



# **J.D. STATEMENT OF STUDENT POLICIES**

Revised 7/21/2020

**J.D. STATEMENT OF STUDENT POLICIES  
LL.M., M.S.L.B., and M.L.S. STUDENTS SHOULD CONSULT  
THEIR RESPECTIVE POLICIES**

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**I. INTRODUCTION**

**A. Policy Amendments**

This document sets forth the College of Law's policies that govern academic life for J.D. students. The University's policies may be found at <https://eoss.asu.edu/dos/srr>. Arizona State University and the College of Law reserve the right to change the policies, procedures, requirements, and any other contents of this document at any time. Policy changes that occur during the academic year will be updated in the J.D. Statement of Student Policies available on the College of Law website at [www.law.asu.edu](http://www.law.asu.edu). Each student is responsible for knowing and abiding by the College of Law's and University's policies.

The College of Law uses the LAW designation for courses that have been approved as part of the J.D. and LL.M. curriculum. For purposes of these policies, LAW refers to those courses or similar courses offered by other accredited law schools.

Please direct any questions about academic policies or requirements of the College of Law (including who the dean's designee is) to the Director of Academic Services.

**B. Learning Outcomes**

Learning outcomes for the J.D. degrees include competency in the following:

1. Knowledge and understanding of substantive and procedural law;
2. Legal analysis and reasoning, legal research, problem-solving, and written and oral communication in the legal context;
3. Exercise of proper professional and ethical responsibilities to clients and the legal system; and
4. Other professional skills needed for competent and ethical participation as a member of the legal profession.

**II. ELIGIBILITY FOR JURIS DOCTOR DEGREE**

**A. Graduation Requirements for Classes Entering Fall 2020 and After**

To be eligible for the J.D. degree, a student must satisfy all the following:

1. Admission to the College as a candidate for the degree and satisfaction of any conditions imposed at the time of admission or before graduation during the course of law study;

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2. Successful completion of at least 88 credits of which 69 must be graded with a cumulative grade point average of 2.33 or better;
3. No more than four credits of “C” grade work after the first year can be applied toward the 88 credits;
4. completion of all first-year courses;
5. completion of the Graduation Writing Requirement;
6. completion of the Flexible Writing Requirement;
7. completion of the Experiential Learning Requirement;
8. no more than 12 externship credits, 12 clinical work credits, 7 independent study credits, 4 professional development credits, and 6 combined professional development plus non-LAW credits for courses taken at ASU can be counted towards the 88 credits required for graduation;
9. all 88 credits required for graduation must be earned at the College of Law unless the dean’s designee grants prior approval;
10. completion of the degree requirements no earlier than 24 months and no later than 84 months after commencing study at the College of Law school or a law school from which the College of Law has accepted transfer credit;
11. a minimum of 64 credits must be earned in courses that involve attendance at regularly scheduled class sessions. The following do not count toward these required 64 credits:
  - a. All Externships
  - b. Independent Studies
  - c. Non-LAW courses taken at the College of Law
  - d. Journal credits
  - e. Moot Court credits
  - f. Teaching Assistant credits
  - g. Credit from courses without regularly scheduled meetings
12. A maximum of 29 transfer credits can be counted toward the 88 credits necessary for graduation.

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**B. Graduation Requirements for Classes Entering Fall 2017 through Spring 2020**

To be eligible for the J.D. degree, a student must satisfy all the following:

1. Admission to the College as a candidate for the degree and satisfaction of any conditions imposed at the time of admission or before graduation during the course of law study;
2. Successful completion of at least 88 credits of which 69 must be graded with a cumulative grade point average of 2.0 or better;
3. No more than four credits of “D” (deficient) grade work after the first year can be applied toward the 88 credits;
4. completion of all first-year courses;
5. completion of the Graduation Writing Requirement;
6. completion of the Flexible Writing Requirement;
7. completion of the Experiential Learning Requirement;
8. no more than 12 externship credits, 12 clinical work credits, 7 independent study credits, 4 professional development credits, and 6 combined professional development plus non-LAW credits for courses taken at ASU can be counted towards the 88 credits required for graduation;
9. all 88 credits required for graduation must be earned at the College of Law unless the dean’s designee grants prior approval;
10. completion of the degree requirements no earlier than 24 months and no later than 84 months after commencing study at the College of Law school or a law school from which the College of Law has accepted transfer credit;
11. a minimum of 64 credits must be earned in courses that involve attendance at regularly scheduled class sessions. The following do not count toward these required 64 credits:
  - a. All Externships
  - b. Independent Studies
  - c. Non-LAW courses taken at the College of Law
  - d. Journal credits

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- e.* Moot Court credits
  - f.* Teaching Assistant credits
  - g.* Credit from courses without regularly scheduled meetings
12. A maximum of 29 transfer credits can be counted toward the 88 credits necessary for graduation.

**C. Graduation Requirements for Classes Entering Fall 2016 and After**

To be eligible for the J.D. degree, a student must satisfy all the following:

1. Admission to the College of Law as a candidate for the degree and satisfaction of any conditions imposed at the time of admission or prior to graduation during the course of law study;
2. Successful completion of a minimum of 88 credits of which 72 must be graded with a cumulative grade point average of 2.0 or better;
3. No more than four credits of “D” (deficient) grade work after the first year can be applied toward the 88 credits;
4. Completion of all required first-year courses, Professional Responsibility, and either Constitutional Law II or Criminal Procedure;
5. Satisfaction of the Graduation Writing Requirement;
6. a maximum of 12 credits of externship work, a maximum of seven credits of independent study, and a maximum of 4 professional development credits, and a maximum of 6 credits over all for professional development plus credits for university courses taken outside the law school can be counted towards the 88 credits required for graduation;
7. All 88 credits required for graduation must be earned at the ASU College of Law unless prior approval by the dean’s designee is granted;
8. Completion of the degree requirements no earlier than 24 months and no later than 84 months after commencing study at the law school or a law school from which the school has accepted transfer credit. A transfer student must complete the work of at least three semesters in the ASU College of Law immediately preceding the granting of a degree;
9. Satisfaction of the Flexible Writing Requirement;
10. Satisfaction of the Experiential Learning Requirement;



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11. A minimum of 64 credits must be earned in courses that involve attendance at regularly scheduled class sessions. The following do not count toward these required 64 credits:
  - a. All Externships
  - b. Independent Studies
  - c. Non-LAW courses taken at the College of Law
  - d. Journal credits
  - e. Moot Court credits
  - f. Teaching Assistant credits
  - g. Credit from courses without regularly scheduled meetings
  
12. A maximum of 29 transfer credits can be counted toward the 88 credits necessary for graduation.

**D. Graduation Requirements for Classes Entering Fall 2015 through Spring 2016**

To be eligible for the JD degree, a student must satisfy all the following:

1. Admission to the College as a candidate for the degree and satisfaction of any conditions imposed at the time of admission or prior to graduation during the course of law study;
2. Successful completion of a minimum of 88 credits of which 72 must be graded with a cumulative GPA of 2.0 or better;
3. No more than four credits of “D” (deficient) grade work after the first year can be applied toward the 88 credits;
4. Completion of all required first-year courses, Professional Responsibility, and either Constitutional Law II or Criminal Procedure;
5. Satisfaction of the Graduation Writing Requirement;
6. A maximum of 12 credits of externship work, a maximum of seven credits of independent study, and a maximum of 4 professional development credits can be counted towards the 88 credits required for graduation;
7. All 88 credits required for graduation must be earned at the ASU College of Law unless prior approval by the dean’s designee is granted;

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8. Completion of the degree requirements no earlier than 24 months and no later than 84 months after commencing study at the law school or a law school from which the school has accepted transfer credit. A transfer student must complete the work of at least three semesters in the ASU College of Law immediately preceding the granting of a degree;
9. Satisfaction of the Flexible Writing Requirement;
10. Satisfaction of the Professional Skills Requirement;
11. A minimum of 64 credits must be obtained from courses that involve attendance at regularly scheduled class sessions. The following do not count toward these required 64 credits:
  - a. All Externships
  - b. Independent Studies
  - c. Courses taken outside the law school under Section-University Courses outside the Law School
  - d. Credits received for working for a Journal under Section-Journal Credits
  - e. Credits received for Moot Court under Section-External Moot Court Participation
  - f. Credits received for being a Teaching Assistant
  - g. Credit from courses without regularly scheduled meetings
12. A maximum of 38 transfer credits can be counted toward the 88 credits necessary for graduation.

### **III. GRADUATION REQUIREMENT DESCRIPTIONS**

#### **A. Graduation Writing Requirement**

Each student must satisfactorily complete at least one substantial writing project to qualify for graduation (the “Graduation Writing Requirement”).

1. Procedure

The Graduation Writing Requirement must be undertaken as part of a second- or third-year offering for which academic credit is available. To determine if a class will fulfill the Graduation Writing Requirement, consult the course description associated with the class

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for the semester of enrollment, which are posted on the College of Law website.

This requirement may be satisfied by taking a designated writing course, by writing for a journal, or through an Independent Study. Students fulfilling the requirement through a means other than a designated writing course must obtain approval from the dean's designee, using the form described below. Moot Court briefs may not be used to satisfy the Graduation Writing Requirement.

In all cases, before undertaking the writing project, the student shall complete an initial "Graduation Writing Requirement Form" identifying the topic, the faculty editor, and dates for submission of a research outline and the first and final drafts. At the conclusion of the project, a member of the faculty must certify that the writing is of reasonable quality and satisfies the requirements set forth below. This certification must be filed with the Registrar no later than the last day of the term in which the student will graduate.

The initial approval form titled "Graduation Writing Requirement Form" and the certification of completion form titled "Graduation Writing Requirement Certification Form" can be found on the College of Law website.

2. Dates

A student who has not completed the Graduation Writing Requirement by the semester before graduation is subject to the following deadlines. The first draft of the paper must be submitted no later than two weeks before the end of classes or such earlier date as the supervising faculty member sets. The supervising faculty member may extend this deadline in appropriate cases. The student must submit the paper, and the faculty member must certify it as completed, by the final scheduled day of the examination period. The dean's designee may grant exceptions to this final deadline.

3. Substantial Faculty Involvement.

The Graduation Writing Requirement requires substantial faculty involvement. Substantial faculty involvement means that the supervising faculty member should be involved in both topic selection and the editing process. The latter contemplates that a faculty member will (1) make detailed comments on both the outline and first draft of the paper, (2) meet with the student to go over the first draft, and (3) review the subsequent draft.

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4. Other Requirements.
  - a. **Format.** The final version of the paper must be at least 6,250 words, including footnotes, and there must be at least an initial and a final draft.
  - b. **Faculty Supervisors.** Only members of the full-time teaching faculty may supervise a graduation writing requirement.

**B. Flexible Writing Requirement**

1. Each student must satisfactorily complete the Flexible Writing Requirement to qualify for graduation. The Flexible Writing Requirement may be satisfied in any upper-class law course, seminar, clinic, independent study, or other offering for which academic credit is awarded.
2. To determine if a course will fulfill the Flexible Writing Requirement, consult the course description for the semester of enrollment. Course descriptions are posted on the College of Law website.
3. Writings that may satisfy this section include any legal work products that singly or together constitute substantial written legal work product. Writings that satisfy the Flexible Writing Requirement may, but need not, include the substantial faculty involvement as defined for and required by the Graduation Writing Requirement. Such substantial legal work product includes without limitation:
  - a. Seminar papers;
  - b. Legal briefs or memoranda;
  - c. Drafting of other legal materials; and
  - d. Presentation papers or other multiple smaller assignments.

In all cases, such writings must require substantial individual intellectual effort involving, either singly or in combination, research, legal analysis, synthesis of cases or other legal materials, or original legal drafting or similar writing. Very short papers, impressionistic or opinion papers, and drafting that involves limited modification of preexisting forms or other written language are the types of projects that do not qualify.

4. “Substantial Written Legal Work Product” means written work product that totals at least 15 double spaced pages or 3,750 words (at the faculty member’s discretion) of legally-related original writing. If a faculty member makes an offering available for satisfaction of this requirement, any enrolled student shall be eligible to fulfill the requirement in that offering.

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**C. Professional Skills Requirement (for classes entering before fall 2016)**

All students must satisfactorily complete at least one course in which they receive substantial instruction in “professional skills generally regarded as necessary for effective and responsible participation in the legal profession.” Courses fulfilling the requirement are so designated course description posted on the College of Law website. To determine if a course will fulfill the Professional Skills Requirement, consult the course description associated with the course for the semester of enrollment.

**D. Experiential Learning Requirement (for classes entering fall 2016 and after)**

All students must satisfactorily complete one or more experiential course(s) totaling at least six credits. An experiential course is a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must:

1. Integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills, including include skills such as interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, and cultural competency;
2. Develop the concepts underlying the professional skills being taught;
3. Provide multiple opportunities for performance;
4. Provide opportunities for student performance, self-evaluation, and feedback from a faculty member, or, for a field placement, a site supervisor;
5. Provide a classroom instructional component; or, for a field placement, a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and
6. Provide direct supervision of the student’s performance by the faculty member; or, for a field placement, provide direct supervision of the student’s performance by a faculty member or a site supervisor.

To determine if a course will fulfill the Experiential Learning Requirement, consult the course description posted on the College of Law’s website for the semester of enrollment.

**IV. CREDIT HOURS AND ATTENDANCE**

**A. Calculation of Credit Hours**

While students may be required to spend more time per credit as determined in

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the faculty member's judgment to accomplish the educational goals of a course, a "credit" is awarded for 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 the College of Law semester, 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) for other academic activities, including simulation courses, law clinics, field placements, co-curricular experiences, and other academic work leading to the award of credits.

The College of Law faculty have determined the following specific expectations for the different types of courses listed below. Students are expected to spend:

3. Exam courses—At least 42.5 hours/credit in total over the course of a semester, consisting of time spent in class, preparing for class, and preparing for and taking an examination, approximates one credit.
4. Paper courses—At least 42.5 hours/credit in total, consisting of time spent in class, preparing for class and researching and writing the required paper
5. Field Placements (Externships)—At least 55 hours in total, consisting of time spent in class preparing for class, and journaling (subject to course maximums); and performing externship work, approximates one credit. Students are required to log and submit hours to determine the number of credits awarded.
6. Law Clinics—At least 45 hours/credit in total, consisting of time spent in class, preparing for class, and performing clinical work, approximates one credit. Students are required to log and submit hours to determine the number of credits awarded.
7. Independent Study—At least 42.5 hours/credit in total Faculty members shall independently evaluate the work of each student completing an independent study. See the Independent Study rule for additional guidelines

## **B. Attendance**

Attendance is an essential element of successful academic performance. An instructor in any law school course, seminar, or other offering may withdraw a student for excessive absence.

Withdrawal for excessive absences in any course, seminar, or offering for credit shall presumptively be recorded as a failing grade (E). Students who believe they have good cause for failing to attend may petition a committee designated by the dean, which may in its discretion convert

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the grade to a W.

“Excessive absence” is defined as unexcused absence from more than 15% of class or other instructional time. For courses the administration designates as a “special attendance course” and which are so noted in the course description and syllabus, faculty may define excessive absence differently.

**V. ACADEMIC STANDARDS: RETENTION, DISQUALIFICATION, PROBATION, ACADEMIC SUCCESS, AND READMISSION POLICIES FOR J.D. STUDENTS**

**A. Final Transcript Due Date**

All students who enroll at the ASU College of Law must provide an official transcript (paper or electronic) from their undergraduate or previous law institution verifying all academic credits undertaken and degree(s) conferred. For students entering the Law School in the fall semester, transcripts must be received by October 15th. Absent extraordinary circumstances, students who fail to provide official transcripts by this date will be immediately withdrawn from all classes. For students entering in the spring semester, transcript(s) must be received by March 15th. Student who fails to submit official transcripts by this date may be subject to administrative withdrawal from the Law School.

**B. Cumulative Grade Point Average Requirements/Retention/Disqualification**

1. First Year.

- a. If a student’s GPA after the first semester places the student in the bottom 5% of the 1L class, that student shall be placed on probation and must participate in the Spring Academic Success Program (“ASP”). For the 2019-2020 and 2020-2021 academic years, the requirement of participation in Spring ASP will apply to the bottom 10% of the 1L class;
- b. If a student’s 1L GPA after the first semester is below 2.5, that student shall be placed on probation and must participate in the ASP.
- c. If a student’s 1L GPA is above 2.0 but below 2.33 after the first year, that student shall be disqualified from the College of Law but may be considered for readmission if the student applies.
- d. If a student’s 1L cumulative GPA is below 2.0, that student shall be permanently disqualified from the College of Law.
- e. Any student who fails to complete all required first year courses without prior permission is disqualified from the College of Law. Such students may apply for readmission.

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2. After the First Year.
  - a. If an upper-class student's cumulative GPA is below 2.5 (2.33 for students who started law school prior to fall 2020), that student shall be placed on probation and must participate in the ASP until the student's cumulative GPA exceeds 2.49 (2.32 for students who started law school prior to fall 2020).
  - b. If an upper-class student's cumulative GPA for a given semester is below 2.33 (2.0 for students who started law school prior to fall 2020), that student shall be placed on probation for the following semester (both summer and fall if the deficient cumulative GPA is in the spring semester) and must participate in the ASP.
  - c. If an upper-class student's cumulative GPA is below 2.33 (2.0 for students who started law school prior to fall 2020), that student shall be disqualified from the College of Law but may apply for readmission.
3. Graduation.
  - a. A student's cumulative GPA must be 2.33 or higher (2.0 or higher for students who started law school prior to fall 2020) to graduate.
4. Good Standing.
  - a. Students are considered in "good standing" unless and until they are disqualified, even if on probation.

**C. Probation**

1. First-Year Students on Probation:
  - a. Must participate in the ASP;
  - b. May only work or participate in extracurricular activities with the ASP Director's consent; and
  - c. May be required to retake any class in which the student received a grade below a C+ at the ASP Director's discretion.
2. After the First Year, Students on Probation:
  - a. Must participate in the ASP;
  - b. May only work or participate in extracurricular activities (including moot court) with the ASP Director's consent;
  - c. Shall take no more than 14 credits in a semester;
  - d. Shall not enroll or participate in externships in the fall or spring semesters (but may do so over the summer) or study abroad;



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- e.* Shall not enroll or participate in independent study;
  - f.* Shall not register for classes without the ASP Director's prior approval of the proposed course selection; and
  - g.* May be required to retake any class in which the student received a grade below a C+ at the ASP Director's discretion.
3. Timing of Probation Discovery
- a.* A student who signed up for courses while not on probation, but who finds himself on probation at the end of a given semester or after a summer, must obtain the ASP Director's approval to take the following summer or semester courses for which the student previously registered. The student must comply with all other probation requirements.

**D. Academic Success Program**

1. Basic Requirements

The ASP Director will determine for each student what work is required.

2. First-Year ASP

In the second semester of the first year, one component of the ASP will be a graded course that replaces one of the spring 1L doctrinal courses. This course is exempt from the normal first-year curve. The ASP Director will determine for each student what additional work is required.

3. When ASP is Mandatory:

- a.* Full participation is expected; and
- b.* Absent extraordinary circumstances, participation in less than 85% of a semester's ASP meetings shall result in dismissal from the College of Law without refund for either the semester involved, or the semester when discovered.

4. Other ASP Participants.

In addition to the students who are required to participate in ASP, the ASP Director may invite other students to participate in ASP at his/her discretion.

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**E. Readmission**

1. Basic Provisions

The Committee on Readmission, in its discretion, may readmit students on such terms and conditions as the Committee may impose. Every offer of readmission to a student previously disqualified shall be made on the express condition of mandatory participation in the ASP.

2. Readmissions Standards for Disqualified Students:

- a.* A student disqualified on the basis of a cumulative GPA between 2.0 and 2.33 (between 1.7 and 2.0 for students who started law school prior to fall 2020) may apply for readmission. The Committee shall deny the application unless it believes, on the basis of the student's prior performance and any other relevant evidence, that the student has the basic qualifications to complete law school. Evidence of such basic qualifications may be that the deficiency can be explained by convincing evidence of extenuating circumstances, or that, for students disqualified one or more years before the application, the nature of interim work, activity, or studies indicates a stronger potential for successful law study.

If a student who was disqualified during, or at the conclusion of, the first year is readmitted, that student must repeat the entire first-year curriculum (including courses in which the student previously received grades of C or higher) as a new first-year student. A student readmitted to repeat the first year will not receive credit for any prior courses, and grades received in the prior year will not be included in computing the student's GPA; however, the previous courses and grades will appear on the student's transcript. In addition, the following conditions apply to the repeat year:

- i.* The student must have a cumulative GPA at the end of the repeated year of 2.33 or higher. A student who fails to achieve a cumulative GPA of at least 2.33 is permanently disqualified from continuing enrollment at the College of Law and may not apply for readmission.
- ii.* A student who fails to satisfy any condition of readmission is disqualified from continued enrollment.
- b.* Delayed Readmission Applications: If a disqualified student seeks readmission to a semester that begins more than four years after the end of the semester of

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disqualification, the Committee on Readmission may exercise discretion to require the applicant to reapply to the College through the normal admissions process.

## **VI. SCHEDULING OF CLASSES**

### **A. Schedules**

Faculty may not change class and examination schedules. All changes in these schedules must have the prior approval of the dean's designee. Classes are generally scheduled throughout the day Monday through Friday.

### **B. Makeup Classes**

From time to time, professors schedule makeup classes to replace canceled class sessions. Such classes may be offered during any period in the day except 12:00 - 1:30. The regular attendance policy applies to these sessions.

### **C. Conflicts in Schedules**

1. Under no circumstances will students be permitted to enroll in courses that have conflicting meeting times.
2. Students may not register for both an externship and a clinic course during the same semester.

### **D. Required J.D. Course Load**

The program of legal education of the College of Law is planned for the full-time student. Courses in the first-year curriculum are required and administratively assigned. Generally, the required course load for the first year is 15 assigned credits in the fall and spring semesters. The dean's designee may make exceptions to assigned first year courses. If a student does not successfully complete a first- year course during the first year of study, the student must successfully complete the course during the second year.

### **E. Overload**

Generally, students may not register for more than 16 credits for a semester or 2 credits during the summer intersession or 6 credits for each of summer session A and B. The dean's designee may approve an overload in unusual cases, but in no event will an overload for more than 18 credits be allowed. Generally, 17 is the maximum allowed, even with a waiver. Auditing a course does not constitute an overload. Waivers will not be granted until after the date for regular 2L and 3L registration.

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**F. Auditing Classes**

Under University regulations, auditors must register and pay regular fees. Students may not earn credit for audited courses and are not permitted to change from audit to credit after the add period ends. Non-law students must secure the approval of the dean's designee before registering to audit a law course. In addition, auditing requires the instructor's approval.

**VII. GRADING**

**A. Grading Scale**

A+	
A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Acceptable
D	Deficient
E	Failure
P	Pass
X	Audit
W	Withdraw
I	Incomplete
XE	Academic Dishonesty

**B. Grading Courses and Pass/Fail Grading**

All courses are to be graded on letter grade scale shown above except for (a) offerings in which the faculty/instructor's posted course description states that work will be evaluated on a pass-fail basis; and (b) independent studies where faculty/instructor's independent study approval form states that the work will be evaluated on a pass-fail basis.

In pass-fail courses, a grade of the equivalent of C or above will be recorded as a pass. Any grade below C will be recorded as the grade that the student earned.

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**C. Grade Normalization**

1. In all Large-Size\* courses, this distribution will be followed:

Grade	Subgroup % Distribution	Group % Distribution
A+	0-5%	<b>Combined A's must constitute 35% of the grades awarded (plus or minus 2%)</b>
A	10-20%	
A-	10-20%	
B+	25-35%	<b>Combined B+'s and B's must constitute 45% of the grades awarded (plus or minus 2%)</b>
B	10-20%	
B-	15-20%	<b>B- and below must constitute 20% (plus or minus 2%)</b>

\* Large-Size includes all courses with an enrollment of 40 or more students.

2. In all 1L writing courses and all Mid-Size\*\* courses, this distribution will be followed:

Grade	Subgroup % Distribution	Group % Distribution
A+	0-5%	<b>Combined A's must constitute 35% of the grades awarded (plus or minus 5%)</b>
A	5-25%	
A-	5-25%	
B+	20-40%	<b>Combined B+'s and B's must constitute 45% of the grades awarded (plus or minus 5%)</b>
B	5-25%	
B-	10-25%	<b>B- and below must constitute 20% (plus or minus 5%)</b>

\*\* Mid-Size includes courses with a final exam and enrollments of at least 20 but fewer than 40 students.

3. In the legal analysis course, all upper level legal writing courses, all simulation courses, all seminars, and all exam classes with fewer than 20 students, the

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distribution above in 2 is suggested. However:

- a.* for classes with between 10 and 19 students, the professor may not give more than 50 percent in the A range and no more than 1 A+.
  - b.* for classes with 9 or fewer students, the professor may not give more than 70 percent As, and no more than 1 A+.
4. The lowest grade in any course is E, which constitutes a failing grade.

**D. Instructor's Assessment and Grading of Students on Bases Other than or in Addition to Final Exams**

1. Assessment on bases other than a final exam. Each instructor may assess student performance on bases other than, or in addition to, a final examination. Such assessments may include written assignments, mid-term or other examinations, papers, projects, or other assessments of performance by students in the role of lawyers. When an instructor chooses to assess students on such bases, the instructor shall include all graded course components and their relative weights in the course syllabus. The posted course description should contain a more general description of the grading criteria. Examinations, written assignments, or a combination of the two, should be the most important basis of assessment in non-clinical courses and an important basis of assessment in clinical courses.
2. Attendance, Preparation, and Class Participation. Students are expected to prepare for and attend all classes in their entirety, without tardiness. In all courses, instructors may consider unexcused absence, tardiness, and contributions to class discussion in assigning grades.
  - a.* In first-year courses, an instructor may notify the Registrar to raise a student's final grade one step (for example, from a "B" to a "B+," from a "C+" to a "B-," etc.) for outstanding classroom participation, or lower a student's final grade one step for unexcused absence, tardiness, inadequate preparation, or poor class performance. Alternately, an instructor may notify the registrar or the instructor's administrative assistant to add or subtract raw points to the total score earned by a student, creating the possibility of bumping that student up or down no more than one step. The lowest grade that can be raised is a C. The lowest grade that can be lowered is a C+. This policy statement shall constitute notice that such grade adjustments are possible.
  - b.* Instructors in upper-level courses may give such weight as they believe is appropriate to such matters as classroom participation, unexcused absence, tardiness, or inadequate preparation. Instructors shall provide notice of attendance and participation grading policies to students in a syllabus provided to students on or before the first day of classes.

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c. Adjusted grades must meet the grading curve described above.

**E. Incomplete Grades**

A grade of incomplete may be given whenever a student does not complete course requirements. The dean's designee must approve a grade of incomplete in a first-year course.

**F. Anonymous Grading**

Final examinations, mid-term examinations, and quizzes shall be graded anonymously. Paper courses should be graded anonymously to the extent possible. Instructors may not learn the names of students associated with exam numbers until all grades are finalized and recorded. An instructor may not alter the final grade except for clerical or mathematical error. Faculty must submit a written statement explaining the reason for the change to the dean's designee for approval before proposed changes will be made.

**G. Disclosure of Grades and Transcripts**

Faculty may not discuss final grades with students until the Registrar has posted them. Students should request transcripts on the MyASU.edu webpage. The College of Law cannot provide transcripts.

**H. Class Ranking**

Students will be ranked at the end of each semester if the students' grades are in the top half of the class and the students have completed all the required first semester coursework (after 1 semester), all the required first and second semester coursework (after 2 semesters), 42 credits (after 3 semesters), 54 credits (after 4 semesters), 66 credits (after 5 semesters), or 88 credits (after 6 semesters). Transfer students will not be ranked. The College of Law will release class rank information only with student authorization.

**I. Grading Teaching Assistants**

Teaching assistants can only serve in first-year courses and will be graded Pass/Fail only. Teaching assistants will receive two credits per course. Students may not serve as teaching assistants for more than one course in the same semester.

**J. Honors**

At or after graduation, the faculty may award students the designations *cum laude*, *magna cum laude*, and *summa cum laude* by the faculty. A student graduating among the top 5 students in the graduating class graduates *summa cum laude*. The remainder of the top 10% of the student body graduates *magna*

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*cum laude*. The next 15% of the class graduates *cum laude*. The cumulative GPA for determining these designations is based on only LAW courses taken at the College of Law. In addition, Order of the Coif (a national honor society) is awarded to students who rank in the upper 10% after six semesters of course work with a minimum of 66 graded credits.

**K. Ranking and Honors for Transfer Students**

Students who transfer to the College of Law are not eligible to be ranked and are not eligible for Order of the Coif. Transfer students who earn a minimum of 40 graded LAW credits are eligible to earn academic honors (*cum laude*, *magna cum laude*, or *summa cum laude*) based on their final cumulative GPA for LAW courses taken at the College of Law.

**L. Pedrick Scholar Honors**

A JD student who, in any single semester in which he or she has taken at least 10 graded credits, achieves a cumulative GPA of 3.67 or higher shall be deemed a Pedrick Scholar for that semester.

**M. Grading and Academic Integrity Code Violations**

The dean, on the recommendation of an Academic Integrity Code Hearing Board can impose a sanction for violation of the Academic Integrity Code. If an instructor wants to deduct points for an academic defect that the instructor recognizes may also amount to an Academic Integrity Code violation, he or she must give notice to the student and the dean's designee of the reason for the deduction of points from the grade. A student may appeal such a result, but that will trigger the Academic Integrity Code process.

**N. Student Appeals from Grades**

A student may appeal a grade to the dean's designee only on the following grounds:

1. The grade reflects an error in computation or recording.
2. The grade is based at least partly on an erroneous finding by the instructor that the student engaged in plagiarism, fabrication, or other academic dishonesty in the academic exercise being graded. Students should refer to Section XIV, University Student Code of Conduct and the ASU College of Law Academic Integrity Code for definitions of plagiarism and academic dishonesty.
3. Lack of good faith - students should refer to the Academic Grievance and Procedure described below.



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**VIII. EXAMINATION PROCEDURES**

**A. Examination Numbers**

Students will be issued a separate examination number for each semester. An examination should be identified only by the number given for that examination.

**B. Commencement of Examination**

An examination begins when the person administering the examination gives the direction to begin. No student shall read the examination questions or commence writing until the direction is given. Students using examination software may not proceed past the initial start-up screen into the examination answers until the person administering the examination gives direction to begin.

**C. Conduct During Examinations**

1. All students shall observe the Academic Integrity Code during examinations, which is set forth below.
2. No outside materials may be used during the examination or brought to the examination room unless the instructor specifically authorizes them. (A list of materials permitted should also be included on the instruction sheet for the examination). The prohibition includes notes, library materials, and any printed or written matter other than the examination questions, bluebooks, or other answer sheets.
3. Students may not discuss the examination until after all examination papers have been collected. Students are free to leave the examination room for short periods, but they must defer discussion of the examination until the testing period has ended.
4. Many students defer exams, and all students should ensure that they discuss the exam only with those who have already taken the exam.
5. Examinations are to be taken in assigned rooms only. Personal computers may not be used unless the following procedures have been followed:
  - a. The student installs and properly uses the exam software required by the College of Law.
  - b. Students may not delay the start or finish times of an examination because of computer problems. If a computer malfunctions, the student shall proceed by handwriting the remainder of the examination and the College of Law will obtain any available backup files directly from the student's computer. Any

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answers obtained electronically will be added to the hand- written answers. Each faculty member has the discretion to decide what penalty, if any, to apply if the combined answer exceeds word or page limits.

- c. Any attempt to disable or tamper with the security features of the examination software violates the Academic Integrity Code. Computers are subject to inspection before and after the examination.
  - d. Students will not be given extra time on an exam if their computers crash during the exam.
6. Other than one computer used to write the examination answers (when permitted pursuant to Section C(5)(a), no other electronic devices may be used or readily accessible unless specifically authorized by the instructor for the entire class.) “Electronic devices” includes, but is not limited to, laptop computers, tablets, music devices, noise-cancelling headphones, and cellular phones.
  7. Faculty may offer “closed” computer exams, where students will only be allowed access to the exam software, “open” computer exams, where students will also have access to all materials on the computer, and “fully open” exams, which will allow students access to the internet as well. Faculty will notify students well in advance of the exam which option will be used.
  8. Unless specifically permitted, students are prohibited from communicating electronically in any form during the examination.
  9. Accessing records or materials that are not permitted during an exam, at any time and through any means, violates the College of Law’s Academic Integrity Code.
  10. Notwithstanding Sections C(2), (5), and (6), faculty members may permit students to use any computer on take-home examinations.

**D. Termination of the Examination**

In all exams administered by a proctor, the proctor will announce that the examination has ended, and all students must stop. Answer sheets from students who fail to comply will be marked “late” and the instructor may take the lateness into account in grading the examination. In addition, failing to stop writing when the announcement is given violates the Academic Integrity Code.

**E. Return of Examination Questions**

Students must return all copies of all examination questions to the proctor at the end of the examination.

**F. Students Late for Examination**

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Students who arrive late for an examination are expected to complete the examination by the announced end. No extension of time will be granted.

**G. Faculty Presence at Examinations**

Faculty members should not be present during examinations.

**H. Rescheduled Examinations**

A student may reschedule an examination only for compelling reasons. A request to reschedule must, if possible, be communicated to the dean's designee before the examination. A student whose request is approved may take the exam on the next available date as determined by the dean's designee. Students should not discuss exam scheduling with their professors.

**I. Unexcused Failure to Take Examination**

Failure to take an examination without approval from the dean's designee results in a failing grade.

**J. Examination Deferrals**

Students with (1) more than one examination scheduled on the same day, (2) one examination scheduled in the afternoon and another the following morning, or (3) three or more examinations on successive days, may arrange a change in the schedule. To qualify, the student must complete and submit a deferment form to the Registrar for approval by the dean's designee, no later than the last regular day of the semester. The dean's designee will determine which exam(s) to move and will move them as minimally as possible to comply with these rules.

**K. Questions**

The dean's designee shall decide any questions regarding examination procedures and administrative responsibilities.

**L. Take-Home Examinations**

Take-home examinations will be administered under the direction the instructor specifies and they must be completed within the scheduled examination period. The maximum time allowed for a take-home exam is 8 hours. Take-home exams are administered through Examssoft, and students may begin them at any time. However, **students should be aware that technical support from the College of Law's IT department will only be available during regular working hours (M-F, 8-5)**. Students who opt to take such exams outside of working hours should be aware of this risk.

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**IX. WITHDRAWAL AND ADDING**

**A. 1L Withdrawal**

A JD student who withdraws from a first-year course without the approval of the dean's designee or who is withdrawn by the instructor for failure to attend class shall be presumptively disqualified from continuing at the College of Law starting the semester after the withdrawal. Provided not otherwise ineligible, the student may petition to be allowed to continue at the College of Law by demonstrating good cause for the withdrawal. The dean's designee shall hear any such petitions.

Students who fail to complete all first-year courses by the end of the first year will not be ranked.

**B. Upper-Level Withdrawal**

1. For instructional offerings after the first year, a student may withdraw until:
  - a. The final examination is administered;
  - b. A take-home final examination is made available to students; or
  - c. The last meeting of the class, if no examination is administered.
2. For courses the administration designates as a "special withdrawal course" as noted in the course description, a student who withdraws without the instructor's approval or approval by the dean's designee shall be prohibited from registering for any future special withdrawal courses for 12 months. Special withdrawal courses fall into 3 categories and have different rules depending on the type of course:
  - a. Externships and Clinics – Students who have applied for an externship or clinic and been accepted may decline upon offer without consequence. However, once a student has accepted an externship or clinic, any student who drops the externship or clinic without prior approval by the dean's designee will be subject to the 12-month ban.
  - b. Intensive Writing (Summer) – Students who sign up for intensive writing must sign a contract committing to take the course and to pay for it, even if they later drop it, without prior approval by the dean's designee.
  - c. Any other offering designated as a "special withdrawal course" – Such courses must clearly state in the course description the last day students may withdraw without approval by the dean's designee without being subject to the 12-month ban.

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**C. Adding Courses**

No student may add a course after 15% of the class sessions have been held. In seminars and intercession courses, instructor approval is necessary for a student to add a class after the first session.

**D. Withdrawal from the College of Law**

A student may withdraw from the College of Law during a semester at any time before the examination period begins. Before withdrawing, the student must arrange for an interview with the dean's designee.

**E. Readmission to the College of Law**

A student withdrawing from the College of Law leaves with no assurance of being readmitted and must reapply for admission into the College if he or she wishes to attend later. If a withdrawn student seeks readmission, he or she must apply for readmission to the dean's designee at least 45 days before the semester for which the readmission is requested. The Committee on Readmission will consider the application. Its decision shall be final.

**X. NON-TRADITIONAL CURRICULUM**

**A. Non-LAW Courses**

Course work and independent study in a non-LAW course may satisfy a special need to supplement skills in a chosen field. Such courses may be taken in the College of Law, e.g., SLB courses, or elsewhere at the university. Such credit does not constitute graded credit for purposes of the graded credit graduation requirement.

The College will recognize a maximum of six credits of non-LAW course work in partial fulfillment of the J.D. degrees under the following conditions:

1. The non-LAW work must be related to the student's legal education; the student who petitions for such credit bears the burden of establishing a significant relationship.
2. The dean's designee must approve any request in advance. Students must earn a grade of "B" or better for the credit to count toward the J.D. degree.
3. Though special cases may justify credit for course work at the undergraduate level, graduate course work is normally required.

**B. Externships**

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1. General Requirements
  - a. Students may only enroll in approved externships.
  - b. All externships shall provide an educational experience of high quality and shall include instruction in professional lawyering skills.
  - c. Each extern shall be under the general supervision of the Externship Director.
  - d. All externships shall involve legal or policy assignments and typically shall include substantial written work. Students shall work under the direct supervision of an attorney.
  - e. All externships shall include an academic component. Students participating in an externship for the first time are required to complete the classroom component provided by the Externship Director. Periodic reflective journals are required of all externs.
  - f. A J.D. student may not earn more than 12 externship credits, of which only 6 may be for paid externships. Students may get credit for paid externships both during the school year and over the summer. Students may complete up to 25% of their required hours for a given externship in the three months before the semester in which they perform the externship starts. If a student chooses this option, the number of hours they may complete in advance is based on the credit hours for which they are enrolled in the upcoming semester.
  - g. During the fall and spring semesters, externships will be for a minimum of three credits. Students may petition the Externship Director for permission to take a one or two credit externship, which shall be granted for good cause.
  - h. Students participating the Washington D.C. program may register for a maximum of 36 credits, including coursework in Washington D.C. Students earning credit in an externship outside of Washington D.C. or Phoenix may register for a maximum of 15 credits, including coursework, for the externship semester.
  - i. Students are not permitted to participate in both the Washington D.C. program and the Los Angeles Legal Externship Program.
  - j. Students may not spend more than one semester in Los Angeles.
  - k. Students are expected to complete an externship in one semester unless the Externship Director grants an extension for good cause. Students who earn an incomplete grade in a previous externship placement may not participate in the Externship Program again until they complete the previous externship and receive a passing grade.

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- l.* Students may not do both a clinic and an externship in the same semester or summer session.
  
- m.* Externships are considered a special withdrawal course, as described above in Part IX. Student who accept an externship and later withdraw without consent will be barred from the externship program for 12 months. Students who have accepted an externship and later would like to withdraw should first consult with the appropriate person in Career Services to determine whether consent will be given.

**C. Study Abroad Program**

J.D. students may receive credit for study completed through the Study Abroad Program (“Study Abroad Credits”).

The College of Law will only recognize Study Abroad Credits if the following conditions have been met before departure:

1. The student has petitioned the dean’s designee for approval to participate in the Study Abroad Program in accord with procedures and policies as the College of Law announces, including application materials and dates, and the dean’s designee has approved;
2. The student has consulted with the dean’s designee on a proposed schedule of course work, and the dean’s designee has approved such course work;
3. ASU’s International Programs Office approves; and;
4. The student complies with all other rules and conditions as set forth in these Policies.

The College of Law will only recognize Study Abroad Credits if the student has obtained a grade of “C” or better (or its equivalent as defined by the granting institution) for a given course. Finally, the College of Law will recognize a maximum of fifteen Study Abroad Credits in partial fulfillment of the J.D. Degree. This maximum may be waived in special, if rare, circumstances.

**D. Distance Education Policy**

1. The ASU College of Law will not grant more than 12 total credits toward the J.D. degree for Distance Education courses as defined by ABA Standards.
2. No student shall enroll in Distance Education courses qualifying for J.D. credit until that student has successfully completed 29 credits.

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**XI. SPECIAL CURRICULUM POLICIES**

**A. J.D. Certificates and Concentrations**

The College of Law has a number of certificate and concentration programs. Students who successfully satisfy the requirements of those programs will have that fact noted on their official transcripts. Current programs include:

1. Certificate Program in Indian Law
2. Law, Science & Technology Certificate Program
3. Health Law Certificate Program
4. Sustainability Law Certificate Program
5. Sports Law and Business Concentration
6. Trial Advocacy Certificate Program

Please contact the relevant Center Director for information regarding Certificate and Program requirements.

**B. Clinical Program**

All J.D. students at the College of Law are invited to participate in the Clinical Program. Some clinical courses require certification under Arizona Supreme Court Rule 38(d).

Each clinic publishes its own prerequisites and applications process. Information about the clinics can be found at <https://law.asu.edu/experiences/clinics>. Priority is given to those who have not already had a clinical experience, then to 3Ls, and then to 2Ls.

Students may not do both a clinic and an externship in the same semester or summer session.

Student may enroll in only one clinic. However, this requirement may be waived by applications to the dean's designee who shall act in accordance with the following guidelines.

1. If a student completes one clinic, he or she will be allowed to enroll in another clinic if there is space available and the supervising attorney informs the dean's designee that the student's work in the completed program was acceptable.
2. If a student completes a clinic and requests to continue in that clinic for an additional semester, the dean's designee will approve for one, two, or three



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additional credits if the student has completed the prior semester's work successfully, space is available in the program, and the supervising attorney agrees that the student's continued participation in the program will benefit both the student and the program.

3. Students may only count up to 12 credits of clinical work toward the J.D. degree.

**C. Independent Study**

A student wishing to pursue independent study or fieldwork for credit must obtain approval of the dean's designee and the consent of a faculty member to supervise a proposed project. Adjuncts and Faculty Associates may not supervise independent studies.

Faculty should require a quantum of work from the student that approximates the amount of work expected from students enrolled in a regular course taken for the same number of credits, with attention paid to the credits/hour worked guidelines set forth above.

For independent study papers, faculty members should set minimum lengths based upon the complexity of the subject, the existing volume of literature on the topic, the number of redrafts required to complete the assignment, and the originality of the student's work product. Although exact guidelines cannot be formulated in awarding credit, past practices indicate that a paper of at least 6,250 words should be required for one credit, 8,750–12,500 for two credits, and 12,500–18,750 for three credits. These word counts include footnotes. All independent study papers should require at least one significant rewrite.

J.D. students may apply a total of seven credits of independent study credit towards the credit hour requirements for graduation, subject to all other graduation requirements.

Each independent study proposal must include: (1) a statement of the area of law and legal issue to be examined in the independent study, and (2) an explanation of the differences between the topic covered in the independent study and any other independent study the student has undertaken at the College of Law.

Students who are on academic probation may not register for independent study credits. The dean's designee shall maintain records for each student on the number of independent study hours for which the student registered, the number completed, the topics covered by the independent study, and the faculty who supervise the independent study credits. Faculty are advised to exercise care in supervising more than three credits of independent study for one student during the course of the student's academic career. Faculty are further advised to pay particular care to the assignment of grades to

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independent studies to ensure the integrity of the grading process.

The dean's designee must approve all independent studies before work begins. The dean's designee shall review the prior independent study credits and shall not approve more than four independent study credits for any student in a semester.

Nor shall the dean's designee approve, without consultation with the faculty member and the dean, any independent study that will result in a student receiving more than four credits of independent study credit from any one faculty member.

**D. Journal Credits**

Students may obtain credit for writing journal notes or comments, but only if they comply with the Independent Study policy (including having the support of a supervising faculty member). Consistent with the Independent Study policy, this credit can be graded or Pass/Fail at the discretion of the supervising faculty member. No credit shall be awarded for journal editorial work.

**E. External Moot Court Participation**

Students may participate in external Moot Court activities, for academic credit or not, with the prior approval of the Moot Court Committee. For those external competitions that have existing faculty support, the faculty member (or his/her designee) may organize an internal ASU competition to determine which students represent the College of Law at that competition's regional or national round. In a competition that does not have prior faculty support, but has students who wish to represent ASU in the regional or national rounds, those students must first find a faculty member who is willing to act as the supervisor for that external competition. Ideally, the faculty member should have expertise in the subject matter of the competition.

Any student who wishes to represent the ASU College of Law in an external competition must receive approval from the Moot Court Committee prior to registering for the external competition. Any student who registers for or participates in an external moot court competition without receiving prior approval from the Moot Court Committee is subject to sanctions, including, but not limited to, the following: a failing grade for Moot Court, dismissal from the moot court team, a prohibition from participating in future moot court competitions, and, in cases of dishonest or deceitful conduct, an Academic Integrity Code complaint.

Students who are involved in external Moot Court competitions must indicate whether they wish to earn academic credit for competing. Students may earn one Moot Court credit for external Moot Court participation if approved by the Moot Court Committee. Moot Court credit can be granted if:

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1. the student writes a minimum of 3,750 words of a brief (if multiple team members, each team member must be responsible for a minimum of 3,750 words);
2. the student participates in a minimum of five (5) practice oral arguments; and
3. the student rewrites the brief (or his/her portion of the brief) under the supervision of the faculty supervisor, following the competition.

**F. Upper-Level Legal Writing Courses**

Students may only register for, and may only receive credit for, one upper-level writing course each semester.

**XII. SPECIAL ADMISSIONS AND ENROLLMENT POLICIES**

**A. J.D. Transfer Students**

A student in good standing at a law school accredited by the American Bar Association may be permitted to transfer into the College of Law and will be granted a maximum of 29 transfer credits. Students with fewer than 15 first-year credits are not eligible to transfer. Among the factors that will be considered in evaluating such transfer applications are class standing and performance in law school, quality of the law school attended, the number of vacancies in the relevant class, residency, and any unusual personal circumstances. In general, a student who does not rank in the upper ten percent of his class in law school should not expect to be permitted to transfer, even if vacancies are available.

No transfer credit is granted for courses with less than “C” grades or for work completed in an unaccredited law school. Ordinarily a student receives credit for courses in which he or she receives a “C” or better. However, the College of Law reserves the right to deny or reduce credit for particular courses; transfer credit for field placements (externships) shall not be awarded. Grades received at another law school are not counted in determining a student’s cumulative grade-point average at ASU.

**B. J.D. Students with Advanced Standing**

Students who have completed a law degree in a foreign country may be admitted to the J.D. program with “Advanced Standing.” Such students may be able to receive up to 29 transfer credits for work done as part of their foreign law degree or as part of a U.S. LL.M. program.

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**C. J.D. Students Visiting Out**

College of Law students wishing to visit at and receive credit from another ABA accredited law school must receive prior approval from the dean's designee.

Interested students must submit a statement regarding the goal or purpose of the study they wish to pursue, a law school transcript, relevant law school information (including the grading scale) and course descriptions for their intended study to the dean's designee. Students granted visiting status at another law school must achieve a grade of (C) or the equivalent or better to receive credit toward graduation. Grades received at another law school are not counted in determining a student's cumulative grade-point average at ASU. However, they do count for purposes of the 64 required classroom credits.

**D. Non-Law Students**

Ordinarily, only J.D. students and graduate students at Arizona State University shall be permitted to enroll in LAW courses. Graduate students outside the College of Law shall be permitted to enroll in a LAW course only after one full semester in residence in their current course of study and with express approval of: (i) their graduate advisor, (ii) the instructor of the law course, and (iii) the dean's designee.

Before granting such approval, the dean's designee shall require the student to demonstrate the relevance of the LAW course to the graduate student's regular program or genuine intellectual interest in LAW course's subject matter. Permission to enroll in a LAW courses in no way constitutes admission to the J.D. program.

**XIII. STUDENT OPPORTUNITIES, RIGHTS, AND RESPONSIBILITIES**

**A. Anti-Discrimination**

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary

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action/sanctions.

All individuals are responsible for participating in and assisting with creating and maintaining an environment at ASU free from all forms of prohibited discrimination, including harassment and retaliation. All individuals must cooperate with any investigation of allegations of violations of this policy.

Providing false or misleading information or failure to cooperate may result in disciplinary action.

**B. Accommodations**

The College of Law will provide reasonable accommodations for students with documented disabilities. College of Law accommodations can be made after the student requesting accommodations has met with the Disability Resource Center (DRC) staff and eligibility has been established. Accommodations that fundamentally alter the prescribed course of studies must be approved by the College of Law. Students with disabilities that require accommodation(s) and/or adjustments should contact the law school registrar to make arrangements for the DRC-approved accommodations.

**C. Access to Student Records**

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the College of Law provides access to educational records at the law school by students and former students.

Application files and transcripts of grades are maintained under the Registrar's supervision. Students may review their own records during regular office hours and may secure copies of the records without charge by filing a signed request with the Registrar.

If a student believes that information contained in the records is inaccurate, misleading, or violates privacy, he or she may request a correction. The law school shall decide whether to accept the proposed amendment; if it refuses to do so, the school shall inform the student and advise him/her of the right to a hearing. If, as a result of a hearing, the law school decides to accept the amendment, it shall correct the record and inform the student in writing. However, if the school decides the information is not inaccurate, misleading, or violates privacy, it shall inform the student of his/her right to place a statement in the record setting forth any reasons for disagreeing with the decision of the law school.

A FERPA hearing is not available to challenge a grade or to alter College of Law policy and procedures.

A hearing shall be held within two weeks of receipt of a written request, with written notice furnished in advance of the hearing indicating date, place and

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time. The hearing shall be conducted by a law faculty member appointed by the dean. The student shall be afforded a full opportunity to present relevant evidence and may be assisted by an individual of his or her choice. The law school issue a written decision within two weeks after the hearing; the decision shall be based solely on evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

**D. Disclosure of Information**

The following information is designated as “Directory Information” and the law school may release it without the written consent of a student under the provisions of section 99.37 of the Health, Education and Welfare Regulations relating to the Family Rights and Privacy Act of 1974:

Name, address, email address, college, major field of study, participation in officially recognized activities, date of attendance, degrees and awards received and dates of receipts, the most recent previous education agency or institution attended by the student, employment record and name of person to contact in emergency.

A student may challenge the designation of any of these categories as “Directory Information” with respect to that student. Students must submit written notice of the challenge to the law school no later than two weeks after the first semester of enrollment begins.

Under the provisions of Section 99.31 of the H.E.W. Regulations, personally identifiable information concerning a student may be disclosed without written consent to:

1. other school officials within the educational institution who have legitimate educational interests;
2. officials of schools to which the student seeks to transfer;
3. the Comptroller General of the United States, the H.E.W. Secretary, the administrative head of an education agency, or State educational authorities;
4. in connection with a student’s application for, or receipt of, financial aid;
5. state and local officials or authorities to which such information is specifically required to be reported under State statute adopted before November 19, 1974;
6. organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public;
7. accrediting organizations; and

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8. parents of a dependent student upon proof of dependency.

School officials who may receive this information under Section 99.31 (a) include law faculty and administrators, University administrators and Registrar's office staff whose responsibilities with respect to teaching, advising and record-keeping create a legitimate educational interest in the information. In addition, information may be disclosed in an emergency if necessary to protect the health or safety of the student or other individuals.

Disclosure of personally identifiable information from the educational records of the law school to other persons or agencies shall only be made with the written consent of the student. The law school shall maintain a record, kept with the education record of each student that will indicate all individuals, agencies, or organizations (other than those specified) having access to the student's record. Student may inspect the record of disclosures.

**E. Academic Grievance Procedure**

1. Upon complaint submitted by a student of the College of Law in writing, the dean's designee shall determine whether the complaint makes a prima facie case for existence of an "academic grievance."
2. If the dean's designee determines that a prima facie case exists, he/she shall recommend that the dean appoint a hearing panel. The dean shall appoint a three-person panel composed of two faculty members and one student who shall hear the matter in accordance with the procedures outlined in the Law School Academic Integrity Code.
3. The panel shall submit its findings and recommendation to the dean. If the dean concurs in the findings and recommendation, they shall be adopted. If the dean does not concur in the panel's recommendation, he/she may reduce the scope of the recommendation. The dean's decision shall be final.
4. The assignment of a grade by a faculty member to a student is reviewable under this grievance procedure solely on the ground that the assignment was not made in good faith.
5. The dean's designee must receive any student complaint asserting the existence of an academic grievance pertaining to a grade within 30 days after the beginning class in the next semester. For this purpose, summer is not considered a semester.

**F. Procedure for Student Complaints Concerning the Program of Legal Education**

1. The College of Law is accredited by the American Bar Association. The ABA Standards for the Approval of Law Schools can be accessed on the American Bar Association's webpage, located at this link:  
[http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html)

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2. Any student who alleges that a significant problem directly implicates the College of Law's program of legal education and compliance with the ABA's accreditation Standards should file a written complaint with the Associate Dean of Academic Affairs. The written complaint must identify the problem in sufficient detail to permit the dean's designee to investigate the matter, including the specific Accreditation Standard(s) at issue, and must be signed by the student. The signed written statement must also include the student's contact information, including name, home and email addresses, and phone number. For purposes of this procedure, the term signed includes an email from the student's email account.
3. The Associate Dean of Academic Affairs shall assess the complaint and advise the student of any action the College of Law is taking to address the matter or of any further investigation into the matter within fifteen business days after receiving the signed written statement.
4. The student may appeal that decision in writing to the dean of the College of Law within ten business days of being advised of any action the College of Law is taking to address the matter. The dean's decision shall be final.
5. The College of Law shall maintain records of all complaints filed under this rule, including the resolution of the complaints, for a period of ten years or until the ABA's next regular comprehensive review.

**G. Waiver of Policies**

The dean or the dean's designee is authorized to approve in rare and unusual cases and for compelling reasons, exception to the general policies of the College.

**H. J.D. Employment Policy**

1. Law school is a full-time job, and the initial adjustment is especially demanding. Consequently, students are not permitted to work for pay in any capacity during their first semester of law school.
2. The law school encourages students who choose to work during law school to take care to ensure that their work does not adversely affect their educational experience. The following policies and procedures govern all students, some of whom may wish to work for pay.
  - a. Each semester a JD student must fill out and electronically sign the employment certification form.
  - b. Before commencing employment, each enrolled student must sign a form that reports both any employer for whom the student anticipates working and the number of hours per week the student anticipates working. Students are under



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a continuing obligation to update the form, should their employment circumstances change.

- c. Students with a cumulative GPA below 2.5 (2.33 for students who started law school prior to fall 2020) may not work for pay during fall or spring semesters until such time as they earn a cumulative GPA of 2.5 or higher (2.33 or higher for students who started law school prior to fall 2020).
- d. Second semester first-year students with a GPA of 2.5 or higher in their first semester may work for pay no more than 10 hours per week during their second semester. However, all such work is subordinate to class obligations - including, for example, make-up classes. Outside work - paid or otherwise - is never an excuse for failing to meet class obligations.
- e. Second and third-year students with a cumulative GPA of 2.5 or higher (2.33 or higher for students who started law school prior to fall 2020) may work for pay no more than 20 hours per week during fall or spring semesters. However, all such work is subordinate to class obligations - including, for example, make-up classes. Outside work - paid or otherwise - is never an excuse for failing to meet class obligations
- f. A violation of sections a-e above will be treated as a violation of the Academic Integrity Code. The penalty for such violation may include, among other things, withdrawal for the semester in which the violation occurs or is found, without refund.

**I. Email Policy**

Electronic messaging services at ASU are provided to support education, research, scholarly communication, administration and other official ASU business. For the official full policy see:

<http://www.asu.edu/aad/manuals/acd/acd125.html>

**J. Alcohol Policy**

- 1. Events at Which Alcohol Is Available. Recognized student organizations that sponsor events at which alcohol is made available must ensure that they encourage responsible consumption of alcohol in publicizing, promoting, and executing their events. Before making alcohol available at an event, the student leader(s) of the recognized student organizations are urged to consider that doing so will likely exclude a significant number of students who choose not to attend any events at which alcohol is made available. If alcohol is made available at an event sponsored by a recognized student organization:
  - a. Consumption of alcoholic beverages shall not be the primary focus of the event.

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- b. The promotion of the event shall not be done in a manner that emphasizes or promotes the consumption of alcohol.
- c. The sponsoring organization shall act responsibly in determining the amount of alcohol to be made available.
- d. Before the event, a member of the sponsoring recognized student organization shall email the dean's designee to provide notification that alcohol will be made available at the event.
- e. The organization shall take appropriate measures to prevent the abuse of alcohol at the event, including not serving or selling or permitting the service or sale of alcoholic beverages at the event to any person who is intoxicated or disorderly.
- f. No alcohol shall be sold or served to anyone under the age of 21, and no one under the age of 21 may consume alcoholic beverages at the event. Any person authorized to serve alcoholic beverages who has reason to question whether the person ordering or attempting to order alcoholic beverages is under the age of 21 shall require that person to show an identification card that includes a photograph, proving that the individual is at least 21 years of age.
- g. Food and non-alcoholic beverages shall be made available at the event.

If an event sponsored by a recognized student organization does not meet one or more of the preceding standards, any member of the law school community who is aware of the shortcoming is encouraged to report it to the dean's designee.

The student leader(s) of the recognized student organization will then be asked to meet with the dean's designee, and together the parties will take the necessary steps to ensure these standards will be met at future events.

- 2. Consequences. If any recognized student organization violates the preceding standards, the dean's designee may elect to dissolve the recognized student organization.

#### **XIV. ASU COLLEGE OF LAW ACADEMIC INTEGRITY CODE**

Please see the ASU Law Academic Integrity Code for the rules setting forth student obligation and the Academic Integrity Code process.

#### **XV. UNIVERSITY RULES**

Law students are also subject to all university rules. Please see Student Rights and Responsibilities <https://eoss.asu.edu/dos/srr> for the Student Code of Conduct and other rules that govern student life at ASU.