](https://www.udc.edu/docs/UDC_alcohol_policy.pdf).

The purpose of these guidelines is to establish procedures relating to alcohol and drug use on University property and at University events. Pursuant to University policy, the misuse, abuse and/or excessive consumption of alcoholic beverages or illegal drugs, and related behavior such

as violence, disorderly conduct, and destruction of property, pose a danger to the individual and to the community at large. Such behavior violates University policy and may violate local and federal law. Individuals who engage in such behavior may be subject to disciplinary action and/or criminal prosecution under applicable law. The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on University property or as part of any University activity or University event is strictly prohibited. Students and employees violating standards of conduct will be subject to sanctions consistent with local and federal law and University policy, up to and including expulsion or termination of employment and/or referral for prosecution for violations of standards of conduct.

Consumption of alcohol on University property or at University events shall be allowed only with prior approval by the Dean or Associate Dean of Students, and must be requested at least two weeks prior to the event. Consumption of alcoholic beverages shall not be the only means of refreshment at any event. Comparable quantities of non-alcoholic beverages and food items must be available for consumption throughout the duration of the activity.

The University provides resources to students, faculty and staff who may need assistance coping with drug or alcohol use. Below is a list of the resources made available to the University community:

- (1) Inova Employee Assistance Program (EAP): 1-800-346-0110
- (2) UDC Counseling and Wellness Center: Building 39, Suite 120, (202) 274-6000
- (3) SAMHSA's National Helpline: 1-800-662-HELP (4357)
- (4) Al-Anon/Alateen: 1-888-4AL-ANON (1-888-425-2666)
- (5) Cocaine Anonymous: (202) 368-0476
- (6) Nar-Anon: 1-800-477-6291
- (7) D.C. Bar Lawyer Assistance Program: (202) 347-3131

## SECTION XII. DISCLOSURE FOR STUDENT PRACTICE IN COURT

The practice of law requires admission to the bar, or special permission from a court, in the jurisdiction where one seeks to practice.

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners (<https://www.ncbex.org/>).

In the District of Columbia, a law student enrolled in the School of Law's legal clinics and under the supervision of a licensed attorney faculty member may engage in the limited practice of law if the student meets the requirements of Rule 48 of the Rules of the District of Columbia Court

of Appeals. UDC Law adopted the following disclosure policy based on Rule 48. UDC Law students with any questions about the rule or the policy should consult the Associate Dean of Experiential and Clinical Programs.

Each candidate for the Juris Doctor degree is required to receive credit for work in the School of Law's legal clinics, including at least one direct client service clinic. As part of the clinic registration process, students must apply to be certified by the Dean as being of good character and competent legal ability, and as being adequately trained to engage in the limited practice of law as defined by Rules 48 and 49 of the District of Columbia Court of Appeals.

The fitness of every student to be certified will be considered by a faculty and administrative committee who will advise the Dean. If there is a concern, it may require further inquiry and time. It is, therefore, imperative that the School of Law be informed during the process of admission to the school if a student expects that he, she, or they may encounter difficulty in being certified for student practice.

Conduct that may constitute serious character and fitness problems include arrests or convictions for anything other than minor crimes, conduct reflecting dishonesty (such as plagiarism), a recent history of substance abuse, or conduct indicating serious financial irresponsibility. Serious financial irresponsibility may be defined as credit and loan practices that demonstrate a pattern of non-payment of such obligations.

## SECTION XIII. PROCEDURES FOR RESPONDING TO STUDENT COMPLAINTS

The University of the District of Columbia David A. Clarke School of Law is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 North Clark Street, Chicago, IL 60654, 312-988-6738.

As an ABA-accredited law school, UDC Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at:

[https://www.americanbar.org/groups/legal\\_education/resources/standards/](https://www.americanbar.org/groups/legal_education/resources/standards/). Any prospective, current, or former School of Law student who wishes to bring a formal complaint to the administration of a significant problem that implicates the School of Law's program of legal education or its compliance with the ABA Standards should do the following:

- (1) Submit the complaint in writing to the Associate Dean for Academic Affairs or the Associate Dean of Students. The writing may consist of an e-mail, U.S. mail, or fax.
- (2) The writing should describe in detail the behavior, program, process, or other matter that is the subject of the complaint and should explain how the matter implicates the School of Law's program of legal education. The writing need not cite a specific ABA Standard.

- (3) The writing must provide the name, e-mail address, phone number and street address of the complaining student, for further communication about the complaint.
- (4) The Associate Dean for Academic Affairs or the Associate Dean of Students will acknowledge the complaint within five (5) business days of receipt. Acknowledgement may be made by e-mail, U.S. mail, or by personal delivery, at the option of the Associate Dean.
- (5) Within three (3) weeks of acknowledgment of the complaint, the administrator or the administrator's designee shall either meet with the complaining student or respond to the substance of the complaint in writing. In this meeting or writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the School of Law to address the complaint or further investigate the complaint. If further investigation is needed, within two (2) weeks of completion of the investigation, the student shall be provided with either a substantive response to the complaint or information about what steps are being taken by the School of Law to address the complaint.
- (6) Within two (2) weeks after receiving a substantive response to the complaint, the student who filed the initial complaint may appeal the decision to the Dean of the School of Law. Any decision made by the Dean shall be final.
- (7) A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Associate Dean for Academic Affairs for a period of ten (10) years or until the next regular comprehensive review by the Council, starting from the date of final resolution of the complaint.

## APPENDIX A. PART-TIME DIVISION MODEL COURSE SCHEDULE: CLASS OF 2026

Per Section 3.1, Part-time students shall follow the Part-time Division Model Schedule for their class year to ensure that all prerequisites are met and that they are not conflicted out of any required courses.

Deviation from the Model Schedule for your class year and division requires a waiver. See Section 3.1.3.

By following the Model Schedule, a part-time student in this class will earn between 81-83 credits during the Fall and Spring semesters. Students who wish to complete the program in four years will need to earn 3-5 credits during the Summer semesters.

<b>Model Schedule: Class of 2026 Part-time Division</b>	
<b>Fall 2022 – 9 credits</b>	<b>Spring 2023 – 11 credits</b>
1L Lab (P/F)	Civil Procedure II (3)
Civil Procedure I (3)	Contracts II (3)
Contracts I (3)	Lawyering Process II (2)
Lawyering Process I (3)	Legal Research (1)
	Professional Responsibility (2)
	ASP designated course <sup>1</sup>
<b>Fall 2023 – 11 credits</b>	<b>Spring 2024 – 10 credits</b>
Criminal Law (3)	Constitutional Law I (2)
Property (4)	Criminal Procedure (3)
Torts (4)	Business Organizations (3)
ASP designated course(s) <sup>1</sup>	Elective (2)
<b>Fall 2024 – 10 credits</b>	<b>Spring 2025 – 10-11 credits</b>
Constitutional Law II (4)	Electives
Evidence (4)	
Moot Court (2)	
<b>Fall 2025 – 10 credits</b>	<b>Spring 2026 – 10-11 credits</b>
Clinic (10)	Legal & Bar Success Foundations (3)
	Electives

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<sup>1</sup> Courses designated by the Director of the Academic Success Program may be required for certain students. See Sections 1.3 and 6.3.