

Syracuse University  
**COLLEGE OF LAW**

# **Academic Handbook**

ACADEMIC RULES FOR J.D. PROGRAM  
ACADEMIC RULES FOR LL.M. PROGRAM  
ACADEMIC RULES FOR S.J.D PROGRAM  
STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT  
CODE OF STUDENT CONDUCT  
GRIEVANCE PROCEDURE  
PROCEDURE FOR STUDENT COMPLAINTS CONCERNING THE  
PROGRAM OF LEGAL EDUCATION  
COMMUNITY SERVICE/PRO BONO  
CURRICULAR PROGRAMS  
DETERMINATION OF CREDIT HOURS FOR COURSEWORK POLICY

**2022-2023**

## Table of Contents

<b>ACADEMIC RULES FOR J.D. PROGRAM.....</b>	<b>- 13 -</b>
<b>1. HANDBOOK OBJECTIVES AND SOURCES OF RULES.....</b>	<b>- 13 -</b>
1.1. Sources of Rules. ....	- 13 -
1.2. Availability. ....	- 13 -
1.3. Questions of Interpretation.....	- 13 -
1.4. Knowledge of Rules. ....	- 13 -
1.5. Petitions.....	- 13 -
<b>2. REQUIREMENTS FOR THE JURIS DOCTOR (“J.D.”) DEGREE.....</b>	<b>- 13 -</b>
2.1. General Requirements for All Students. ....	- 13 -
2.1.1. Credit Hours. ....	- 14 -
2.1.2. Minimum Law or University Credit. ....	- 14 -
2.1.3. Minimum Classroom Credits. ....	- 14 -
2.1.4. Minimum Grade-Point Average for Graduation.....	- 14 -
2.1.5. Required Courses for All Students. ....	- 14 -
2.1.5.1. Required Lower-Division Courses. ....	- 15 -
2.1.5.1.1. Successful Completion of Lower-Division Courses .....	- 15 -
2.1.5.2. Required Upper-Division Courses.....	- 15 -
2.1.5.3. Administrative/Statutory/Legislative Course. ....	- 15 -
2.1.5.4. Experiential Learning Course(s). ....	- 15 -
2.1.5.5. Professional Writing Requirement. ....	- 16 -
2.1.5.5.1. Professional Writing Requirement and Experiential Learning Credits .....	- 16 -
2.1.5.6. Cultural Competency Course (begins with JDr Class of 2024; JDi Class of 2025) .....	- 16 -
2.1.6. Additional Required Courses for JDinteractive Students .....	- 16 -
2.1.6.1. Externship .....	- 16 -
2.1.6.2. In-residence Courses .....	- 16 -
2.1.7. Course and Activity Planning Requirement for Certain Students. ....	- 16 -
2.1.8. Structured Curriculum Requirement for Certain Students. ....	- 17 -
2.1.8.1. Structured Curriculum Courses Must Be Taken for a Grade. ....	- 17 -
2.1.8.2. Office of Academic and Bar Support Requirements .....	- 17 -
2.1.8.3. Waivers .....	- 18 -
2.1.9. Recommendation for Avoiding Conflicts. ....	- 18 -
2.1.10. Presumptive Structured Curriculum Requirement for Part-Time and Reduced Load Students.....	- 18 -
2.1.11. Residency Requirements for All Students. ....	- 18 -
2.1.11.1. Full-time Residential Students.....	- 18 -
2.1.11.2. Part-time Residential Students.....	- 18 -
2.1.11.3. JDinteractive Students .....	- 18 -
2.1.12. Requirements for Course Credit.....	- 18 -
2.1.12.1. Pre-Matriculation Credit.....	- 18 -
2.1.12.2. Credit Hours Defined. ....	- 18 -
2.1.13. Good Standing Requirement. ....	- 19 -
2.1.14. Completion of Degree Requirements and Academic Program .....	- 19 -
<b>3. FULL-TIME AND PART-TIME STUDENT STATUS .....</b>	<b>- 19 -</b>
3.1. Full-time Residential Students.....	- 19 -
3.1.1. Academic Semester Minimum Course Load. ....	- 19 -
3.1.2. Academic Semester Maximum Course Load.....	- 19 -
3.1.3. Summer Sessions. ....	- 20 -
3.2. Reduced First-Year Course Load for Residential Students. ....	- 20 -
3.2.1. Petition for Reduced First-Year Course Load. ....	- 20 -
3.2.2. Guidelines for Reduced First-Year Course Load.....	- 20 -
3.3. Part-time Residential Students.....	- 20 -
3.3.1. Part-Time Student Minimum Course Load.....	- 21 -
3.3.2. Part-Time Student Maximum Course Load.....	- 21 -

3.3.3.	Summer Sessions. ....	- 21 -
3.3.4.	Change of Status. ....	- 21 -
3.4.	JDinteractive Students.....	- 21 -
4.	<i>GPA REQUIREMENTS FOR JOINT DEGREES AND LAW SCHOOL EMPLOYMENT</i> .....	- 21 -
4.1.	Eligibility for Employment by the College of Law. ....	- 21 -
4.2.	Eligibility for Joint Degree Programs .....	- 21 -
5.	<i>ACADEMIC OFFERINGS FOR CREDIT</i> .....	- 22 -
5.1.	Residential Program Course and Non-Course Offerings. ....	- 22 -
5.1.1.	Traditional Classroom Courses.....	- 22 -
5.1.2.	Practice Development Courses. ....	- 22 -
5.1.3.	Seminars, Faculty Tutorials, and Independent Research. ....	- 22 -
5.1.3.1.	One-Semester and Two-Semester Seminars. ....	- 22 -
5.1.3.2.	One-Semester and Two-Semester Independent Research Projects.....	- 22 -
5.1.3.3.	Two-Semester Faculty Tutorials. ....	- 23 -
5.1.4.	Clinics and Externships.....	- 23 -
5.2.	Non-Course Academic Credit. ....	- 23 -
5.2.1.	Special Activities Credit. ....	- 23 -
5.2.1.1.	Documentation Requirement. ....	- 23 -
5.2.1.2.	Special Activities. ....	- 24 -
5.2.1.2.1.	Advocacy Honor Society (formerly Moot Court). ....	- 24 -
5.2.1.2.2.	Inter-Collegiate Advocacy Terms.....	- 24 -
5.2.1.2.3.	Law Review, Journals and Impunity Watch. ....	- 24 -
5.2.2.	Non-Law Courses for Academic Credit.....	- 25 -
5.3.	JDinteractive Program Course Offerings .....	- 25 -
5.3.1.	Online Courses .....	- 25 -
5.3.2.	In-Residence Courses .....	- 25 -
5.3.3.	Clinics and Externships.....	- 25 -
5.3.4.	Non-Course Activities Credit .....	- 26 -
5.4.	Grading in Courses offered by the College of Law. ....	- 26 -
5.4.1.	Grading Curve Courses.....	- 26 -
5.4.2.	Alternative Grading System Courses.....	- 26 -
5.4.3.	Pass/Fail Courses.....	- 27 -
5.4.4.	Notice to Students. ....	- 27 -
6.	<i>JOINT DEGREE PROGRAMS</i> .....	- 27 -
6.1.	Requirements for Admission to Joint Degree Programs. ....	- 27 -
6.2.	Enrollment. ....	- 27 -
6.3.	Semi-Annual Review of Progress, and Dismissal from Joint Degree Program.....	- 28 -
6.3.1.	Dismissal for Failure to Maintain GPA.....	- 28 -
6.4.	Minimum Credit Hours. ....	- 28 -
6.4.1.	All Joint Degrees Other Than Environmental Decision-Making. ....	- 28 -
6.4.2.	Joint Degree in Environmental Decision Making. ....	- 28 -
6.4.3.	Basis for Awarding Credit Hours. ....	- 29 -
6.5	Tuition Policies .....	- 29 -
7.	<i>CURRICULAR PROGRAMS</i> .....	- 29 -
7.1.	Minimum Credits.....	- 29 -
7.2.	Minimum GPA and Grade Requirement.....	- 29 -
7.3.	Maximum Number of Curricular Programs. ....	- 30 -
7.4.	Mandatory Courses. ....	- 30 -
7.5.	Elective Courses.....	- 30 -
7.6.	Written Work Product Requirement. ....	- 30 -
7.7.	Experiential Learning Requirement. ....	- 30 -
7.8.	Cross-Listed Course Requirement. ....	- 30 -
7.9.	Capstone Requirement.....	- 30 -
7.9.1.	No Double Counting of Capstone Work. ....	- 31 -
8.	<i>TRANSFERS AND VISITING STUDENT STATUS</i> .....	- 31 -

8.1.	General.....	- 31 -
8.2.	Credit for Study at other ABA-Accredited Law Schools.....	- 31 -
8.2.1.	Single Summer Sessions.....	- 31 -
8.2.2.	Multiple Summer Sessions.....	- 31 -
8.2.3.	Regular Session Visits.....	- 31 -
8.3.	Study at Foreign Law Schools.....	- 32 -
8.3.1.	Authorization to Establish Exchange Partnerships with Foreign Law Schools.....	- 32 -
8.3.1.1.	Compliance with the American Bar Association Standards.....	- 32 -
8.3.2.	Students Seeking Credit for Study at Foreign Law Schools.....	- 32 -
8.3.2.1.	Eligibility for Foreign Study.....	- 32 -
8.3.2.2.	Foreign Study Application Process.....	- 32 -
8.3.2.3.	Credit for Foreign Study by Students of the College of Law.....	- 33 -
8.3.3.	Assessment of Students for Foreign Study.....	- 33 -
8.3.3.1.	Pass/Fail.....	- 33 -
8.3.3.2.	Letter Grades.....	- 33 -
8.4.	Study by Students from Foreign Law Schools.....	- 33 -
8.4.1.	General.....	- 33 -
8.4.2.	Approval of Foreign Study.....	- 33 -
8.4.3.	Assessment of Foreign Visiting Students.....	- 34 -
8.4.3.1.	Pass/Fail Option.....	- 34 -
8.4.3.2.	Letter Grades.....	- 34 -
8.4.4.	Minimum Credit Hours for Foreign Visiting Students.....	- 34 -
8.4.5.	Academic Offerings for Foreign Visiting Students.....	- 34 -
8.4.6.	Pre-Matriculation Credit.....	- 35 -
8.4.7.	Transcript.....	- 35 -
9.	<i>CONDUCT OF CLASSES</i> .....	- 35 -
9.1.	Class Attendance.....	- 35 -
9.2.	Recording.....	- 35 -
10.	<i>LEAVES OF ABSENCE AND READMISSION</i> .....	- 35 -
10.1.	Leaves of Absence.....	- 35 -
10.2.	Readmission.....	- 36 -
11.	<i>DROPPING AND ADDING COURSES</i> .....	- 36 -
11.1.	Dropping Lower-Division Courses.....	- 36 -
11.2.	Dropping Courses – Upper-Class Students.....	- 36 -
11.2.1.	No-Drop Courses.....	- 36 -
11.2.2.	Limited-Drop Courses.....	- 37 -
11.3.	Faculty Drop.....	- 37 -
11.4.	Financial Deadline to Drop Courses.....	- 37 -
11.5.	Adding Courses.....	- 37 -
11.6.	JDinteractive/JD Residential Cross Enrollment.....	- 37 -
11.6.1.	JD Residential Student Enrollment in JDinteractive Classes.....	- 37 -
11.6.2.	JDinteractive Student Enrollment in JD Residential Classes.....	- 38 -
11.7.	JDinteractive Course/Credit Limits.....	- 38 -
12.	<i>AUDITING OF COURSES</i> .....	- 38 -
13.	<i>GRADES</i> .....	- 39 -
13.1.	Letter Grades.....	- 39 -
13.2.	High Honors, Honors, Pass or Fail Grades.....	- 39 -
13.3.	Pass/Fail Grades.....	- 40 -
13.4.	The Pass/Fail Option.....	- 40 -
13.4.1.	Pass/Fail Option Eligible Courses.....	- 40 -
13.4.2.	Pass/Fail Option.....	- 40 -
13.4.3.	Pass/Fail Option Grading and Academic Credit.....	- 40 -
13.5.	Incomplete Grades.....	- 40 -
13.6.	Grading Deadline.....	- 41 -
13.7.	Class Participation.....	- 41 -

13.8.	Grade Changes.....	- 41 -
13.9.	Calculation of Grade-Point Average and Rank. ....	- 41 -
13.10.	Grading Curve.....	- 42 -
13.10.1.	Required Grading Curve. ....	- 42 -
13.10.2.	Rounding and Remainders; Small Classes. ....	- 42 -
13.10.3.	Alternative Grading System.....	- 42 -
13.10.3.1.	Eligible Courses. ....	- 42 -
13.10.3.2.	Courses Not Eligible for the Alternative Grading System.....	- 43 -
13.10.3.3.	Grading under the Alternative Grading System and Academic Credit.....	- 43 -
14.	<b>EXAMINATIONS</b> .....	- 43 -
14.1.	General.....	- 43 -
14.2.	Types of Examinations.....	- 43 -
14.2.1.	Standard Examination.....	- 43 -
14.2.2.	Place-Based Examination.....	- 43 -
14.2.3.	Online Examination.....	- 44 -
14.2.4.	Take-Home Examination.....	- 44 -
14.2.5.	Floating Examination.....	- 44 -
14.3.	Duration of Examinations.....	- 44 -
14.4.	Proctoring and Grading.....	- 44 -
14.5.	Postponed Examinations.....	- 44 -
14.5.1.	General.....	- 44 -
14.5.2.	Completing Postponed Examinations.....	- 45 -
14.5.3.	Unauthorized Postponement.....	- 45 -
14.6.	Variations in Examination Schedules.....	- 45 -
14.6.1.	Same Day Examination.....	- 45 -
14.6.2.	Disability Accommodations.....	- 45 -
14.7.	Retention of Examination Papers and Review.....	- 45 -
14.7.1.	Deposit.....	- 45 -
14.7.2.	Right of Review.....	- 45 -
15.	<b>DISMISSAL FOR ACADEMIC DEFICIENCY</b> .....	- 46 -
15.1.	Academic Dismissal Rules for Students Enrolled on or After Fall 2018.....	- 46 -
15.1.1.	Full-time Residential Students – At End of First Year.....	- 46 -
15.1.2.	JDinteractive, Reduced Load and Part-Time Students – At End of First Year.....	- 46 -
15.1.3.	Upper-Division Dismissal and Graduation.....	- 46 -
15.1.4.	Academic Probation.....	- 46 -
15.1.4.1.	Probation - Repeating Courses.....	- 46 -
15.1.4.2.	Other Terms of Probation.....	- 47 -
15.1.4.3.	No Petitions to Repeat First Year.....	- 47 -
15.1.4.4.	Special Financial Risks of Probation.....	- 47 -
15.1.5.	Application for Readmission by Dismissed Students.....	- 47 -
15.1.5.1.	Readmitted Students Must Repeat Courses.....	- 47 -
16.	<b>FAILING AND REPEATING COURSES</b> .....	- 48 -
16.1.	Courses Subject to the Grading Curve.....	- 48 -
16.1.1.	Mandatory Course Repeat and Academic Credit.....	- 48 -
16.1.2.	Voluntary Course Repeats.....	- 48 -
16.1.3.	Reporting and Credit for Repeated Courses.....	- 48 -
17.	<b>HONORS</b> .....	- 48 -
17.1.	Graduation Honors.....	- 48 -
17.1.1.	Rounding.....	- 48 -
17.1.2.	Minimum Graded Credit Hours.....	- 48 -
17.1.3.	Final Semester Grades.....	- 48 -
17.1.4.	Special Rule for Joint Degree Students.....	- 49 -
17.1.5.	Determination of Maximum Honors.....	- 49 -
17.2.	Dean's List.....	- 49 -
17.2.1.	Residential (JDr) Students – Fall and Spring Semesters:.....	- 49 -

17.2.2.	Residential (JDr) Students – Summer Semester:.....	- 49 -
17.2.3.	JDinteractive (JDi) Students – All Semesters .....	- 49 -
18.	<i>APPLICABILITY AND RULE REVISIONS</i> .....	- 49 -
18.1.	Prospective Application.....	- 49 -
18.2.	Reliance on Prior Rule. ....	- 49 -
18.3.	Amendments.....	- 50 -
19.	<i>TIMELY COMPLETION OF DEGREE</i> .....	- 50 -
20.	<i>INTERPRETATION, DISPUTES AND PETITIONS</i> .....	- 50 -
20.1.	Interpretation and Disputes.....	- 50 -
20.2.	Appeals from Administrative Decisions.....	- 50 -
20.3.	Unavailability of Designated Administrative Officers or Departments and Delegation.....	- 50 -
21.	<i>EFFECTIVE DATE</i> .....	- 51 -
	<b>ACADEMIC RULES FOR LL.M. PROGRAM</b> .....	<b>- 52 -</b>
1.	<i>REQUIREMENTS FOR THE MASTER OF LAWS DEGREE</i> .....	- 52 -
1.1.	Successful Completion of Credit Hours in Residence.....	- 52 -
1.2.	Successful Completion of LL.M. Required Courses.....	- 52 -
1.3.	Minimum Grade-Point Average.....	- 52 -
2.	<i>LL.M. ASSESSMENT</i> .....	- 52 -
2.1.	LL.M. Grading.....	- 52 -
2.1.1.	Not Anonymous.....	- 52 -
2.1.2.	Separate from J.D. and S.J.D. Students.....	- 53 -
2.1.3.	No Grading Curve.....	- 53 -
2.2.	Pre-Matriculation Credit.....	- 53 -
2.3.	Good Standing.....	- 53 -
3.	<i>FULL-TIME STUDENT STATUS</i> .....	- 53 -
3.1.	Full-time Student Course Loads.....	- 53 -
3.1.1.	Regular Course Loads.....	- 53 -
3.1.2.	Reduced Course Loads.....	- 53 -
3.1.2.1.	Petition for Reduced Course Load.....	- 54 -
3.1.2.2.	Guidelines for Reduced Course Load.....	- 54 -
3.1.2.3.	Filing of Approved Reduced Course Load Petitions.....	- 54 -
3.1.2.4.	Reduced Course Load in Final Semester of Program.....	- 54 -
4.	<i>PROGRAM DURATION</i> .....	- 54 -
5.	<i>MINIMUM AND MAXIMUM COURSE LOADS</i> .....	- 54 -
5.1.	Academic Year Minimum Course Load.....	- 54 -
5.2.	Academic Semester Maximum Course Load.....	- 54 -
5.3.	Summer Sessions.....	- 55 -
6.	<i>ACADEMIC OFFERINGS FOR CREDIT</i> .....	- 55 -
6.1.	Law Offerings.....	- 55 -
6.1.1.	Courses.....	- 55 -
6.1.1.1.	Required Courses.....	- 55 -
6.1.1.2.	Electives and Prerequisite Courses.....	- 55 -
6.1.2.	Seminars, Faculty Tutorials, and Independent Research.....	- 55 -
6.1.2.1.	One-Semester Seminars.....	- 55 -
6.1.2.2.	One-Semester Independent Research Projects.....	- 55 -
6.1.2.3.	Two-Semester Seminars.....	- 56 -
6.1.2.4.	Two-Semester Faculty Tutorials.....	- 56 -
6.1.2.5.	Two-Semester Independent Research Projects.....	- 56 -
6.1.3.	Clinics and Externships.....	- 56 -
6.1.4.	Special Activities Credit.....	- 56 -
6.1.5.	Advanced Writing Project.....	- 57 -
6.2.	Non-Law Offerings.....	- 57 -
7.	<i>CONDUCT OF CLASSES</i> .....	- 57 -

7.1.	Class Attendance.....	- 57 -
7.2.	Recording of Classes.....	- 57 -
8.	<i>LEAVES OF ABSENCE</i> .....	- 57 -
8.1.	General.....	- 57 -
8.2.	Credit Retention When Returning from Leave of Absence.....	- 57 -
8.3.	Readmission.....	- 57 -
9.	<i>DROPPING AND ADDING COURSES</i> .....	- 58 -
9.1.	Dropping Required Courses.....	- 58 -
9.2.	Dropping Electives.....	- 58 -
9.2.1.	Academic Drop Rules.....	- 58 -
9.2.1.1.	No-Drop Courses.....	- 58 -
9.2.1.2.	All Other Courses.....	- 58 -
9.2.2.	Financial Deadline to Drop Courses.....	- 58 -
9.2.3.	Faculty Drop.....	- 58 -
9.3.	Adding Courses.....	- 58 -
9.4.	JDinteractive/LL.M. Cross Enrollment.....	- 58 -
9.4.1.	LL.M. Student Enrollment in JDinteractive Classes.....	- 58 -
10.	<i>AUDITING OF COURSES</i> .....	- 59 -
11.	<i>GRADES</i> .....	- 59 -
11.1.	Letter Grades.....	- 59 -
11.2.	The Pass/Fail Option.....	- 60 -
11.2.1.	Pass/Fail Option.....	- 60 -
11.2.2.	Pass/Fail Option Grading.....	- 60 -
11.2.3.	Pass/Fail Option Eligible Courses.....	- 61 -
11.3.	Incomplete Grades.....	- 61 -
11.4.	Grading Deadline.....	- 61 -
11.5.	Grade Changes.....	- 61 -
11.6.	Calculation of Grade-Point Average.....	- 62 -
12.	<i>ASSESSMENT</i> .....	- 62 -
12.1.	General.....	- 62 -
12.2.	Types of Examinations.....	- 62 -
12.2.1.	Standard Examination.....	- 62 -
12.2.2.	Take-Home Examination.....	- 62 -
12.2.3.	Floating Examination.....	- 63 -
12.3.	Duration of Examinations.....	- 63 -
12.4.	Proctoring and Grading.....	- 63 -
12.5.	Postponed Examinations.....	- 63 -
12.5.1.	General.....	- 63 -
12.5.2.	Illness.....	- 63 -
12.5.3.	Completing Postponed Examinations.....	- 63 -
12.5.4.	Unauthorized Postponement.....	- 63 -
12.6.	Variations in Examination Schedules.....	- 64 -
12.6.1.	Disability Accommodations.....	- 64 -
12.7.	Retention of Examination Papers and Review.....	- 64 -
12.7.1.	Deposit.....	- 64 -
12.7.2.	Right of Review.....	- 64 -
13.	<i>DISMISSAL FOR ACADEMIC DEFICIENCY</i> .....	- 64 -
13.1.	General.....	- 64 -
13.2.	Interpretation and Disputes.....	- 64 -
13.3.	Appeals from Administrative Decisions.....	- 64 -
13.4.	Unavailability of Designated Administrative Officers or Departments.....	- 65 -
14.	<i>EFFECTIVE DATE</i> .....	- 65 -
	<b>ACADEMIC RULES FOR THE S.J.D. PROGRAM</b> .....	<b>- 66 -</b>

1.	REQUIRMENTS FOR THE S.J.D. DEGREE .....	- 66 -
2.	SUCCESSFUL COMPLETION OF CREDIT HOURS AND SEMESTERS .....	- 66 -
3.	PROGRAM YEAR 1 "IN RESIDENCE" .....	- 66 -
3.1.	Required S.J.D. Colloquium Course (6 credits) .....	- 67 -
3.2.	Submission of a Program of Study.....	- 67 -
4.	PROGRAM YEARS 2-5 "IN RESEARCH" .....	- 68 -
4.1.	Semesters in Syracuse .....	- 68 -
4.2.	Semesters in Research.....	- 68 -
4.3.	Semesters in Field Research .....	- 69 -
4.4.	Semesters of Legal Study Abroad .....	- 69 -
5.	DISSERTATION .....	- 70 -
6.	ORAL DEFENSE.....	- 70 -
7.	S.J.D. ASSESSMENT.....	- 70 -
7.1.	Pre-Matriculation Credit.....	- 71 -
7.2.	Good Standing .....	- 71 -
8.	FULL-TIME STUDENT STATUS .....	- 71 -
8.1.	Full-Time Student Course Loads .....	- 71 -
8.2.	Reduced Course Loads.....	- 71 -
8.3.	Petition for Reduced Course Load.....	- 72 -
8.4.	Filing of Approved Reduced Course Load Petitions.....	- 72 -
8.5.	Reduced Course Load in Final Semester of Program.....	- 72 -
9.	PROGRAM DURATION .....	- 72 -
10.	MINIMUM AND MAXIMUM COURSE LOADS.....	- 72 -
10.1.	Academic Year Minimum Course Load.....	- 72 -
10.2.	Academic Semester Maximum Course Load .....	- 72 -
10.3.	Summer Sessions.....	- 72 -
11.	ACADEMIC OFFERINGS FOR CREDIT .....	- 72 -
11.1.	Law Offerings.....	- 72 -
11.2.	Non-Law Courses for Academic Credit .....	- 73 -
12.	CONDUCT OF CLASSES.....	- 73 -
12.1.	Class Attendance .....	- 73 -
12.2.	Recording of Classes .....	- 73 -
13.	LEAVES OF ABSENCE .....	- 73 -
13.1.	Approval for Leaves .....	- 73 -
13.2.	Credit Retention When Returning from Leave of Absence .....	- 73 -
13.3.	Readmission .....	- 73 -
14.	DROPPING OR ADDING COURSES.....	- 74 -
14.1.	Dropping Required Courses.....	- 74 -
14.2.	Dropping Electives .....	- 74 -
14.3.	All Other Courses.....	- 74 -
14.4.	Financial Deadline to Drop Courses.....	- 74 -
14.5.	Faculty Drop .....	- 74 -
14.6.	Adding Courses .....	- 74 -
15.	AUDITING COURSES.....	- 74 -
16.	GRADES.....	- 75 -
16.1.	Minimum Grade-Point Average.....	- 75 -
16.2.	Letter Grades.....	- 75 -
16.3.	Pass/Fail Grades .....	- 76 -
16.4.	Pass/Fail Option.....	- 76 -
16.5.	Pass/Fail Defined .....	- 76 -
16.6.	Incomplete Grades .....	- 76 -
16.7.	Grade Changes.....	- 76 -
16.8.	Calculation of Grade Point Average.....	- 76 -
17.	ASSESSMENT.....	- 77 -
18.	TYPES OF EXAMINATIONS.....	- 77 -



18.1.	Standard Examination .....	- 77 -
18.2.	Take-Home Examination .....	- 77 -
18.3.	Floating Examination .....	- 77 -
18.4.	Duration of Examinations .....	- 78 -
18.5.	Proctoring and Grading .....	- 78 -
18.6.	Postponed Examinations .....	- 78 -
18.7.	Illness .....	- 78 -
18.8.	Completing Postponed Examinations.....	- 78 -
18.9.	Unauthorized Postponement .....	- 78 -
18.10.	Variations in Examination Schedules.....	- 78 -
18.10.1.	Disability Accommodations .....	- 79 -
18.11.	Retention of Examination Papers and Review .....	- 79 -
18.12.	Right of Review .....	- 79 -
19.	<i>DISMISSAL FOR ACADEMIC DEFICIENCY</i> .....	- 79 -
19.1.	General .....	- 79 -
19.2.	Interpretation and Disputes .....	- 79 -
19.3.	Appeals from Administrative Decisions.....	- 79 -
19.4.	Unavailability of Designated Administrative Officers or Departments .....	- 80 -
<b>STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....</b>		<b>- 81 -</b>
<b>CODE OF STUDENT CONDUCT .....</b>		<b>- 84 -</b>
1.	<i>PREAMBLE</i> .....	- 84 -
1.1.	Purpose.....	- 84 -
1.2.	Purpose of this Code .....	- 84 -
1.3.	Distribution.....	- 84 -
1.4.	Violations.....	- 84 -
2.	<i>RULES OF CONDUCT</i> .....	- 84 -
2.1.	Structure of Rules .....	- 84 -
2.2.	Ambiguity .....	- 85 -
2.3.	Conflicting Rules .....	- 85 -
2.4.	Who is a “Law Student?” .....	- 85 -
2.5.	Academic Integrity Expectations Rules of Conduct .....	- 85 -
3.	<i>INTEGRITY PROCEDURES – DISCIPLINE AND PENALTIES</i> .....	- 87 -
3.1.	Applicability and Conflicts .....	- 88 -
3.2.	Procedures for Complaints .....	- 88 -
3.2.1.	Content and Filing of Charging Statement .....	- 88 -
3.2.2.	Decision to Prosecute.....	- 88 -
3.2.3.	Notice of Charging Complaint, Deadline for Answer and Administrative Settlement Conference .....	- 89 -
3.2.4.	Answer to Charging Complaint .....	- 89 -
3.2.5.	Assistant Student Prosecutors .....	- 90 -
3.2.6.	Prosecutor’s Obligation to Assure Fair Presentation of Case.....	- 90 -
3.3.	Mandatory Settlement Conference With Prosecutor .....	- 90 -
3.3.1.	Scheduling of Settlement Conference.....	- 90 -
3.3.2.	Purpose and Conduct of Settlement Conference .....	- 90 -
3.3.3.	Agreement .....	- 91 -
3.3.4.	Scheduling Hearing.....	- 91 -
3.4.	Formal Hearing Procedures .....	- 91 -
3.4.1.	Hearing Panel Composition.....	- 91 -
3.4.1.1.	Makeup.....	- 91 -
3.4.1.2.	Student Members.....	- 91 -
3.4.1.3.	Faculty Members.....	- 92 -
3.5.	Conduct of Hearing.....	- 92 -
3.5.1.	Statement of Undisputed and Disputed Facts.....	- 92 -

3.5.2.	Formality and Transcription.....	- 92 -
3.5.3.	Papers.....	- 92 -
3.5.4.	Affirmation of Confidentiality.....	- 92 -
3.5.5.	Opening Statements.....	- 92 -
3.5.6.	Testimony.....	- 93 -
3.5.7.	Burden of Proof and Determination.....	- 93 -
3.5.8.	Representation of Accused.....	- 93 -
3.5.9.	Deliberations.....	- 94 -
3.5.10.	Trial in Absentia.....	- 94 -
3.6.	Disposition and Penalties.....	- 94 -
3.6.1.	General Power of Panel.....	- 94 -
3.6.2.	Mitigating and Aggravating Factors.....	- 94 -
3.6.3.	Examples of Penalties.....	- 94 -
3.6.4.	Course Grade.....	- 95 -
3.6.5.	Written Opinion.....	- 95 -
3.6.6.	Posting and Maintenance of Rulings.....	- 95 -
3.7.	Appeals To The Faculty.....	- 95 -
3.7.1.	Appeal of Right; Timing.....	- 95 -
3.7.2.	Standard of Review.....	- 95 -
3.7.3.	Hearing on Appeal.....	- 96 -
4.	<i>Effective Date</i> .....	- 96 -
4.1.	Substantive Provisions Not Retroactive.....	- 96 -
4.2.	Procedural Provisions Retroactive.....	- 96 -
<b>GRIEVANCE PROCEDURE.....</b>		<b>- 97 -</b>
1.	<i>STATEMENT OF PURPOSE</i> .....	- 97 -
2.	<i>STRUCTURE</i> .....	- 97 -
2.1.	Stage One: Ombudsperson.....	- 98 -
2.2.	Stage Two: Mediation.....	- 98 -
3.	<i>SELECTION AND TRAINING</i> .....	- 98 -
3.1.	Ombudsperson.....	- 98 -
3.2.	Mediation Panel.....	- 98 -
3.3.	Training.....	- 98 -
4.	<i>PROCEDURE</i> .....	- 99 -
4.1.	Grievances.....	- 99 -
4.2.	Mediation.....	- 99 -
5.	<i>CLOSURE AND REMEDIES FOR BREACH</i> .....	- 99 -
5.1.	Notice of the Completed Dispute.....	- 99 -
5.2.	Notice of Resolution.....	- 100 -
5.3.	Subsequent Willful Breach.....	- 100 -
<b>PROCEDURE FOR STUDENT COMPLAINTS CONCERNING THE PROGRAM OF LEGAL EDUCATION.....</b>		<b>- 101 -</b>
<b>COMMUNITY SERVICE/PRO BONO AT THE COLLEGE OF LAW.....</b>		<b>- 102 -</b>
1.	<i>VOLUNTARY PRO BONO PROGRAM</i> .....	- 102 -
2.	<i>SPECIAL RECOGNITION FOR PRO BONO AND COMMUNITY SERVICE</i> .....	- 102 -
<b>CURRICULAR PROGRAMS.....</b>		<b>- 104 -</b>
1.	<i>GENERAL RULES</i> .....	- 104 -
1.1.	OVERVIEW.....	- 104 -
1.2.	APPLYING TO A CURRICULAR PROGRAM.....	- 104 -
1.3.	PROGRAM REQUIREMENTS.....	- 104 -
1.4.	PROGRAM ADMINISTRATION.....	- 104 -

2.	<i>ADVANCED PROPERTY STUDIES</i> .....	- 105 -
2.1.	PROGRAM DESCRIPTION .....	- 105 -
2.2.	REQUIREMENTS .....	- 105 -
2.3.	OTHER PROVISIONS .....	- 107 -
3.	<i>ADVOCACY &amp; LITIGATION</i> .....	- 107 -
3.1.	PROGRAM DESCRIPTION .....	- 107 -
3.2.	REQUIREMENTS .....	- 107 -
3.3.	OTHER PROVISIONS .....	- 109 -
4.	<i>COMMUNICATIONS LAW</i> .....	- 109 -
4.1.	PROGRAM DESCRIPTION .....	- 109 -
4.2.	REQUIREMENTS .....	- 110 -
4.3.	OTHER PROVISIONS .....	- 111 -
5.	<i>CORPORATE COUNSEL</i> .....	- 111 -
5.1.	PROGRAM DESCRIPTION .....	- 111 -
5.2.	REQUIREMENTS .....	- 112 -
5.3.	OTHER PROVISIONS .....	- 113 -
6.	<i>DISABILITY LAW AND POLICY</i> .....	- 113 -
6.1.	PROGRAM DESCRIPTION .....	- 113 -
6.2.	REQUIREMENTS .....	- 113 -
6.3.	PROGRAM REQUIREMENTS .....	- 113 -
6.4.	CAPSTONE PROJECT .....	- 115 -
6.5.	THE EXPERIENTIAL LEARNING COURSE REQUIREMENT .....	- 115 -
6.6.	ACADEMIC AND CO-CURRICULAR PROGRAMS .....	- 115 -
7.	<i>ENTERTAINMENT AND SPORTS LAW</i> .....	- 115 -
7.1.	PROGRAM DESCRIPTION .....	- 115 -
7.2.	PROGRAM REQUIREMENTS .....	- 115 -
7.3.	OTHER PROVISIONS .....	- 117 -
8.	<i>ESTATE PLANNING</i> .....	- 117 -
8.1.	PROGRAM DESCRIPTION .....	- 117 -
8.2.	REQUIREMENTS .....	- 117 -
8.3.	PROGRAM DIRECTOR .....	- 117 -
9.	<i>FAMILY LAW AND SOCIAL POLICY</i> .....	- 118 -
9.1.	PROGRAM DESCRIPTION .....	- 118 -
9.2.	REQUIREMENTS .....	- 118 -
9.3.	EXPERIENTIAL LEARNING REQUIREMENT .....	- 119 -
9.4.	CROSS-CAMPUS COURSE REQUIREMENT .....	- 119 -
9.5.	CAPSTONE REQUIREMENT .....	- 119 -
9.6.	OTHER PROVISIONS .....	- 119 -
10.	<i>GLOBAL LAW AND PRACTICE</i> .....	- 120 -
10.1.	PROGRAM DESCRIPTION .....	- 120 -
10.2.	PROGRAM REQUIREMENTS .....	- 120 -
10.3.	CAPSTONE PROJECT .....	- 121 -
10.4.	EXPERIENTIAL REQUIREMENT .....	- 121 -
10.5.	CROSS-LISTED COURSE REQUIREMENT .....	- 122 -
10.6.	OTHER PROVISIONS .....	- 122 -
11.	<i>LAW, POLITICS AND THE MEDIA</i> .....	- 122 -
11.1.	PROGRAM DESCRIPTION .....	- 122 -
11.2.	REQUIREMENTS .....	- 122 -
11.3.	OTHER PROVISIONS .....	- 125 -
12.	<i>TECHNOLOGY COMMERCIALIZATION LAW STUDIES</i> .....	- 125 -
12.1.	PROGRAM DESCRIPTION .....	- 125 -
12.2.	REQUIREMENTS .....	- 125 -
12.3.	OTHER PROVISIONS .....	- 127 -
	<b>DETERMINATION OF CREDIT HOURS FOR COURSEWORK POLICY</b> .....	<b>- 128 -</b>

1.	<i>CREDIT HOUR POLICY</i> .....	- 128 -
1.1.	CREDIT FOR COURSEWORK .....	- 128 -
1.2.	CREDIT FOR OTHER ACADEMIC ACTIVITIES .....	- 128 -
1.2.1.	Clinics .....	- 128 -
1.2.2.	Externships .....	- 129 -
1.2.3.	Independent Research .....	- 129 -
1.2.4.	Co-Curricular/Special Activities Credit .....	- 129 -
1.2.4.1.	Student-Edited Publications .....	- 129 -
1.2.4.2.	Moot Court .....	- 129 -
1.2.4.3.	Inter-Collegiate Advocacy Team Membership .....	- 130 -
2.	<i>DETERMINATION OF TIME SPENT OUTSIDE THE CLASS TO EARN CREDIT</i> .....	- 130 -

# ACADEMIC RULES FOR J.D. PROGRAM

## 1. HANDBOOK OBJECTIVES AND SOURCES OF RULES

### 1.1. Sources of Rules.

While this handbook is designed to inform students at Syracuse University College of Law (the “College of Law”) of many of the rules most likely to affect their academic careers, it is only one of several basic sources of such rules. Each student should also consult the schedule of course offerings of the College of Law, the instructions distributed to all students before each semester's registration, the syllabus for each course prepared by the course instructor, and the rules which control admission to the bar in the student's intended jurisdiction.

### 1.2. Availability.

The College of Law's administration will provide each student with a copy of this Handbook containing the College of Law's Academic Rules, Curricular Programs, Code of Student Conduct, and Grievance Procedure. The Handbook will be available on the College of Law's website.

### 1.3. Questions of Interpretation.

Students having questions about the application of these rules shall initially consult with the Office of Student Affairs. Disputes concerning the meaning of these rules shall be resolved by the administrator, officer or committee designated in the rule to resolve such disputes, or, in the absence of a specific designation, by the general procedures in Section 20.

### 1.4. Knowledge of Rules.

All students are required and assumed to know the contents of this handbook, all notices posted on the official College website or sent to students by email, and the registration instructions and schedules published prior to registration each semester.

### 1.5. Petitions.

Many of these rules allow students to file petitions seeking approvals, variances or interpretations. If these rules require approval from a specific individual, officer or committee, that individual, officer or committee shall determine the petition. At the beginning of each semester, and as needed from time to time, the Dean or Vice Dean shall designate individuals to be the “Academic Hearing Officer,” the “Administrative Hearing Officer,” the “JDi Hearing Officer,” and the “LL.M. Hearing Officer” to determine petitions designated to them by these rules. Each of these officers may decide to forward any petition to the Academic Standards Committee for determination if the issue involves an important question of law school policy or a matter of significant controversy. The Academic Standards Committee shall have jurisdiction to consider petitions not designated by these rules to an individual, officer or committee, and over appeals from administrative decisions in accordance with Section 20.1.

## 2. REQUIREMENTS FOR THE JURIS DOCTOR (“J.D.”) DEGREE

### 2.1. General Requirements for All Students.

These rules apply to students in the residential and online (“JDinteractive”) JD programs. Some rules apply to students seeking the J.D. degree in the residential program only, and some rules apply to students seeking the J.D. degree in the JDinteractive Program only.

#### 2.1.1. Credit Hours.

In order to receive the J.D. degree, a student must “successfully complete” a minimum of 87 semester credit hours earned during the requisite period in residence prescribed for the program in which the student is enrolled. To “successfully complete” a course, the student must receive academic credit for the course. Students must receive a grade of “C-” or higher in a graded course, or “P” or higher in a non-graded course, to receive academic credit. See Rules 16.1.1, 13.4.3 and 13.10.3.3.

#### 2.1.2. Minimum Law or University Credit.

A minimum of 58 of the required 87 semester credit hours required for the J.D. degree must be earned in courses offered by the College of Law, or in approved Syracuse University or SUNY ESF courses. Approved courses include courses taken in Joint Degree Programs, and other non-law offerings taken pursuant to Rule 5.2.2, including courses taken pursuant to a concurrent degree in the College of Environmental Science and Forestry.

#### 2.1.3. Minimum Classroom Credits.

At least 64 of the required 87 credits must be earned in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction. Field placements such as externships are not counted toward the 64 credit requirement.

#### 2.1.4. Minimum Grade-Point Average for Graduation.

In order to graduate, students must obtain a cumulative grade-point average and a final year grade-point average of 2.50 or above. The final year grade point average will be computed over the final two semesters of full time attendance or the last 29 fully graded credits if the final two semesters in attendance were both not full-time. Students who do not meet this requirement may petition the Academic Standards Committee to remain in residence to repeat courses to improve their GPA if (1) the student demonstrates that the student’s performance is the result of hardships or other compelling circumstances that are not likely to continue; and (2) the student makes an affirmative showing that the student possesses the requisite ability, and will make the requisite effort, to complete the degree with a final GPA of 2.50 or above. Students petitioning to remain in residence to repeat courses shall have no right of personal appearance before the Academic Standards Committee; all appeals must be based on the student’s written petition. Students will be permitted to submit whatever documentation they wish in support of their petition. The Academic Standards Committee shall have absolute discretion to grant or deny a petition to remain in residence, and to grant petitions subject to whatever terms and conditions it may designate, and its decision shall be final and not subject to appeal.

#### 2.1.5. Required Courses for All Students.

In order to receive the J.D. degree, a student must complete all of the following courses and requirements with a passing grade of “C-” or higher if graded on the Grading Curve, or a grade of “P” or higher if not graded on the Grading Curve:

#### 2.1.5.1. Required Lower-Division Courses.

JDr Class 2023, JDi Classes of 2023 and 2024

The “Required Lower-Division Courses” are: (1) Civil Procedure, (2) Contracts, (3) Torts, (4) Legal Communication and Research I, (5) Constitutional Law I, (6) Criminal Law, (7) Property, (8) Legal Communication and Research II, and (9) the First Year Elective Course. In place of the First Year Elective Course, JD Interactive students are required to complete a total of three (3) credits from two skills courses per Academic Rule 2.1.6.2.

JDr Classes of 2024 and beyond, JDi Classes of 2025 and beyond:

The “Required Lower-Division Courses” are: (1) Civil Procedure, (2) Contracts, (3) Torts, (4) Legal Communication and Research I, (5) Constitutional Law I, (6) Criminal Law, (7) Property, (8) Legal Communication and Research II, (9) Professional Responsibility.

##### 2.1.5.1.1. Successful Completion of Lower-Division Courses

JDinteractive students must successfully complete all lower-division courses before enrolling in upper-division courses. Students bear a heavy burden of establishing grounds for seeking a waiver of completing lower-division courses to enroll in an upper-division course. JDinteractive students may only enroll in upper-division courses with the approval of the JDi Hearing Officer.

Any JD Residential student, including, but not limited to part-time students and students approved for reduced course loads, may register for upper-division courses prior to the successful completion of all lower-division courses only with the approval of the Administrative Hearing Officer.

All transfer students, regardless of program, are subject to the terms and conditions set forth in their transfer letter received at the time of the offer of admission to the College of Law.

#### 2.1.5.2. Required Upper-Division Courses.

The “Required Upper-Division Courses” are (1) Constitutional Law II and (2) a course designated in the course schedule as meeting the Professional Writing Requirement (see Rule 2.1.5.5). All Required Upper-Division courses may be completed during any term in the second or third year.

NOTE: Professional Responsibility is a Required Upper-Division course for the JDr Class of 2023, and the JDi Classes of 2023 and 2024.

#### 2.1.5.3. Administrative/Statutory/Legislative Course.

Students must complete in their second or third year either Administrative Law or a course on legislative/statutory interpretation or a course that covers the fundamentals of administrative law and/or statutory interpretation. Faculty will designate courses that meet this requirement.

#### 2.1.5.4. Experiential Learning Course(s).

Students must successfully complete one or more experiential course(s), totaling at least six credit hours, prior to graduation. An experiential course must be a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must (i) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills; (ii) develop the concepts underlying the professional skills being taught; (iii) provide multiple opportunities for performance; and (iv) provide opportunities for self-evaluation. Courses meeting the Experiential Learning Requirement will be designated in the course schedule.

**IMPORTANT NOTE FOR BAR EXAMINATIONS:** Students planning to sit for the New York State Bar Exam must comply with the Bar's requirement to take 15 credits of experiential learning courses. Students sitting for bar exams in other states should determine whether there are any special course requirements that must be satisfied. Please see Academic Rule 2.1.5.5.1. for more information regarding experiential learning requirements.

#### 2.1.5.5. Professional Writing Requirement.

Students must complete in their second or third year a professional writing course. These courses build on the research, analysis, and writing of Legal Communication and Research I and II and develop skills for writing the type of documents that lawyers prepare in practice. Courses designated in the course schedule as meeting the Professional Writing Requirement satisfy this requirement.

##### 2.1.5.5.1. Professional Writing Requirement and Experiential Learning Credits

Students may not use the same course to satisfy the six (6) credit experiential course requirement and the Professional Writing Requirement.

##### 2.1.5.6. Cultural Competency Course (begins with JD<sub>r</sub> Class of 2024; JD<sub>i</sub> Class of 2025)

Students must complete the in their second or third year a cultural competency-related course. Faculty will designate courses that meet this requirement.

#### 2.1.6. Additional Required Courses for JD<sub>interactive</sub> Students

##### 2.1.6.1. Externship

JD<sub>interactive</sub> students must earn 3 credits of externship credit. This consists of 2 credits of placement credit and 1 credit of externship seminar. JD<sub>i</sub> students may for good cause petition the JD<sub>i</sub> Hearing Officer for a waiver of the externship requirement. Petitions must be received before the start of the semester prior to the scheduled externship and must establish good cause to the satisfaction of the JD<sub>i</sub> Hearing Officer.

##### 2.1.6.2. In-residence Courses

All JD<sub>interactive</sub> students must complete six (6) courses in-residence in the following order: (1) Legal Foundations; (2) Legal Applications; (3) two Skills Courses; and (4) two Advanced Legal Topics courses. The courses may be completed in a different order only with the approval of the JD<sub>i</sub> Hearing Officer.

##### 2.1.7. Course and Activity Planning Requirement for Certain Students.



Students who obtain a grade-point average (GPA) below 2.90 in the Required Lower-Division Courses taken for the first time shall be required to participate in the course and activity planning process set forth in Section 2.1.8.2 below.

#### 2.1.8. Structured Curriculum Requirement for Certain Students.

Students who obtain a grade-point average (GPA) below 2.90 in the Required Lower-Division Courses taken for the first time shall be required to take seven (7) Structured Curriculum courses:

- (1) Business Associations
- (2) Commercial Transactions
- (3) Constitutional Criminal Procedure (Adjudicative) OR Constitutional Criminal Procedure (Investigative)
- (4) Evidence
- (5) Family Law
- (6) Wills and Trusts
- (7) Foundational Skills for Attorney Licensing (LAW 800). This course will be offered for 3 credits.

NOTE 1: The JDi and JDr classes of 2025 and subsequent classes will need to complete Business Associations, Constitutional Criminal Procedure Adjudicative OR Constitutional Criminal Procedure Investigative, and Evidence (begins Fall 2023).

NOTE 2: Effective Fall 2023 (JDi and JDr classes of 2024 and subsequent classes), Foundational Skills for Attorney Licensing is required for all JDr and JDi students with a cumulative GPA of 3.0 or lower at the start of the last year of their respective academic program. JDr students will be evaluated after the 4th semester in residence (excluding summer terms); JDi students and part time JDr students will be evaluated at the conclusion of the term in which the 58th credit is earned. Foundational Skills for Attorney Licensing shall be taught in a class capped at 20 students pursuant to standards promulgated by the College of Law Curriculum Committee.

##### 2.1.8.1. Structured Curriculum Courses Must Be Taken for a Grade.

Students subject to the Structured Curriculum requirement must take all of the Structured Curriculum courses for a grade.

##### 2.1.8.2. Office of Academic and Bar Support Requirements

Students required to follow the Structured Curriculum will be notified by letter following completion of the Required Lower-Division Courses. Attached to the notification letter will be (1) a structured curriculum acknowledgement, (2) a course planning form, and (3) an extracurricular planning form. Students must return the forms to the Office of Academic and Bar Support by the deadline stated in the notification letter. Failure to submit the required forms by the stated deadline will result in a registration hold being placed on the student's record.

### 2.1.8.3. Waivers

None of the requirements in section 2.1.8. are eligible for waiver.

### 2.1.9. Recommendation for Avoiding Conflicts.

Students are recommended to schedule and complete their required and Structured Curriculum courses as early as possible in their upper-division schedules to avoid conflicts in their final semesters of law school.

### 2.1.10. Presumptive Structured Curriculum Requirement for Part-Time and Reduced Load Students

The Structured Curriculum requirements shall apply to part-time students and reduced load students who obtain a grade-point average (GPA) below 2.90 in whatever Required Lower-Division Courses such students have completed after their first two calendar semesters of study. Part time students who are subject to the Structured Curriculum will be required to enroll in Structured Curriculum courses for all elective courses until they have completed all of the Required Lower-Division Courses. Such students who obtain a GPA of 2.90 or above in the Required Lower-Division Courses after completing all of the Required Lower-Division Courses will be relieved of the Structured Curriculum requirements for future enrollment.

### 2.1.11. Residency Requirements for All Students.

#### 2.1.11.1. Full-time Residential Students.

A full-time student must satisfy all requirements for the J.D. degree during a period in residence of not less than 90 calendar weeks and not more than 105 calendar weeks.

#### 2.1.11.2. Part-time Residential Students.

A part-time student must satisfy all requirements for the J.D. degree during a period in residence of not more than 150 calendar weeks.

#### 2.1.11.3. JDinteractive Students

JDinteractive students must satisfy all requirements for the J.D. degree during a period of not more than 315 calendar weeks.

### 2.1.12. Requirements for Course Credit.

#### 2.1.12.1. Pre-Matriculation Credit.

Except in the case of credit accepted for transfer students or students enrolled through the Two-Year J.D. Program for Foreign Law Graduates, no credit towards the J.D. degree will be given for offerings taken prior to full matriculation in the College of Law. Credit earned by such transfer and Two-Year J.D. students at prior law schools will be accepted only for offerings graded C or higher (or the equivalent), and will be recorded by the College of Law on a pass basis.

#### 2.1.12.2. Credit Hours Defined.

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

- (a) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time. Fifty minutes suffices for one hour of classroom or direct faculty instruction. An “hour” of out of class work is sixty minutes. The fifteen-week period includes one week for final examinations, OR
- (b) at least an equivalent amount of work as required in subparagraph (a) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours. Thus, to receive one credit hour for work in clinics, externships, simulations and co-curricular work (Law Review, Moot Court Honor Society, etc.) requires a minimum of at least three sixty-minute hours per week of work over a fifteen-week period.

#### 2.1.13. Good Standing Requirement.

Students enrolled in the College of Law must maintain a GPA of 2.50 or above to be considered in good standing at the College of Law. Section 15 governs academic dismissal and probation for students not in good standing.

#### 2.1.14. Completion of Degree Requirements and Academic Program

Students must complete their academic program (graduate) at the end of the term in which they complete all degree requirements. Students may participate in the spring commencement ceremony following the completion of their academic program.

### 3. FULL-TIME AND PART-TIME STUDENT STATUS

#### 3.1. Full-time Residential Students.

Any student admitted to the three-year program shall be deemed a full-time student and shall be required to satisfy the course load requirements of full-time students so long as he or she remains a full-time student. Students in the three-year program must successfully complete at least six academic semesters in full-time status, or alternatively, five academic semesters plus summer sessions in full-time status. Full time students must take the following minimum and maximum course loads, unless they are approved for a reduced first-year course load.

##### 3.1.1. Academic Semester Minimum Course Load.

Full-time residential students must register for and complete a minimum of 12 credit hours during each fall and spring semester in residence. Approval to register for fewer than 12 credit hours requires a petition and approval by the Academic Hearing Officer to transfer to part-time student status.

##### 3.1.2. Academic Semester Maximum Course Load.

Full-time residential students may register for a maximum of 17 credit hours during any fall or spring semester. Petitions for over 17 credits will not be considered where

the request violates ABA Standard 311(c) that not more than 20 percent (20%) of the total coursework required for graduation may be taken in any given semester. Exceptions to the maximum course load requirement for full-time students must be approved in advance and will only be granted in circumstances where the overage is a result of either audited courses (not counted toward graduation credits) or participation in a Joint Degree Program AND the requesting student is not subject to the Structured Curriculum. Qualifying petitions for over 17 credits will be reviewed by the Academic Hearing Officer.

### 3.1.3. Summer Sessions.

Full-time residential students may register for a maximum of 8 credit hours during any summer session offered by the College of Law. Students who are taking both Professional Responsibility and an externship during the summer may register for a maximum of 9 summer credit hours. There is no minimum course load requirement for summer sessions.

## 3.2. Reduced First-Year Course Load for Residential Students.

First-year residential students, upon a showing of compelling circumstances, may petition the Academic Hearing Officer to take a reduced course load of no less than 12 credits per semester. Prospective or admitted first-year students interested in a reduced load should contact the Office of Student Affairs to discuss his/her circumstances and to review the reduced course load guidelines listed below. See also Section 11.1 for dropping a first-year course after the semester has begun.

### 3.2.1. Petition for Reduced First-Year Course Load.

Petitions seeking a reduced course load should demonstrate compelling circumstances in accordance with the guidelines below. The Office of Student Affairs is available to assist the student in developing a plan showing how course credits needed for graduation will be earned. The Administrative Hearing Officer shall rule on the petition. If approved, the petition will be given to the Office of the Registrar who shall file the approved petition in the student's permanent record and register the student accordingly.

### 3.2.2. Guidelines for Reduced First-Year Course Load.

A first-year law student may petition the Administrative Hearing Officer to take a reduced full-time schedule upon a showing of compelling circumstances which include, but are not limited to, the following:

- Financial circumstances requiring the student to work while attending law school;
- Family circumstances;
- Physical disabilities, learning disabilities, temporary and long-term health problems;
- English language difficulties

## 3.3. Part-time Residential Students.

Any residential student admitted on a part-time basis shall be deemed a part-time student and shall be required to satisfy the following course load requirements so long as the student remains a part-time student. Students in the part-time program must successfully complete ten semesters or less in part-time status. Part-time students must take the following minimum and maximum course loads:

#### 3.3.1. Part-Time Student Minimum Course Load.

Part-time residential students must register for and complete a minimum of six credit hours during each fall and spring semester in residence. Exceptions to the minimum course load requirement for part-time students must be approved in advance upon petition to the Administrative Hearing Officer.

#### 3.3.2. Part-Time Student Maximum Course Load.

Part-time residential students may register for a maximum of 11 credit hours during any fall or spring semester in residence. Approval to register for more than 11 hours requires petition and approval by the Administrative Hearing Officer to transfer to full-time student status.

#### 3.3.3. Summer Sessions.

Part-time residential students may register for a maximum of 4 credit hours during any summer session. Approval to register for more than 4 hours requires petition and approval by the Administrative Hearing Officer to transfer to full-time student status.

#### 3.3.4. Change of Status.

A residential student may petition to transfer from full-time to part-time status or from part-time to full-time status. The petition to change status must be approved by the Administrative Hearing Officer before the completion of registration for the semester in which the change of status is petitioned and approved.

#### 3.4. JDinteractive Students

JDinteractive students are required to take the courses scheduled to be offered for their class year each semester. Students may petition for a reduced load once they complete their first calendar year of JDinteractive courses. Students may petition for an increased load during their first calendar year in extraordinary circumstances. Petitions for changes in course load must be approved by the JDi Hearing Officer before registration closes for the semester for which the change is requested.

### 4. GPA REQUIREMENTS FOR JOINT DEGREES AND LAW SCHOOL EMPLOYMENT

#### 4.1. Eligibility for Employment by the College of Law.

Students must obtain a GPA of 2.900 or above in all Required Lower Division Courses listed in Rule 2.1.5.1 and must maintain a GPA of 2.900 or above in all courses in order to be eligible for College of Law teaching assistantships, research assistantships and academic fellowship positions.

#### 4.2. Eligibility for Joint Degree Programs

Residential JD students must obtain a GPA of 2.900 or above in all Required Lower-Division Courses listed in Rule 2.1.5.1 in order to be eligible for admission to a College of Law Joint Degree Program. Students must receive approval from the College of Law before beginning coursework related to any Joint Degree Program.

JDinteractive students must obtain a GPA of 2.90 or above in all Required Lower-Division Courses listed in Rule 2.1.5.1., and must also successfully complete the first two In-residence Courses listed in Rule 2.1.6.2: (1) Legal Foundations and (2) Legal Applications to be eligible for admission to the JDi/MBA Joint Degree Program with the Whitman School of Management. Students must receive approval from the College of Law before beginning any coursework related to the JDi/MBA Joint Degree Program.

## 5. ACADEMIC OFFERINGS FOR CREDIT

### 5.1. Residential Program Course and Non-Course Offerings.

The College of Law offers (1) Traditional Classroom Courses, (2) Practice Development Courses, (3) Seminars, Faculty Tutorials and Independent Research, (4) Clinics and Externships, and (5) Non-Course Academic Credit. In addition, students may earn academic credit for certain Non-Law Courses.

#### 5.1.1. Traditional Classroom Courses.

Traditional classroom courses were generally defined as courses usually offered in a specific doctrinal subject, delivered primarily through lecture and the Socratic method, and graded primarily on the basis of an anonymous written examination or examinations. More recently, faculty teaching traditional classroom courses have incorporated experiential and other alternative methods of instruction, and so the traditional definitions are not as clear as they once were. Traditional classroom courses have a greater focus on doctrinal learning rather than skill development.

#### 5.1.2. Practice Development Courses.

Practice Development Courses are courses that focus primarily on simulated or practice skills, such as trial and appellate practice, and courses principally concerned with legal research and writing. Instructors will inform students in writing on or before the first day of class about the grading methods to be utilized in the course.

#### 5.1.3. Seminars, Faculty Tutorials, and Independent Research.

##### 5.1.3.1. One-Semester and Two-Semester Seminars.

One-semester seminars are one-semester course offerings in which students may earn 2 or 3 hours of fully graded credit, and two-semester seminars are two-semester offerings in which students may earn 3 hours of fully graded credit, are normally restricted to 16 students or, at the instructor's option, to 20 students, and require the student to submit written work that comprises at least two-thirds of the basis for the course grade.

##### 5.1.3.2. One-Semester and Two-Semester Independent Research Projects.

A student may earn 1 or 2 hours of fully graded credit for independent research under faculty supervision which results in a significant research product by the student, on a topic of the student's choice that is approved by the faculty supervisor. The student's research product is to be completed in one or two semesters, as designated at the time of registration. The student must secure approval of a supervising faculty member before registering for such credit. Credit will be given only for research and writing undertaken after the student registers for the independent research project. Students may not register for more than four (4) credit hours of independent research projects during their law school careers without first seeking the approval of the Academic Standards Committee. Such approval shall be granted if in the judgment of the Committee, taking into consideration the student's academic record, the academic integrity of the student's overall program will not be impaired. Independent Research Projects will not be subject to the Grading Curve. Independent Research Projects must be graded on the Alternative Grading System.

#### 5.1.3.3. Two-Semester Faculty Tutorials.

Two-semester faculty tutorials are two-semester offerings in which students may earn 2 hours of fully graded credit, are normally restricted to 16 students or, at the instructor's option, to 8 students, and require the student to submit a written research paper or papers which must comprise the sole basis for the grade. Faculty tutorials, like independent research projects, do not include regularly-scheduled class meetings.

#### 5.1.4. Clinics and Externships.

Clinics and externships are offerings with limited enrollments designed to expose the student to a range of professional practical experiences. A student may earn a maximum of 30 hours of credit in offerings designated as clinics or externship placements. Students who have not previously taken a clinic or externship and third-year students will be given priority in enrollment. Clinics will be eligible for the Alternative Grading System. Faculty teaching clinics will explain the basis for grading in the course. Externships consist of two components: a class component and a placement component. The class component shall be eligible for the Alternative Grading System, and the placement component must be graded on a pass-fail basis.

Note: Effective with the start of the Spring 2023 semester, both the class and placement components of all Externships will be graded on a pass-fail basis only.

### 5.2. Non-Course Academic Credit.

#### 5.2.1. Special Activities Credit.

Students may receive credit, graded on a Pass/Fail basis unless otherwise specified, for certain special activities approved by the Faculty. Students with questions or problems regarding such special activities credit should consult the Office of Student Affairs. No student may earn more than a total of four (4) hours of special activities credit during his or her entire period of enrollment in the College of Law.

##### 5.2.1.1. Documentation Requirement.

In order to earn Special Activities credit, students must maintain and submit time records showing that they performed at least 42.5 hours of services per credit hour requested, and their time records must be approved by the appropriate

representative(s). Some programs may require more than 42.5 hours of service for credit.

#### 5.2.1.2. Special Activities.

Academic credit may be earned for the following special activities:

##### 5.2.1.2.1. Advocacy Honor Society (formerly Moot Court).

The 3L directors of the Advocacy Honor Society Divisions may each earn two credit hours for the academic year by completing all requirements for the Division and performing at least 85 hours of administrative work verified by weekly time sheets approved by the faculty advocacy director or division advisor. The two credit hours may be earned by registering for one credit hour each semester or two credit hours for either the fall or spring semester.

3L members other than directors of the AHS Divisions may earn one credit hour for the academic year by satisfactorily completing all requirements for the Division and performing at least 42.5 hours of combined intra-school competition and administrative work verified by weekly time sheets approved by the Faculty Advocacy Director or Division Advisor.

In addition to the work requirement, each student seeking administrative credit must submit to the Advocacy Director or Division Advisor an exit memorandum which shall, at a minimum, reflect on the knowledge and skills gained from participating in the program, and identify areas for program improvement. Prior to receiving academic credit for substantial Division work, the Faculty Advocacy Director or Division Advisor must approve the exit memorandum as constituting a good faith work product.

##### 5.2.1.2.2. Inter-Collegiate Advocacy Terms.

Students may earn one credit hour for at least 50 hours of work in one inter-collegiate competition based on weekly time sheets approved by Faculty Advocacy Director or Division Advisor, and Coach, or two credit hours for at least 100 hours of work in more than one inter-collegiate competition based on weekly time sheets approved by Faculty Advocacy Director or Division Advisor, and Coach.

##### 5.2.1.2.3. Law Review, Journals and Impunity Watch.

Senior Editors of the Syracuse University Law Review, the Journal of International Law and Commerce and the Journal of Science and Technology may earn up to three (3) credit hours, and other third-year student editors of the Law Review and Journal may earn up to two (2) credit hours for their work on the Law Review and Journals. The Managing Editor and the Associate Managing Editor of the NIABA Journal (the Digest) shall be eligible to receive up to one (1) credit hour for each semester, for a maximum of two credit hours. Third-year student Executive Board and Senior Staff members of Impunity Watch may earn up to three (3) credit hours, and other third-year associate members of Impunity Watch may earn up to one (1) credit hour. In order to earn credit, the most senior student member of the Law Review, journals or Impunity Watch and the faculty advisor must approve the



successful completion of the work and hours requirement. Students who receive academic credit for one law review or journal are not eligible for credit for services on another law review or journal.

### 5.2.2. Non-Law Courses for Academic Credit.

Students, other than those enrolled in a Joint Degree Program, may earn a total of six (6) credit hours toward the J.D. degree by successfully completing graduate-level non-law offerings in other branches of the University or other accredited law schools or universities. Students must first secure the written approval of the Academic Hearing Officer before registering for such courses. The student must demonstrate to the Academic Hearing Officer that such non-law offerings will contribute to the student's professional development or will advance the student's career-related goals.

Students may enroll for any non-law offering without receiving law school credit provided their total semester load does not exceed 19 hours. First-year students may not take courses outside of the College of Law.

Grades earned in non-law offerings shall not be calculated into a student's law GPA or class rank, but will appear on the student's university transcript and will be calculated into the transcript GPA. Credit for offerings taken at other accredited law schools or universities must be approved in advance for credit, and shall be recorded by the College of Law and on the student's transcript on a pass basis, provided that the student receives a grade of "C+" or higher, or its equivalent as determined by the Vice Dean. No credit will be given if the student receives a grade below "C+", or its equivalent as determined by the Vice Dean. The Pass/Fail option is not available to law students taking non-law courses outside of the College of Law.

## 5.3. JDinteractive Program Course Offerings

### 5.3.1. Online Courses

Each online JDinteractive course consists of two types of class sessions: (1) "synchronous" (or real-time) sessions conducted using advanced and specialized videoconferencing technology; and (2) interactive "asynchronous" (or self-paced) sessions that students can complete at a time that is convenient for them.

### 5.3.2. In-Residence Courses

JDinteractive students will complete six (6) in-person courses over the course of their ten semesters at the College of Law. The first four in-residence courses will take place on the Syracuse campus and may involve experiential learning. The last two in-residence courses will take place in Syracuse, or another location, and be subject specific.

### 5.3.3. Clinics and Externships

Clinics and externships are offerings with limited enrollments and designed to expose the student to a range of professional practical experiences. JDinteractive students may earn a maximum of 15 hours of credit in offerings designated as clinics or externship. Clinics will be eligible for the Alternative Grading System. Externships consist of two components: a class component and a placement component. The class component shall be eligible for the Alternative Grading System, and the placement component must be graded on a pass-fail basis.

Note: Effective with the start of the Spring 2023 semester, both the class and placement components of all Externships will be graded on a pass-fail basis only.

#### 5.3.4. Non-Course Activities Credit

##### Law Reviews, Journals and Impunity Watch.

Senior Editors of the Syracuse University Law Review and the Journal of International Law and Commerce may earn up to three (3) credit hours, and other third-year student editors of the Law Review and Journal may earn up to two (2) credit hours for their work on the Law Review and Journal. Third-year members of the Syracuse Journal of Science and Technology Law may earn up to two (2) credit hours. The Managing Editor and the Associate Managing Editor of the NIABA Journal (the Digest) shall be eligible to receive up to one (1) credit hour for each semester, for a maximum of two credit hours. Third-year student Executive Board and Senior Staff members of Impunity Watch may earn up to three (3) credit hours, and other third-year associate members of Impunity Watch may earn up to one (1) credit hour. In order to earn credit, the most senior student member of the Law Review, journals or Impunity Watch and the faculty advisor must approve the successful completion of the work and hours requirement. Students who receive academic credit for one law review or journal are not eligible for credit for services on another law review or journal.

#### 5.4. Grading in Courses offered by the College of Law.

##### 5.4.1. Grading Curve Courses.

Grading Curve Courses are those courses that students are required to take for graduation, including (1) the Required Lower-Division Courses, (2) the Required Upper-Division Courses, (3) the Administrative Law or Statutory/Legislative Course, and (4) Structured Curriculum Required Courses; (5) Courses that the Vice Dean has determined are appropriate for grading on the Grading Curve because students can be ranked by their performance in the class; and (6) Courses that the Vice Dean has determined to be exempt from the Grading Curve but for which the faculty member teaching the course has elected to grade on the Grading Curve. Except for courses designated as exempt by the Vice Dean, in which the faculty member has elected to apply the Grading Curve, at least two-thirds of the grade in courses graded on the Grading Curve should be based on written work anonymously graded. Students seeking law credit for Grading Curve Courses will be graded on the Grading Curve set forth in Section 13.10.1. Non-law students, LL.M. students, S.J.D. students and law students who are not seeking law credit for a jointly offered course, will be graded separately on any grading scale the professor wishes to use.

##### 5.4.2. Alternative Grading System Courses.

Non-Grading Curve Courses are all courses offered for credit by the College of Law which are subject to the Alternative Grading System in Section 13.10.3. These courses have been designated as exempt by the Vice Dean after a determination that learning for the course can best be evaluated through alternative pedagogical tools, such as oral performance, researching and drafting legal documents, statutes, papers or essays that cannot easily be ranked by the professor. Even though a course has been designated by the Vice Dean to be eligible for the Alternative Grading System, individual faculty teaching the course may elect to have the course graded on the

Grading Curve in Section 13.10.1 by filing a petition in accordance with Section 13.10.3.1. Non-law students, LL.M. students, S.J. D. students and law students who are not seeking law credit for a jointly offered course, will be graded separately on any grading scale the professor wishes to use.

#### 5.4.3. Pass/Fail Courses.

Certain courses which the Vice Dean determines cannot be reliably graded on either the Grading Curve or the Alternative Grading System may be designated as a course to be graded on a Pass Fail basis.

#### 5.4.4. Notice to Students.

The registration schedule will indicate whether each course is subject to the Grading Curve, the Alternative Grading System, or is offered on a Pass/Fail basis. Instructors shall indicate on their syllabus and explain to students on the first day of class the basis for grading in the course.

### 6. JOINT DEGREE PROGRAMS

#### 6.1. Requirements for Admission to Joint Degree Programs.

Admission to Joint Degree Programs shall be open to all full-time residential students who have completed all Required Lower-Division Courses listed in Rule 2.1.5.1 and who have a GPA of 2.90 or above in the Required Lower-Division Courses. Students must be independently admitted into the Joint Degree Program of the other participating school, college or department. Regardless of the admission decision by the other participating school, college or department, a student's formal admission to a College of Law Joint Degree Program will not be granted until the student's GPA eligibility is determined in accordance with Rule 4.2.

Admission to the JD/MBA Joint Degree Program shall be open to JDinteractive students who have earned a GPA of 2.90 or above in all Required Lower-Division Courses listed in Rule 2.1.5.1. JDi students must also successfully complete the following In-Residence Courses listed in Rule 2.1.6.2: (1) Legal Foundations and (2) Legal Applications. Students must be independently admitted into the Whitman School of Management MBA joint degree program. Regardless of the admission decision by the Whitman School, a student's formal admission to the joint degree program will not be granted until the student's GPA eligibility is determined in accordance with Rule 4.2.

Students who are on Academic Probation or who are required to follow the Structured Curriculum shall not be eligible for admission to a Joint Degree Program.

#### 6.2. Enrollment.

Residential students who meet the requirements for admission to the Joint Degree Program may enroll in any of several Joint Degree Programs (Ph.D., Masters, and Certificate) established by the College of Law in cooperation with the other schools, colleges, and departments. A student's eligibility for joint degree candidacy must be approved in advance by the Administrative Hearing Officer as meeting the qualification requirements for admission to the Joint Degree Program.

JDi/MBA interactive students who meet the requirements for admission may enroll in the JD/MBA joint degree program with the Whitman School of Management. A student's eligibility for joint degree candidacy must be approved in advance by the Administrative Hearing Officer as meeting the qualification requirements for admission to the Joint Degree Program.

### 6.3. Semi-Annual Review of Progress, and Dismissal from Joint Degree Program.

The College of Law shall conduct a semi-annual review of each joint degree candidate's progress in the Joint Degree Program. A faculty advisor from the joint degree school or department will provide the College of Law with information related to the student's progress in that school, college or department. The College of Law shall determine whether the student is making satisfactory progress under the following factors: (1) the number of and reasons for "Incompletes" in course work; (2) failure to maintain a cumulative grade-point average (GPA) of 2.9 or above; (3) the student's standing in the non-law degree program; and (4) progress made and plans for satisfying the writing and optional oral defense requirements of the joint-degree program.

Continuation in a Joint Degree Program shall be dependent upon the student's satisfactory progress in each of the joint degree fields. Incomplete work or other evidence of unsatisfactory progress may lead to a decision by the College of Law to reduce the student's workload directed toward the non-law degree or to take other appropriate action. If the College of Law determines that the student is not making satisfactory progress in both the law and other degree courses, the matter shall be referred to the Academic Standards Committee to consider dismissing the student from the Joint Degree program upon such terms as it may determine. It is expected that dismissal from the Joint Degree Program will occur only under extreme circumstances, and that limited course-load requirements will ensure educationally sound progression toward the joint degrees.

#### 6.3.1. Dismissal for Failure to Maintain GPA.

Students who fail to maintain a cumulative grade-point average above the grade-point average (GPA) of 2.9 or above shall be dismissed from the Joint Degree Program. A student may be restored to the Joint Degree Program after meeting the GPA requirement and securing the approval of the Administrative Hearing Officer.

### 6.4. Minimum Credit Hours.

#### 6.4.1. All Joint Degrees Other Than Environmental Decision-Making.

Students enrolled in Joint Degree Programs, other than the Certificate of Graduate Study in Environmental Decision-Making at the SUNY College of Environmental Science and Forestry, must earn a minimum of 72 credit hours required for the J.D. in courses taken at the College of Law. In addition, a minimum of 15 credit hours must be earned by successfully completing offerings outside the College of Law pursuant to the approved Joint Degree Program. Said credit hours shall be awarded as provided below.

#### 6.4.2. Joint Degree in Environmental Decision Making.

Students enrolled in the Certificate of Graduate Study in Environmental Decision Making in the SUNY College of Law of Environmental Science and Forestry program must take Environmental Law and must earn a minimum of 78 credit hours required for the J.D. degree at the College of Law. In addition, a minimum of 9 credit hours

must be earned by successfully completing offerings outside of the College of Law pursuant to the approved Joint Degree Program. Said credit hours shall be awarded as provided below.

#### 6.4.3. Basis for Awarding Credit Hours.

Credit hours shall be awarded on the following basis:

- (a) One credit hour for any 6 credit hours awarded by the cooperating department or school (as designated by the student)
- (b) One credit hour for every two credit hours awarded by the cooperating department or school beyond the six designated in (a) on condition that the student (i) has successfully completed all the requirements for the non-law degree component of the joint degree as of the time he or she is otherwise eligible to receive the J.D. degree, or (ii) had, in the opinion of the Administrative Hearing Officer, substantially adhered to the schedule of non-law offerings approved by the Administrative Hearing Officer upon the student's entering the Joint Degree Program, with such amendments to the schedule as the Administrative Hearing Officer may have approved, so long as he or she continued in the program.

#### 6.5 Tuition Policies

Tuition policies for all College of Law joint degrees are governed by the rules set forth in the Syracuse University Bulletin of Tuition and Fees.

### 7. CURRICULAR PROGRAMS

The College of Law may from time to time, with the approval of the faculty, create new specialized curricular programs. Students who complete the requirements of a curricular program receive a document recognizing this achievement upon graduation. The requirements for curricular programs shall be published annually in the Academic Handbook. The directors of the curricular programs are responsible for reviewing student compliance with the curricular program requirements and certifying the student's compliance to the Office of the Registrar for the purpose of issuing the document recognizing completion of the curricular program.

#### 7.1. Minimum Credits.

A curricular program shall require that a student successfully complete a minimum of 15 academic credit hours of course work as specified in the terms of the program. The program shall require students to successfully complete at least 9 credits of mandatory courses and at least 6 credits in elective courses. All of the mandatory or elective courses offered for a grade must be taken for a grade and not on an elective pass/fail basis. Courses offered on the Alternative Grading System may also be taken.

#### 7.2. Minimum GPA and Grade Requirement.

Successful completion of a curricular program represents competence in an area of specialized knowledge. Students must receive a grade of "B+" or higher in each course offered for a

grade, and a grade of “H” or higher in each course offered on the alternative grading system, for the courses that the student uses to satisfy the curricular program requirements.

### 7.3. Maximum Number of Curricular Programs.

A student may be recognized for completing no more than two curricular programs from the College of Law through his/her work with two or more curricular programs. No class taken to fulfill the requirements of one curricular program may be used to fulfill the requirements of another curricular program.

### 7.4. Mandatory Courses.

Mandatory courses must be in the subject matter of the curricular program. If necessary, a curricular program director may choose to list up to five such specialized courses from which the student must take a minimum of nine credits. If any mandatory course is cancelled, the program director must propose a suitable alternate in consultation with the chair of the curriculum committee to ensure that the alternate mandatory course adequately satisfies the requirement of specialized content.

### 7.5. Elective Courses.

Elective courses must be substantially related to the subject matter of the curricular program. If class cancellations make it impossible for a student to satisfy the elective course requirement by the end of the spring semester of the third year, the program director must propose a suitable alternate in consultation with the chair of the curriculum committee to ensure that the alternate elective course adequately meets the goal of being substantially related to the subject matter of the curricular program.

### 7.6. Written Work Product Requirement.

Every student must take at least one course, whether mandatory or elective, that leads to the production of a significant written work product in the subject matter of the curricular program.

### 7.7. Experiential Learning Requirement.

Every student must take at least one course, whether mandatory or elective, that provides an experiential learning experience. The substantive content of this experiential learning experience must be substantially related to the subject matter of the curricular program. While preferable, this experience need not be through live client representation. Examples of courses meeting this requirement include clinics, externships, courses designated as experiential learning, courses that include simulated exercises, etc.

### 7.8. Cross-Listed Course Requirement.

Every student must take at least one course, whether mandatory or elective, that is offered at another graduate program at Syracuse University or that is cross-listed with another graduate program at Syracuse University. This course must be substantially related to the subject matter of the curricular program.

### 7.9. Capstone Requirement.

A curricular program shall require that each student complete a “capstone” project. A capstone project is a project through which students undertake significant research and

produce a substantial work product, or series of such products, which demonstrates the student's comprehension of core themes in the curricular program's field of focus, and also demonstrates the student's particular specialized interests within the field. Capstone projects include, but are not limited to: research papers, clinical work, externships, and substantial collaborative projects. Each curricular program director will provide a list of acceptable capstone projects and will approve each such project, including appropriate projects not included in the published list of acceptable capstone projects.

#### 7.9.1. No Double Counting of Capstone Work.

A student who wishes to complete more than one curricular program may not count work done for one program's capstone project in order to satisfy the requirements of the other program's capstone project.

### 8. TRANSFERS AND VISITING STUDENT STATUS

#### 8.1. General.

A student may earn limited credit toward the J.D. degree by taking offerings at other American Bar Association (ABA) accredited law schools, or with advance approval from the Department of Admissions from foreign law schools in accordance with ABA Rule 505, under the terms listed below. Credit from another law school is recorded by the College of Law on a pass basis provided that the student receives a grade of "C+" or higher. No credit is given if the student receives a grade below "C+." A student who visits at an ABA accredited law school must still meet the requirements of Rule 2.1.2.

#### 8.2. Credit for Study at other ABA-Accredited Law Schools.

##### 8.2.1. Single Summer Sessions.

Students may request credit for courses taken while visiting an ABA Accredited law school for a single summer session without obtaining advance approval for the visit.

##### 8.2.2. Multiple Summer Sessions.

A residential student wishing to visit at an ABA accredited law school for additional summer sessions shall submit a petition to the Administrative Hearing Officer requesting approval for the visit.

A JDinteractive student wishing to visit at an ABA accredited law school for additional summer sessions shall submit a petition to the Office of Online Education requesting approval for the visit. The petition will be determined by the JDi Hearing Officer.

##### 8.2.3. Regular Session Visits.

Students must obtain advance approval for regular session visits at another ABA accredited law school. In order to seek approval, residential students must file a petition with the Administrative Hearing Officer, and JDinteractive students must file a petition with the Office of Online Education for recommendation by the JDi Hearing Officer, demonstrating either: (1) compelling academic reasons for the visit, or (2) that the student is facing an unanticipated, extremely compelling crisis preventing continuing attendance at the College of Law. A student seeking approval for a visit because of an unanticipated, extremely compelling crisis must explain why a Leave of

Absence would not be more appropriate than the requested visit to another law school. The Administrative or JDi Hearing Officer will forward the petition along with a recommendation to the Academic Standards Committee for a ruling on the petition. If the Academic Standards Committee recommends approving the petition, the petition shall be forwarded to the Dean of the College of Law for final approval. Final approval may be withheld in the Dean's sole discretion. There shall be no appeal from a denial by the Academic Standards Committee or the Dean.

### 8.3. Study at Foreign Law Schools.

#### 8.3.1. Authorization to Establish Exchange Partnerships with Foreign Law Schools.

The College of Law may establish and administer reciprocal semester exchange partnership(s) with foreign, non-U.S. law schools, allowing students of the College of Law the opportunity to enroll in no more than one (1) semester of study at a foreign partner law school. In order to accommodate the reciprocal nature of each semester exchange partnership, the College of Law will seek to host an equivalent number of students from the foreign partner law school. The details of each partnership with a foreign law school shall be set out, in writing, in a Memorandum of Understanding signed and approved by representatives from the College of Law and the foreign law school.

##### 8.3.1.1. Compliance with the American Bar Association Standards.

Any period of semester foreign study by a student of the College of Law must, at all times, be consistent and in conformity with the applicable rules and standards of the American Bar Association (ABA), specifically Standard 307, so as not to compromise the ABA's accreditation of the College of Law or the student's ability to pursue his/her J.D. degree conferred by the College of Law.

#### 8.3.2. Students Seeking Credit for Study at Foreign Law Schools.

##### 8.3.2.1. Eligibility for Foreign Study.

Only those students who have completed all of the Required Lower-Division Courses and have a GPA in excess of 2.500 are eligible to apply for foreign study.

##### 8.3.2.2. Foreign Study Application Process.

A student wishing to study at a foreign law school for academic credit must obtain prior approval from the Academic Standards Committee. The student must file a petition with the Administrative Hearing Officer seeking approval. The petition shall include: (1) a clear statement of the goals that the student has for undertaking a course of foreign study, (2) a course plan identifying the courses that the student will take at the foreign law school and the materials that will be used in the course, (3) clear assurances of the student's fluency in, and proficiency to read, write, speak, and otherwise understand, the language in which his/her courses will be taught at the foreign law school. The Administrative Hearing Officer will forward the petition along with a recommendation to the Academic Standards Committee. If the Academic Standards Committee votes to approve the petition, it shall be forwarded to the Dean of the College of Law for final approval. If the Academic Standards Committee or the Dean denies approval, the denial shall be final.



#### 8.3.2.3. Credit for Foreign Study by Students of the College of Law.

A student may earn a maximum of fifteen (15) credit hours for a semester of study at a foreign law school that is not an ABA accredited law school. During the semester of foreign study, the student must maintain full-time status, enrolling in a minimum of twelve (12) credit hours (or the equivalent at the Foreign Law School) that semester. Students seeking credit for foreign study must submit their final transcript to the Office of the Registrar as soon as reasonably practicable after the student's grades have been recorded by the foreign law school.

#### 8.3.3. Assessment of Students for Foreign Study.

Depending on the nature of the agreement with the foreign partner school or the terms of the College of Law's authorization for foreign study, students seeking credit for foreign study will be assessed in one of the following ways:

##### 8.3.3.1. Pass/Fail.

Credit from a foreign law school will be recorded by the College of Law on a pass basis provided that the student receives a grade of "C+" or higher. No credit is given if the student receives a grade below "C+" or its equivalent.

##### 8.3.3.2. Letter Grades.

Except where otherwise provided, the College of Law will accept letter grades earned by the student during his/her semester of foreign study. Students shall not receive credit from the College of Law for courses taken at a foreign law school unless the student receives a grade of "C+" or higher or its equivalent. A student receiving letter grades for foreign study will continue to be subject to Rule 15 regarding dismissal for academic deficiency during his/her semester of foreign study. A student receiving letter grades may not use any part of his/her Pass/Fail Option, as set out in Rule 13.4.2, during the semester of foreign study. Grades given to students for foreign study will not count in the student's class rank or law school honors.

#### 8.4. Study by Students from Foreign Law Schools.

##### 8.4.1. General.

A student who is enrolled full-time at a foreign law school which has been accredited by the accrediting body of the foreign law school's jurisdiction to confer a first degree in law (LL.B., J.D., etc.) may spend one (1) semester of study at the College of Law as a "Foreign Visiting Student," either as part of an approved exchange program between the College of Law and the foreign law school, or pursuant to an individual authorization by the foreign law school and the College of Law

##### 8.4.2. Approval of Foreign Study.

Only those Foreign Visiting Students who have completed a minimum of twenty (20) credit hours or its equivalent at his/her home institution, and who are in good academic standing, may be eligible to be a Foreign Visiting Student at the College of Law. Prior to attending classes, the Foreign Visiting Student must complete all administrative procedures required by the College of Law and the foreign law school to be admitted either to an approved Semester Exchange Partnership program, or an individual

program of foreign study approved in writing by the Assistant Dean for Students Records. The Foreign Visiting Student must demonstrate proficiency in the English language, including the ability to listen, read, comprehend, and speak in English, while enrolled in courses at the College of Law.

#### 8.4.3. Assessment of Foreign Visiting Students.

Assessment of Foreign Visiting Students is not required to be anonymous. In courses in which J.D., LL.M., S.J.D., and/or Foreign Visiting Students are enrolled, the course instructors may create a form of assessment for these students separate and distinct from that of the J.D., LL.M., and/or S.J.D. students. Such assessment may include, but is not limited to, research papers, class participation, oral assessment, and practicums. Foreign Visiting Students are to be assessed separately from J.D. students under the same standards as students enrolled in the LL.M. program. The assessment of these students shall have no effect on the J.D. grading curves or other J.D. grading requirements. Depending on the nature of the agreement with the each foreign partner school or the terms of individual admission for a semester of foreign study, Foreign Visiting Students will be assessed in one of the following ways during their semester of foreign study, but not both:

##### 8.4.3.1. Pass/Fail Option.

Credit for Foreign Visiting Students is recorded by the College of Law on a pass basis provided that the student receives a grade of “C+” or higher. No credit is given if the student receives a grade below “C+.” Foreign Visiting Students do not receive letter grades.

##### 8.4.3.2. Letter Grades.

Letter grades for Foreign Visiting Students may be recorded by the College of Law under the same standards utilized for foreign LL.M students.

#### 8.4.4. Minimum Credit Hours for Foreign Visiting Students.

A minimum of twelve (12) credit hours is required for full-time enrollment status in the College of Law.

#### 8.4.5. Academic Offerings for Foreign Visiting Students.

General Courses. Foreign Visiting Students may enroll in any residential courses with the “LAW” prefix, indicating such courses are offered by the College of Law for credit toward the J.D., LL.M., and/or S.J.D. programs. Except:

- (a) Legal Communication & Research: A Foreign Visiting Student may not enroll in Legal Communication & Research I or II, but may with permission enroll in Legal Communication & Research III.
- (b) Clinics and Externships: Clinics and Externships are not open to Foreign Visiting Students.
- (c) Non-Law Offerings: Non-law offerings are not open to Foreign Visiting Students.

(d) Joint Degree Programs: Joint Degree Programs are not open to Foreign Visiting Students.

(e) Curricular Programs: Curricular Programs are not open to Foreign Visiting Students.

#### 8.4.6. Pre-Matriculation Credit.

Students wishing to apply any credits earned as a Foreign Visiting Student to later enrollment in the full-time J.D., LL.M., and/or S.J.D. degree program at the College of Law must obtain from the Academic Standards Committee at the time of admission a prior determination of credit.

#### 8.4.7. Transcript.

A transcript from the Foreign Visiting Student's semester at the College of Law shall be supplied to the student's home institution as soon as reasonably practicable after the student's grades have been recorded by the College of Law.

### 9. CONDUCT OF CLASSES

#### 9.1. Class Attendance.

Regular and punctual class attendance is required to earn academic credit and to satisfy attendance requirements. Faculty may adopt rules in their syllabus dropping students from the course if they miss more than a permitted number of classes.

#### 9.2. Recording.

The consent of the instructor is required before a student may make a recording of a class session or any part thereof. The instructor shall announce his or her policy regarding recording, if any, in his or her syllabus, or on the first day of classes. Students with disabilities may be allowed to record classes as an approved accommodation. Class recordings remain the property of the College of Law or the professor, and may not be posted on any publicly accessible boards or websites, or disseminated to others, without the professor's or the College of Law's express written consent.

### 10. LEAVES OF ABSENCE AND READMISSION

#### 10.1. Leaves of Absence.

A leave of absence allows the student to withdraw from the College of Law and to return later to continue studies without going through the usual admissions process, and the student retains credit for work completed satisfactorily prior to the leave.

The Administrative Hearing Officer may approve any residential student's petition to take a leave of absence for a specified period of time not to exceed two years. Requests for leaves of absence exceeding two years, and appeals from a decision denying a leave, may be made in writing by petition to the Academic Standards Committee, and its decision on such petitions shall be final.

The JDi Hearing Officer may approve any JDinteractive student's petition to take a leave of absence for a specified period of time not to exceed two years. Requests for leaves of absence exceeding two years, and appeals from a decision denying a leave, may be made in writing by

petition to the Academic Standards Committee, and its decision on such petitions shall be final.

#### 10.2. Readmission.

Students who take unauthorized leaves of absence, and those who do not return to the College of Law when their approved leave expires, shall be considered for readmission only through the normal admission process upon submitting the application for admission and such other materials as the College of Law may require. Such students shall not receive or retain credit for prior courses or prerequisites taken, except with the approval of the Academic Standards Committee.

### 11. DROPPING AND ADDING COURSES

#### 11.1. Dropping Lower-Division Courses

A residential student may drop a Required Lower-Division Course only with the advance approval of the Academic Hearing Officer in consultation with the instructor of the relevant course. Approval will be granted only to students who demonstrate compelling reasons for dropping a required Lower-Division course.

A JDinteractive student may drop a Required Lower-Division Course or not register for the continuation of a full-year course only with the advance approval of the JDi Hearing Officer. Approval will be granted only to students who demonstrate to the JDi Hearing Officer's satisfaction compelling reasons for dropping a required Lower-Division course.

Students who drop courses after the financial drop deadline will receive a grade of WD for the course. Students may not drop a course after the last day of classes in any semester as published in the applicable College of Law Academic Calendar.

#### 11.2. Dropping Courses – Upper-Class Students.

Except for Required Lower-Division Courses, No-Drop Courses and Limited-Drop Courses, students may elect to drop a course during the “Add/Drop period” for the semester as published in the Academic Calendar, without prior approval.

After the published Add/Drop period, residential students may drop a class or not register for the continuation of a full year course only after obtaining written approval of the Administrative Hearing Officer, and JDinteractive students may drop a class only after obtaining written approval of the JDi Hearing Officer, in consultation with the instructor of the relevant course.

Students who drop courses after the financial drop deadline will receive a grade of WD for the course. Students may not drop a course after the last day of classes in any semester as published in the applicable College of Law Academic Calendar.

##### 11.2.1. No-Drop Courses.

Clinics, externships, or any other limited enrollment course designated in the registration instructions as “NO DROP” courses may not be dropped at any time after the close of the Registration period, except with the permission of the instructor and the Administrative Hearing Officer for residential courses or the instructor, Administrative Hearing Officer and the JDi Hearing Officer.

#### 11.2.2. Limited-Drop Courses.

Seminars, experiential, or applied learning courses, trial practice courses and other courses designated in the registration instructions as “limited enrollment” courses may only be dropped prior to the first day of classes.

#### 11.3. Faculty Drop.

At any time during the semester, if a student’s absences exceed those permitted by a faculty member’s attendance policy previously announced in the course syllabus, or the faculty member believes that the student is disrupting the class or violating any other policy contained in the faculty member’s syllabus, or, in a clinical course, if the student is not consistently working on cases the required number of hours as outlined in the course requirements, the faculty member may file a request with the Vice Dean to drop the student from the course. The Vice Dean shall meet with the student to discuss the request and shall drop the student from the course or set specific guidelines for the student’s continued enrollment in the course. The decision of the Vice Dean shall be final.

#### 11.4. Financial Deadline to Drop Courses.

Students who drop, or are dropped from, a course will only receive a refund of registration fees (if applicable) if the course is dropped prior to the financial deadline for dropping a course, as published in the Academic Calendar for the student’s program.

#### 11.5. Adding Courses.

Students may add courses during the Add/Drop period specified in the program’s Academic Calendar or with the written consent of both the instructor and the Administrative Hearing Officer.

#### 11.6. JDinteractive/JD Residential Cross Enrollment

##### 11.6.1. JD Residential Student Enrollment in JDinteractive Classes

Depending on the term, the JDinteractive program will consider petitions from College of Law residential JD students to enroll in JDi courses. Petitions will be considered on a case-by-case basis and under the following conditions:

- (1) the total course enrollment does not exceed 32 students;
- (2) there are seats available in the class after JDi and JDr students in the “Third-Year-Away” program register, or if the addition of the student would cause the course enrollment to exceed the course cap but is less than 32, the instructor teaching the course grants the student permission;
- (3) the petitioning student is in academic good standing;
- (4) the course is not a required course scheduled for the first two semesters of the JDi program;
- (5) the petitioning student can show good cause to enroll in the course;

Enrollment is at the discretion of the Associate Dean for Online Education in consultation with the Vice Dean, the Office of Student Affairs, the Office of the Registrar, and the Assistant Dean for Student Resources and Internal Research.

Enrollment will be confirmed once the registration period is complete. Petitions should include the course in which the student would like to enroll and reason for enrolling. A student's reason for enrolling typically will not be considered good cause if the student is able to take the same course in a residential format. JDr students not in the "Third Year Away" program will be limited to two JDi courses per academic year absent a compelling reason to enroll in more than two courses per academic year.

#### 11.6.2. JDinteractive Student Enrollment in JD Residential Classes

JDinteractive students may take a JDr course under the following conditions:

- (1) there are seats available in the class after JDr students register, or if the addition of the student would cause the course enrollment to exceed the course cap, the instructor teaching the course grants the student permission;
- (2) the student is in academic good standing;
- (3) the student is able to attend substantially all live sessions in the scheduled modality; and
- (4) the course is either (a) a fully residential course, or (b) a fully online course with no more than 40 total students enrolled.

Enrollment is at the discretion of the Associate Dean for Online Education in consultation with the Vice Dean, the Office of Student Affairs, the Office of the Registrar, and the Assistant Dean for Student Resources and Internal Research. Enrollment will be confirmed once the registration period is complete. Petitions should include the course in which the student would like to enroll and reason for enrolling.

#### 11.7. JDinteractive Course/Credit Limits

JDinteractive students shall register for courses designated by the program as available for the cohort in a given semester up to 11 credits. Once all eligible students have had a reasonable time to register for classes, students may have the opportunity to register for one additional course designated by the program as available for their cohort if eligible and seats are available.

### 12. AUDITING OF COURSES

Residential Program: No limited-enrollment course may be taken as an audit. All other courses may be audited, or changed to an audit, with the advanced approval of the Administrative Hearing Officer and the consent of the faculty member at any time prior to the thirty-fifth class day of the fall or spring semester or the seventeenth class day of the summer semester. Non-law courses may be audited with the approval of the faculty member and the Administrative Hearing Officer. A decision by the faculty member or the Administrative Hearing Officer to deny an audit shall be final. Students auditing courses will not receive a grade or academic credit for the course, but the successful completion of the audited course will be reported on the student's transcript. Faculty members may permit or deny course audits at their discretion.

JDinteractive Program: No limited-enrollment course may be taken as an audit. All other courses may be audited, or changed to an audit, with the advanced approval of the Administrative Hearing Officer, JDi Hearing Officer, and the consent of the faculty member at any time prior to the thirty-fifth class day of the fall or spring semester or the seventeenth class day of the summer semester. Non-law courses may be audited with the approval of the faculty member, JDi Hearing Officer, and the Administrative Hearing Officer. A decision by the faculty member, JDI Hearing Officer or the Administrative Hearing Officer to deny an audit shall be final. Students auditing courses will not receive a grade or academic credit for the course, but the successful completion of the audited course will be reported on the student’s transcript. Faculty members may permit or deny course audits at their discretion.

### 13. GRADES

#### 13.1. Letter Grades.

Student performance in offerings by the College of Law graded on the Grading Curve shall be graded by assignment of one of the following grades with indicated grade points:

<b>GRADE</b>	<b>GRADE POINT</b>
<b>A</b>	4.000
<b>A-</b>	3.667
<b>B+</b>	3.333
<b>B</b>	3.000
<b>B-</b>	2.667
<b>C+</b>	2.333
<b>C</b>	2.000
<b>C-</b>	1.667
<b>D</b>	1.000
<b>D-</b>	0.667
<b>F</b>	0.000

NOTE: Several sections of this Academic Handbook refer to “fully graded credits.” Fully graded credits are defined as credits earned under the grading basis established in Academic Rule 13.1. (credits graded A-F).

#### 13.2. High Honors, Honors, Pass or Fail Grades.

Faculty offering courses on the Alternative Grading System may designate grades of high honors (HH), honors (H), pass (P) or fail (F). Students will not receive academic credit for grades of “F”.

### 13.3. Pass/Fail Grades.

Offerings approved by the Faculty to be graded Pass (P) or Fail (F) basis shall be so designated in each semester's registration instructions. Students will not receive academic credit for grades of “F”.

### 13.4. The Pass/Fail Option.

#### 13.4.1. Pass/Fail Option Eligible Courses.

All courses offered by the College of Law other than the following courses are eligible for the Pass/Fail Option. The courses not eligible for the Pass/Fail Option are: (1) the Required Lower-Division Courses, (2) Professional Responsibility, (3) Constitutional Law II, (4) courses graded on the Alternative Grading System, (5) courses that are required to be graded Pass/Fail, and (6) Structured Curriculum courses for students on the Structured Curriculum.

#### 13.4.2. Pass/Fail Option.

Any student may elect to be graded on a Pass/Fail basis for a total of seven (7) credit hours of courses that are designated as eligible for the Pass/Fail Option. The Pass/Fail Option is available to students notwithstanding credit earned in other offerings that are normally graded on a Pass/Fail basis or under the Alternative Grading System. The option may be elected in any one or more semesters, so long as the total does not exceed seven (7) credit hours during the student's entire period of enrollment in the College of Law. Students must make the election to be graded on the Pass/Fail Option by submitting an election form available online prior to the thirty-fifth class day of the fall or spring semester or the seventeenth class day of the summer semester. Students cannot change their election once it has been made.

#### 13.4.3. Pass/Fail Option Grading and Academic Credit

Students electing the Pass/Fail Option shall receive a grade of “Pass” only when the student's performance would have merited a grade of “C+” or higher grade had the offering not been subject to Pass/Fail grading. Students who would have earned a grade of “C”, “C-”, “D”, “D-” or “F” in the course shall receive that grade irrespective of an election to take the course on the Pass/Fail Option. As a result, a Pass/Fail Option is effectively an election to receive a “Pass”, “C”, “C-”, “D”, “D-”, or “Fail” as appropriate.

### 13.5. Incomplete Grades.

Upon the approval of the instructor and the Administrative Hearing Officer, a student may be given a grade of "incomplete" when the required work for any offering has not been completed by the end of the semester due to serious illness or other extenuating or compelling circumstances. Course work must be completed and the grade "incomplete" replaced by a final grade at the earliest possible reasonable time before the end of the next regular semester, as determined by the Administrative Hearing Officer in consultation with the course instructor, or such "incomplete" shall be converted to an F. Exceptions may be granted in



appropriate cases by petition to the Academic Standards Committee. No student shall receive credit towards graduation for a grade of "incomplete." Students with a grade of "incomplete" are not eligible for graduation.

#### 13.6. Grading Deadline.

In the fall semester and in Required Lower-Division Courses, all instructors shall submit a final grade for each of their students within four weeks of the date they are notified that their examinations are ready for grading. For upper-division courses in the spring semester, all instructors shall submit a final grade within three weeks of the date they are notified that their examinations are ready for grading. In the summer semester, instructors shall submit their final grades within two and one half weeks after they are notified that their examinations are ready for grading. For classes where the grade is not based upon a final examination, the grade shall be due four weeks from the date of the first examination for fall courses, and three weeks from the date of the first examination for spring courses. Hardship exceptions to this rule may be arranged with the Vice Dean, but in no case shall a hardship exception be granted beyond three weeks after the date of the last examination. In the event that a College of Law instructor does not or, due to exigent circumstances, cannot submit grades when due, the Vice Dean is authorized to implement alternative grading procedures to ensure timely recordation of grades.

#### 13.7. Class Participation.

All College of Law instructors shall announce on the first day of classes, or set forth in the syllabus, the extent to which class participation shall be considered in determining the final grade in the class. In no event shall class participation count for more than one-third of such final grade in any course. Where the instructor does choose to consider class participation in determining the final grade, the administrative process used to calculate such final grade shall be such as to assure anonymity of the non-class-participation portion of the grade.

#### 13.8. Grade Changes.

After grades in a course are officially posted by the Office of the Registrar, the instructor may not change any one or more student's grades without the approval of the Academic Standards Committee. Such approval shall be granted only upon the instructor's showing of a mathematical or similar type of clerical error in the determination of the posted grade. Grade changes are not allowed for discretionary or judgment errors in evaluating student work or assigning grades. A student may challenge a posted grade only upon a clear showing of abuse of process, and only after meeting with the faculty member to discuss the student's concern. A student alleging an abuse of process in grading may submit a petition to the Administrative Hearing Officer. The Administrative Hearing Officer shall deny any petition outright unless the Administrative Hearing Officer believes that the petition establishes a prima facie case of abuse of process. If the Administrative Hearing Officer believes that the petition establishes a prima facie case of abuse of process, the petition shall be forwarded to the Vice Dean for final determination. No appeal is available from the Administrative Hearing Officer's denial, or the Vice Dean's final determination.

#### 13.9. Calculation of Grade-Point Average and Rank.

A student's College of Law grade-point average shall be calculated on the basis of the grades received by the student in courses taken at the College of Law which are graded on the Grading Curve. A student's College of Law class rank will be based on the student's College

of Law grade-point average. Courses taken on the Alternative Grading System will not be factored into the College of Law grade point average or class rank.

### 13.10. Grading Curve

#### 13.10.1. Required Grading Curve.

Except as otherwise provided herein, the following Grading Curve will apply to all Required Lower-Division Courses and for all upper-division courses:

- (a) Not more than 10% of the grades may be “A”;
- (b) Not more than 20% of the grades may be “A-”;
- (c) Not more than 25% of the grades may be “B+”;
- (d) At least an additional 10% of the grades in the Required Lower-Division Courses shall be “C” or lower.

#### 13.10.2. Rounding and Remainders; Small Classes.

Remainders will be rounded to the nearest whole number. For example, in a class of 24 students, the professor may give up to two “A”s and five “A-”s. In a class of 26 students, the professor may give up to three “A”s and five “A-”s. If percentages cannot be met due to a tie in raw scores, the maximum grades shall be reduced, and the minimum grades shall be increased. Faculty giving fewer than the required high grades in any category may increase the allowed grades in a lower category by an equal number of students. Faculty teaching multiple sections of the same course may combine their courses for application of the Grading Curve.

Faculty teaching courses with final enrollments of fewer than 20 students may elect to round up or down to the nearest whole number in determining the number of students who can receive a particular grade: For example, a class with 12 students could give up to two “A”s, three “A-”s, and at least one grade of “C” or lower in the first year. Faculty teaching courses with final enrollments of fewer than 20 students may also petition the Vice Dean for good cause for a variance in complying with the maximum percentages in the Grading Curve. The decision of the Vice Dean on the request for a variance shall be final. Faculty teaching independent study courses or other courses initially offered with maximum enrollments of fewer than 3 students shall be required to grade on the Alternative Grading System (“HH”- “F”) in accordance with Section 13.10.3.

#### 13.10.3. Alternative Grading System.

##### 13.10.3.1. Eligible Courses.

In accordance with the procedure adopted by the faculty, the Vice Dean will determine which courses are eligible to be graded on this Alternative Grading System. Faculty teaching courses on the Vice Dean’s Alternative Grading System List may elect to have the course graded on the Grading Curve by filing a request with the Office of the Registrar at least 30 days before the publication of the initial class schedule for any semester. Unless a timely request to grade on the Grading Curve is filed, the courses on the Vice Dean’s list will be graded under the Alternative Grading System. Courses offered by a professor under the Alternative

Grading System in one semester will presumptively be offered under the Alternative Grading System in future semesters without the need for a petition unless the professor timely submits to the Office of the Registrar, no later than 30 days prior to the publication of the initial class schedule in any semester, an election to comply with the Grading Curve.

#### 13.10.3.2. Courses Not Eligible for the Alternative Grading System.

The Vice Dean shall not designate or approve the following courses as eligible for the Alternative Grading System: (1) Required Lower-Division Courses, (2) the Required Upper-Division Courses, and (3) the Structured Curriculum courses. Courses to be graded on the Alternative Grading System will be designated as such in the class schedule.

#### 13.10.3.3. Grading under the Alternative Grading System and Academic Credit.

Faculty teaching courses on the Alternative grading system shall assign one of the following grades to each student in the class: High-Honors “HH”, Honors “H”, Pass “P” or Fail “F.” Courses graded on the Alternative Grading System will not count in the student’s law school or transcript grade-point average or class rank. Students must receive a grade of “P” or higher in order to receive academic credit for the course.

## 14. EXAMINATIONS

### 14.1. General.

Examinations must be written and are of three general types, as described below. The decision as to which type of examination will be given is made by the instructor. When an instructor intends to give either a take-home examination or floating examination, the instructor shall so advise students at the first meeting of the class for the semester or provide such information in the course syllabus. Before an instructor may give an examination that permits students to consult with others in connection with the preparation of their answers, written notice describing the proposed examination must be provided to the Vice Dean at least six weeks before the start of the examination period. Such examination may then be given in the form proposed unless it is determined to violate applicable accreditation rules or is disapproved by vote of the Faculty.

### 14.2. Types of Examinations.

#### 14.2.1. Standard Examination.

A standard examination is one which is conducted in the law school at a time and place regularly scheduled by the Office of the Registrar. All students enrolled in the offering take the examination at the same time and place, unless the examination is postponed or a variation granted in accordance with these rules.

#### 14.2.2. Place-Based Examination

A place-based examination is one conducted at a scheduled time and place in the presence of an approved proctor who maintains the academic integrity of the exam process. Students must make proctor arrangements well in advance of the exam period but in no event later than six weeks from the start of the semester. Failure to

submit completed proctor information by the deadline may prevent a student from sitting for his or her exams. Both proctor and student must certify that the student completed the exam in accordance with the proctoring regulations as well as the exam conditions. Failure to provide appropriate certifications may prevent or delay grading of the exam.

#### 14.2.3. Online Examination

An online examination is one administered using a learning management system where students will verify their identity by logging on to the system using their unique credentials. The exam will be administered with students activating their web camera. Students will be required to remain on the web camera for the duration of the exam. The exam will be proctored in real-time, allowing the proctor to see and hear the students as they complete the exam. Exam sessions will be recorded and retained in the event of later concern.

In the event a student encounters a computer or technical problem while taking an online exam, he or she must follow the alternative exam protocol set forth by the Offices of the Registrar, Information Technology, and Online Education.

#### 14.2.4. Take-Home Examination.

A take-home examination may be written at any location not prohibited by the instructor. The student picks up the examination and returns it at specific times fixed by the instructor and approved by the administration. The exam is given during the regular examination period.

#### 14.2.5. Floating Examination.

A floating examination must be approved in advance by the Office of the Registrar. If approved, the exam may be picked up at any time within the reading or examination period, and returned within the time allowed by the instructor after pickup.

#### 14.3. Duration of Examinations.

Take-home and floating examinations may not require a period of more than 24 hours to complete. Unless previously approved by the Registrar, in no event shall the time period allotted for completion be such as to require the student to return the examination at an hour when the College of Law's administrative offices are not regularly open.

#### 14.4. Proctoring and Grading.

Examinations may be given pursuant to such proctored or honor system as the Faculty may determine. All course examinations, including take-home and floating examinations, are to be graded anonymously.

#### 14.5. Postponed Examinations.

##### 14.5.1. General.

Students are generally required to take their examinations when scheduled. A student will be permitted to postpone an examination only for extremely compelling circumstances with advance written authorization from the Administrative Hearing Officer. Extremely compelling circumstances include a serious illness that prevents the student from taking the examination when scheduled. The Administrative Hearing

Officer may require documentation to establish the claimed compelling circumstances, such as a certification of illness from a medical doctor. Students who become seriously ill during the examination period, and are for that reason unable to take a scheduled examination, must make all reasonable efforts to inform the administration promptly, and seek a postponement promptly.

#### 14.5.2. Completing Postponed Examinations.

Students must complete their postponed examination within the time set by the Administrative Hearing Officer. The Administrative Hearing Officer and the Office of the Registrar will generally require completion within the regular exam period, or if that is not possible than at least one week before the grading deadline. In extraordinary circumstances, the Administrative Hearing Officer with the concurrence of the professor may postpone an examination until the end of the following semester.

#### 14.5.3. Unauthorized Postponement.

Absent extremely compelling circumstances, any student who fails to appear for a scheduled final examination and has not received permission from the Administrative Hearing Officer to postpone the examination shall receive a grade of zero (0) on the exam. Students who arrive late for a scheduled examination shall complete the examination in the scheduled time remaining for the exam.

#### 14.6. Variations in Examination Schedules.

Students may arrange the following variations in the examination schedule with the approval of the Administrative Hearing Officer.

##### 14.6.1. Same Day Examination.

When a student has two examinations scheduled on a single calendar day, he or she may postpone the date of one such examination to a subsequent date according to the published examination schedule. If possible, the subsequent date shall be within the scheduled examination period.

##### 14.6.2. Disability Accommodations.

The Administrative Hearing Officer may grant a variation to accommodate a disability approved by the Syracuse University Center for Disability Resources.

#### 14.7. Retention of Examination Papers and Review.

##### 14.7.1. Deposit.

All examination papers shall be retained by the instructor or, upon suitable arrangement, by the instructor's secretary, until the beginning of the eighth week of classes in the succeeding regular semester, at which time they must be deposited with the Office of the Registrar. All ExamSoft data files for examinations shall be retained by the Office of the Registrar for two years, and professors who do not use ExamSoft shall be responsible for maintaining examinations for one year.

##### 14.7.2. Right of Review.

Students shall have the right to review their graded examination, by arrangement with the instructor or the instructor's secretary, as the case may be, between the time grades

are posted until the time examination papers must be deposited with the Office of the Registrar in accordance with procedures established by the instructor. Instructors at their discretion may widen the period of review. In cases in which the instructor deems it appropriate, the instructor may require that the student not remove the graded examination or examination questions from the instructor's office or the office of the instructor's secretary.

## 15. DISMISSAL FOR ACADEMIC DEFICIENCY

### 15.1. Academic Dismissal Rules for Students Enrolled on or After Fall 2018.

These rules of Section 15.1 are applicable to students who first enrolled in the College of Law for the Fall semester of 2018 or after.

#### 15.1.1. Full-time Residential Students – At End of First Year.

Students who have a grade-point average (GPA) below 2.25 in the Required Lower-Division Courses will be dismissed without the right to petition for academic probation. Students who have a GPA between 2.25 and 2.50 in the required lower division courses shall be placed on Academic Probation subject to the rules in section 15.1.4 with no right of petition.

#### 15.1.2. JDinteractive, Reduced Load and Part-Time Students – At End of First Year.

JDinteractive, reduced load, part-time students, and students who have not completed all of their Required Lower-Division courses after completing their second calendar semester of study shall be subject to dismissal if their GPA in whatever Required Lower-Division Courses they have completed after their second calendar semester of study is below 2.25. Such students may petition the Academic Standards Committee for probation to continue in residence until completion of their Required Lower-Division Courses in accordance with Section 15.1.4. Students who are allowed to continue in residence on probation will be subject to the general dismissal rules in Section 15.1.1 when they complete all of their Required Lower-Division Courses.

#### 15.1.3. Upper-Division Dismissal and Graduation.

Students who do not maintain in every semester after completing the Required Lower-Division Courses a cumulative GPA of 2.50 or above in courses offered by the College of Law will be dismissed. Such students may petition the Academic Standards Committee to be placed on academic probation for one or more additional semesters, or to retake courses to improve their GPA, in accordance with Section 15.1.4.

#### 15.1.4. Academic Probation

Students placed on Academic Probation are subject to all terms, conditions, and actions set forth in the Academic Probation Letter. Students who do not meet the terms and conditions specified in the Academic Probation Letter may be subject to extended Probation or academic dismissal.

##### 15.1.4.1. Probation - Repeating Courses.

Students on Academic Probation must repeat all Lower Division Courses in which they received a grade of "B-" or lower. Students can be removed from Academic Probation only if they receive a grade of "B" or better in each of these repeated

courses. Students on Academic Probation are allowed to repeat a required Lower Division course only once.

Students on Academic Probation who are required to repeat courses will see original and repeated courses on the academic transcript. The original grade given in the repeated course will continue to appear on the student's transcript but the repeated course grade rather than the original grade will be calculated in the student's cumulative grade-point average.

#### 15.1.4.2. Other Terms of Probation.

Students on probation may be subject to any requirements that the Academic Standards Committee may deem appropriate, such as counseling with the Office of Student Affairs and/or Office of Academic and Bar Support, limits on activities or employment, restrictions and prescriptions on courses taken, tutoring, etc. In addition, the Academic Standards Committee may condition the continuation of probation on achieving a designated minimum grade in repeated courses, on a probationary semester minimum grade-point average, and/or on achieving and maintaining minimum cumulative grade-point averages. The Administrative Hearing Officer will review the performance of all students on academic probation each semester and report to the Academic Standards Committee any deviations from conditions set by the terms of probation.

#### 15.1.4.3. No Petitions to Repeat First Year.

Students who are academically dismissed, and are not eligible for or not granted probation, are not eligible to petition to continue by repeating the first year. Such students may re-apply for admission under Section 15.1.5.

#### 15.1.4.4. Special Financial Risks of Probation.

Students on probation may not be able to complete the courses required for their degree in the standard three-year period due to the requirement to repeat courses, and are at special risk of not being able to satisfy the continuing grade requirements of their probation. Students granted probation should consider carefully the financial and opportunity costs and risks that they will incur by proceeding on probation. Students should also consider as an alternative to probation taking time away from school and applying for readmission if they later decide that they want to pursue a legal education.

#### 15.1.5. Application for Readmission by Dismissed Students.

Students who are academically dismissed and are not eligible for or are not granted probation may re-apply for admission to the College of Law through the normal admissions process, but only after taking at least one year off from law studies and demonstrating that they have used that year to remediate the deficiencies that caused their failure in their first attempt.

##### 15.1.5.1. Readmitted Students Must Repeat Courses.

A student who is readmitted must repeat all courses previously taken unless the Academic Standards Committee, for cause shown, grants an exception. The student's

transcript will show both sets of grades for repeated courses, but the original grades will not count in the student's cumulative grade-point average.

## 16. FAILING AND REPEATING COURSES

### 16.1. Courses Subject to the Grading Curve.

#### 16.1.1. Mandatory Course Repeat and Academic Credit.

Students who receive a grade below "C-" in a graded course, or below "P" in a non-graded course, shall not receive academic credit for the course. A student who receives a grade below "C-" in a course that the student is required to complete for graduation, including Required Lower-Division Courses, the Required Upper-Division Courses, and the Structured Curriculum Courses for students on the required Structured Curriculum, will be required to repeat the course prior to graduation.

#### 16.1.2. Voluntary Course Repeats.

Any student may elect to repeat any course with the hope of obtaining a higher grade.

#### 16.1.3. Reporting and Credit for Repeated Courses.

The original grade given in the repeated course will continue to appear on the student's transcript but will not be calculated in the student's cumulative grade-point average or class rank. No additional credit hours or credit in residence will be awarded for a repeated course.

## 17. HONORS

### 17.1. Graduation Honors.

College of Law graduation honors shall be awarded in the Residential and JDinteractive programs as follows:

- Summa Cum Laude: Top 2% of class;
- Magna Cum Laude: Next 8% of class;
- Cum Laude: next 15% of class.

#### 17.1.1. Rounding.

In calculating graduation honors, grade-point averages shall be rounded to the nearest hundredth.

#### 17.1.2. Minimum Graded Credit Hours.

To qualify for graduation honors, students must earn at least 54 fully graded credit hours in College of Law offerings that count in the student's GPA and Class Rank.

#### 17.1.3. Final Semester Grades.

Honors for December and May graduates shall be awarded on the basis of all grades through the fall semester preceding May commencement; honors for August commencement graduates shall be awarded on the basis of all grades through the preceding spring semester; provided, however, those graduates whose grade-point averages are raised, on the basis of their final semester's grades, to the honors levels



established pursuant to the percentages set forth in Section 17.1, above, shall be graduated with the specified honors.

17.1.4. Special Rule for Joint Degree Students.

Courses taken outside of the College of Law, even pursuant to an approved Joint Degree Program, are not counted in the College of Law's GPA or class rank, and are not considered in the granting of College of Law honors.

17.1.5. Determination of Maximum Honors.

The determination of the maximum percentage for honors set forth above shall be calculated each year on the basis of class standings (including all grades through fall semester) of the combined December graduates and prospective May graduates. The resulting determination of minimum honors grade-point averages shall then be applied even though such maximum percentages may thereby be exceeded.

17.2. Dean's List.

In recognition of excellence in academic achievement, any student who is in the top 25% of that student's class during a given semester shall be designated on the Dean's List for such semester, pursuant to rules 17.2.1 and 17.2.2 below:

17.2.1. Residential (JDr) Students – Fall and Spring Semesters:

No residential (JDr) student shall be designated on the Dean's List for any semester in which he or she did not complete courses totaling at least 12 credit hours, of which 9 credit hours must be taken for letter grades (fully graded) in the College of Law, or did not receive final grades for all courses scheduled to be completed during such semester. Only grades that count in the student's Law GPA and class rank will be considered.

17.2.2. Residential (JDr) Students – Summer Semester:

Residential (JDr) students will be considered for the Dean's List during the summer semester per Academic Rule 17.2.3, below:

17.2.3. JDinteractive (JDi) Students – All Semesters

No JDinteractive student shall be designated on the Dean's List for any semesters in which he or she did not complete courses totaling at least 6 credit hours, of which 6 credit hours must be taken for letter grades (fully graded).

## 18. APPLICABILITY AND RULE REVISIONS

18.1. Prospective Application.

Unless otherwise specifically provided, these rules, and any amendments, shall apply to all students in the College of Law beginning on the first full semester after the date of enactment and on a prospective basis.

18.2. Reliance on Prior Rule.

Students who believe that they have reasonably relied on a prior rule and would be unfairly prejudiced by the application of the amended rule may file a petition with the Academic Standards Committee requesting relief from the amended rule.

### 18.3. Amendments.

The faculty reserves the right to amend all rules contained in this handbook at any time. Amendments may be proposed by any student, faculty member or administrator of the College of Law to the Academic Standards Committee. Proposed amendments approved by two-thirds of the members voting on the Academic Standards Committee shall be referred to the Faculty as a whole, with the Academic Standards Committee's recommendation for adoption. The Faculty may propose to the Academic Standards Committee amendments to the Committee's recommendation. The Academic Standards Committee will then consider the amendments and make a recommendation to the Faculty regarding the Amendments. The Faculty may adopt amendments not recommended by the Committee after the Committee has considered and rejected them. To allow time for consideration by the College of Law community, the Faculty shall take no action on such proposed amendments for two weeks after the date on which the proposal was considered by the Academic Standards Committee.

## 19. TIMELY COMPLETION OF DEGREE

Students must complete all degree requirements within seven years of their start date, regardless of part-time status, leaves of absence, failed courses, repeated courses or other delays.

## 20. INTERPRETATION, DISPUTES AND PETITIONS

Students must comply with the rules of the College of Law.

### 20.1. Interpretation and Disputes.

Disputes or questions concerning the interpretation of these rules shall be submitted in writing to the Office of Student Affairs for residential students, or the Office of Online Education in the case of the JDinteractive students, for initial consideration and decision by the Administrative Hearing Officer or the JDi Hearing Officer, respectively, to resolve ambiguities. Petitions seeking a variance from any rule shall be filed with the Academic Standards Committee for consideration under the standard in section 20.2.

### 20.2. Appeals from Administrative Decisions.

Except where these rules specifically prohibit appeals, a student dissatisfied with an administrative decision may file a written appeal to the Academic Standards Committee. Notwithstanding the foregoing, the Academic Standards Committee shall not consider any petition seeking an exception to Sections 13.8 and 15.1. The Committee shall consider each such petition individually. The goal of the Committee is to fairly apply the rules to particular cases. To obtain a variance from a rule, a student must demonstrate extraordinary circumstances which would render application of the rule arbitrary and unreasonable. When two-thirds of the members of the Academic Standards Committee voting on any petition are in agreement as to the disposition of an appeal, it shall be considered finally disposed of and no further action will be allowed. In the event that the Academic Standards Committee cannot reach a two-thirds decision on a petition, the petition shall be referred for action to the Faculty as a whole for final determination. All appeals shall be decided on the basis of the written petition submitted by the student and any written submissions by the administration.

### 20.3. Unavailability of Designated Administrative Officers or Departments and Delegation.

If the designated administrative officer or department charged with making a decision or recommendation under these rules is not available for any reason, the Dean of the College of

Law or the Vice Dean shall appoint an administrative substitute to make the decision. If the name of a position or department is changed, the Dean shall designate that the decision shall be made by the person in the new position or by the newly named department. The person or office charged with making a determination under these rules may designate to another person or department the evaluation of any matter, and such designee may make a recommendation to the designated person or department for disposition of any matter.

#### 21. EFFECTIVE DATE

The academic rules contained herein will become effective to all students of the College of Law in the Spring semester of 2018, until further revision and unless otherwise noted.

## ACADEMIC RULES FOR LL.M. PROGRAM

These rules are applicable to students enrolled in the LL.M - Masters of Laws -- Program for Foreign Trained Lawyers. For LL.M students, these rules supersede the rules in the Student Handbook for the J.D. Program. However, any issues not addressed in this Section are deemed to be supplemented by the J.D. Program Rules and by any applicable Syracuse University rules.

### 1. REQUIREMENTS FOR THE MASTER OF LAWS DEGREE

Students will be awarded the Master of Laws degree after satisfying all of the following requirements:

#### 1.1. Successful Completion of Credit Hours in Residence.

Students must successfully complete a minimum of twenty-four (24) semester credit hours of course work offered by the College of Law earned during the requisite period in residence prescribed for the program in which the student is enrolled. Non-law courses offered by Syracuse University that are not offerings by the College of Law will not count towards the required 24 semester credit hours for the LL.M. Degree.

As used herein, “Successful Completion,” “Successfully Complete” or “Successfully Completing” means completing the course instructor’s requirements for the course and receiving a grade of “D-” or higher, or a grade of “P”, “C-”, “D” or “D-” or higher if the course is graded on a Pass/Fail basis.

#### 1.2. Successful Completion of LL.M. Required Courses.

Students must successfully complete the following required courses in order to satisfy the LL.M. degree requirements:

- (a) Introduction to the American Legal System;
- (b) Legal Writing for International Students.

#### 1.3. Minimum Grade-Point Average.

Students must have a cumulative grade-point average and a program grade-point average of at least 2.20 on a 4.000 scale. The program grade-point average will be computed over the student’s period of attendance.

### 2. LL.M. ASSESSMENT

#### 2.1. LL.M. Grading.

##### 2.1.1. Not Anonymous.

In courses in which J.D., S.J.D., and LL.M. students are enrolled, the course instructors may create a form of assessment for the LL.M. students separate and distinct from that used for J.D. and S.J.D. students. LL.M. assessment is to be conducted in any course in accordance with the goals of that course. Such assessment may include, but is not limited to, research papers, class participation, oral assessment and practicums.

### 2.1.2. Separate from J.D. and S.J.D. Students.

LL.M. students are to be assigned grades separately from J.D. and S.J.D. students.  
LL.M. grades have no effect on J.D. curves or other J.D. grading requirements.

### 2.1.3. No Grading Curve.

LL.M. students are not subject to any mandatory grading curve. In general, LL.M. students who satisfactorily complete the instructor's course requirements may expect to be awarded a grade of "B" or higher.

## 2.2. Pre-Matriculation Credit.

Except for transfer students from another LL.M. program in United States Law offered by a school accredited by the American Bar Association, no credit toward the LL.M. degree will be given for offerings taken prior to full matriculation in the College of Law. Credit earned by transfer students may be accepted for credit by the College of Law at the time of admission, may be accepted only for offerings graded "C" or higher (or the equivalent), and if accepted will be recorded by the College of Law on a Pass basis.

Transfer students may be allowed to transfer no more than eight (8) credit hours toward the LL.M. degree from offerings taken in an LL.M. program at other American Bar Association (ABA) accredited law schools. Credit must be given in writing at the time of admission, and will be recorded by the College of Law on a pass basis. No credit may be given if the student received a grade below "C" or its equivalent from the prior school.

## 2.3. Good Standing.

Students must maintain a cumulative grade-point average of at least 2.200 to be considered in Good Standing at the College of Law. The Administrative Hearing Officer will determine whether students who fall below a grade-point average of 2.200 at the completion of any semester will be administratively dismissed from the program, or will be allowed to continue with a restricted number of credits and/or courses in future semesters.

## 3. FULL-TIME STUDENT STATUS

Any student admitted to the LL.M. program shall be deemed a full-time student and shall be required to satisfy the course load requirements of full-time students.

### 3.1. Full-time Student Course Loads.

#### 3.1.1. Regular Course Loads.

Full-time students are required to take at least nine (9) credit hours per semester, unless they qualify under (3.1.2) below for reduced load status.

#### 3.1.2. Reduced Course Loads.

LL.M. students, upon a showing of compelling circumstances, may petition the LL.M. Hearing Officer to take a reduced course load of no less than six (6) credits per semester. Prospective or admitted LL.M. students interested in a reduced course load should contact the Office of International Programs to discuss his/her circumstances and to review the reduced course load guidelines listed below. Students who take a reduced course load will generally need to spend a longer time in the program in order to complete their graduation requirements.

#### 3.1.2.1. Petition for Reduced Course Load.

Petitions for taking a reduced course load should be requested by submitting the Student Services Request Form available on the College of Law website. The Office of International Programs is available to assist the student with the petitioning process, and is available to assist students in developing a plan for meeting the College's LL.M graduation requirements.

#### 3.1.2.2. Guidelines for Reduced Course Load.

An LL.M. student may petition the LL.M. Hearing Officer to take a reduced full-time schedule upon a showing of compelling circumstances which include, but are not limited to, the following:

- Family circumstances;
- Physical disabilities, learning disabilities, temporary and long-term health problems;
- English language difficulties

#### 3.1.2.3. Filing of Approved Reduced Course Load Petitions.

After approval, the petition will be given to the Office of the Registrar who shall file the approved petition in the student's permanent record and register the student accordingly.

#### 3.1.2.4. Reduced Course Load in Final Semester of Program.

In the final semester of the program, LL.M. students must take a minimum of three (3) credit hours of courses. Approval to register for fewer than nine (9) credit hours in the final semester requires a petition and approval by the LL.M. Hearing Officer.

### 4. PROGRAM DURATION

Students must complete the required twenty-four (24) credit hours of courses for the LL.M. degree within a maximum period of twenty-four (24) months after matriculation. Students may complete the program in as little as two semesters.

### 5. MINIMUM AND MAXIMUM COURSE LOADS

#### 5.1. Academic Year Minimum Course Load.

Full-time students must register for and complete a minimum of nine (9) credit hours during each fall and spring semester in residence. Approval to register for fewer than nine (9) credit hours requires a petition and approval by the LL.M. Hearing Officer.

#### 5.2. Academic Semester Maximum Course Load.

Full-time students may register for a maximum of seventeen (17) credit hours during any fall or spring semester in residence. Qualifying petitions for over seventeen (17) credits will be reviewed by the LL.M. Hearing Officer.

### 5.3. Summer Sessions.

Students may register for a maximum of nine (9) credit hours during any summer session. There is no minimum course load requirement for summer sessions.

## 6. ACADEMIC OFFERINGS FOR CREDIT

### 6.1. Law Offerings.

Students in the LL.M Program may take the following courses for credit towards the LL.M Degree:

#### 6.1.1. Courses.

##### 6.1.1.1. Required Courses.

All courses designated Required Courses for the LL.M. program in Section 1.2 must be satisfactorily completed prior to graduation.

##### 6.1.1.2. Electives and Prerequisite Courses.

All law courses not exclusively restricted to J.D. students may be taken by LL.M. students as LL.M. Electives, including J.D. courses that are part of the Required Lower-Division Courses for J.D. students. Electives may be taken in any order, except as otherwise provided by specific course prerequisites. Instructors in individual courses may require prerequisites listed in the course schedule. LL.M. students may request a waiver of prerequisites by petition to the LL.M. Hearing Officer upon a showing of good cause, and only with the permission of the instructor.

#### 6.1.2. Seminars, Faculty Tutorials, and Independent Research.

##### 6.1.2.1. One-Semester Seminars.

One-semester seminars are one-semester offerings in which students may earn two (2) or three (3) hours of fully graded credit, which are normally restricted to sixteen (16) students or, at the instructor's option, to twenty (20) students, and in which the instructor must require written work which comprises at least two-thirds of the basis for the grade.

##### 6.1.2.2. One-Semester Independent Research Projects.

A student may earn two (2) hours per semester of fully graded credit for independent research under faculty supervision which results in a significant research product by the student, on a topic of the student's choice. The student's research product is to be completed in one semester. The student must secure approval of a supervising faculty member before registering for such credit. Credit will be given only for research undertaken after the student actually registers for the independent research project.

Students may not register for more than four credits of independent research projects during their law school careers without first seeking the approval of the Academic Standards Committee. Such approval shall be granted if in the judgment of the Committee, taking into consideration the student's academic record, the academic integrity of the student's overall program will not be impaired.

#### 6.1.2.3. Two-Semester Seminars.

Two-semester seminars are two-semester offerings in which students may earn three (3) hours of fully graded credit which offerings are normally restricted to sixteen (16) students or, at the instructor's option, to twenty (20) students, and in which offerings the instructor must require the writing of a research paper or papers which meet standards established by the faculty, which research paper or papers must comprise at least two-thirds of the basis for the grade.

#### 6.1.2.4. Two-Semester Faculty Tutorials.

Two-semester faculty tutorials are two-semester offerings in which students may earn two (2) hours of fully graded credit, which are normally restricted to sixteen (16) students or, at the instructor's option, to only eight (8) students, and in which the instructor must require the writing of a research paper or papers which must comprise the sole basis for the grade. Faculty tutorials, like independent research projects, do not include regularly-scheduled class meetings.

#### 6.1.2.5. Two-Semester Independent Research Projects.

A student may earn two (2) hours per semester of fully graded credit for independent research under faculty supervision which results in a significant research project by the student on a topic of the student's choice. The student's research product is to be completed over a two-semester period. The student must secure approval of a supervising faculty member before registering for such credit. Credit will be given only for research undertaken after the student actually registers for the independent research project.

Students may not register for more than four credits of independent research projects during their law school careers without first seeking the approval of the Academic Standards Committee. Such approval shall be granted if, in the judgment of the Committee, taking into consideration the student's academic record, the academic integrity of the student's overall program will not be impaired.

#### 6.1.3. Clinics and Externships.

Clinics are not open to LL.M. students. Externships are not open to LL.M. students during their first two semesters of full-time coursework. Upon completion of two semesters of full-time coursework, a LL.M. student may earn a maximum of 14 hours of semester credit or 6 hours of summer credit in offerings designated as externship placements. LL.M. students will be subject to the same externship application processes and procedures as J.D. students. Externships consist of two components: a class component and a placement component. The class component shall be eligible for the Alternative Grading System, and the placement component must be graded on a pass-fail basis.

Note: Effective with the start of the Spring 2023 semester, both the class and placement components of all Externships will be graded on a pass-fail basis only.

#### 6.1.4. Special Activities Credit.

Special Activities Credit is not open to LL.M. students



#### 6.1.5. Advanced Writing Project.

Students may complete an upper-level writing project by writing a paper of twenty-five (25) or more double-spaced pages with twelve-point font and ordinary margins. The paper should demonstrate substantial in-depth analysis, reflection, and revision. Only papers prepared under faculty supervision, including extensive written feedback on at least one substantial draft of the student's writing project will earn faculty certification.

#### 6.2. Non-Law Offerings.

Students may take up to six (6) credit hours of graduate-level non-law offerings in other branches of the University or other accredited colleges or universities which will be shown on the student's transcript. Such credits do not count toward the twenty-four (24) Law credits required for graduation from the LL.M. program. Credit for such non-law offerings taken at other accredited colleges or universities shall be recorded on the student's transcript.

Students must first secure the approval of the LL.M. Hearing Officer before registering for any non-College of Law course offerings. The student must demonstrate, to the LL.M. Hearing Officer's satisfaction, that such non-law offerings will contribute to the student's professional development or will advance career-related goals.

### 7. CONDUCT OF CLASSES

#### 7.1. Class Attendance.

Regular and punctual class attendance is required to earn academic credit and to satisfy residency requirements.

#### 7.2. Recording of Classes.

The consent of the instructor is required before a student may make a recording of a class session or any part thereof. The instructor shall announce his or her policy regarding recording, if any, on the first day of classes.

### 8. LEAVES OF ABSENCE

#### 8.1. General.

The LL.M. Hearing Officer may approve any student petition to take a leave of absence for a specified period of time not to exceed one year. Such leave allows the student to withdraw from the College of Law during the term of the leave, and continue studies later without going through the usual admissions process. Appeals from an adverse decision may be made to the Academic Standards Committee.

#### 8.2. Credit Retention When Returning from Leave of Absence.

Students who are granted a leave of absence and who return from their leave within the agreed upon time shall retain credit for the work successfully completed prior to taking the leave of absence.

#### 8.3. Readmission.

Students who take unauthorized leaves of absence, and those who do not return to the College of Law when their approved leave expires, shall be considered for readmission only through

the normal admission process upon submitting an application for admission and such other materials as the College of Law requires of all first-time applicants. Students seeking readmission may petition the Academic Standards Committee to allow credit for prior courses or prerequisites completed at the College of Law upon a showing of good cause.

## 9. DROPPING AND ADDING COURSES

### 9.1. Dropping Required Courses.

An LL.M. student may drop a required LL.M. course or not register for the continuation of a full-year course only with the advance approval of the Administrative Hearing Officer in consultation with the instructor of the relevant course. Approval will be granted only to students who demonstrate compelling reasons for dropping a required LL.M. course and a plan for completing all requirements prior to graduation.

### 9.2. Dropping Electives.

#### 9.2.1. Academic Drop Rules.

##### 9.2.1.1. No-Drop Courses.

Any limited enrollment course designated in the registration instructions as NO DROP courses may not be dropped at any time after the close of the Registration period, except with the permission of the instructor and the Administrative Hearing Officer.

##### 9.2.1.2. All Other Courses.

All other courses may only be dropped prior to the first day of classes.

#### 9.2.2. Financial Deadline to Drop Courses.

Students who drop, or are dropped from, a course will only receive a refund of registration fees (if applicable) if the course is dropped prior to the financial deadline for dropping a course, as published in the relevant Academic Calendar.

#### 9.2.3. Faculty Drop.

At any time during the semester, if a student's absences exceed those permitted by a faculty member's attendance policy previously announced in the course syllabus, the faculty member may, with the approval of the Vice Dean and two weeks' advance notice to the student, direct that the student be dropped or withdrawn from the course.

### 9.3. Adding Courses.

Students may add courses during the Add/Drop period specified in the academic calendar, or with the written consent of both the instructor and the Administrative Hearing Officer.

### 9.4. JDinteractive/LL.M. Cross Enrollment

#### 9.4.1. LL.M. Student Enrollment in JDinteractive Classes

Depending on the term, the JDinteractive program will consider petitions from College of Law LL.M. students to enroll in JDi courses. Petitions will be considered on a case-by-case basis and under the following conditions:

- (1) the total course enrollment does not exceed 32 students;
- (2) there are seats available in the class after JDi and JDr students in the “Third-Year-Away” program register, or if the addition of the student would cause the course enrollment to exceed the course cap but is less than 32, the instructor teaching the course grants the student permission;
- (3) the petitioning student is in academic good standing;
- (4) the course is not a required course scheduled for the first two semesters of the JDi program;
- (5) the petitioning student can show good cause to enroll in the course; and
- (6) LL.M. students must have completed one (1) full semester of courses in a residential format or show a compelling reason to enroll in the course.

Enrollment is at the discretion of the Associate Dean for Online Education in consultation with the Vice Dean, the Office of Student Affairs, the Office of the Registrar, the Assistant Dean for Student Resources and Internal Research, and, the Assistant Dean for International Programs. Enrollment will be confirmed once the registration period is complete. Petitions should include the course in which the student would like to enroll and reason for enrolling. A student’s reason for enrolling typically will not be considered good cause if the student is able to take the same course in a residential format. LLM students will be limited to two JDi courses per academic year absent a compelling reason to enroll in more than two courses per academic year.

## 10. AUDITING OF COURSES

No limited enrollment course may be taken as an audit. All other courses may be audited, or changed to an audit, with the advance approval of the Administrative Hearing Officer and the consent of the faculty member at any time prior to the thirty-fifth class day of the Fall or Spring semester or the seventeenth class day of the Summer semester. Non-law courses may be audited with the approval of the faculty member and the Administrative Hearing Officer.

## 11. GRADES

### 11.1. Letter Grades.

LL.M students will be graded in courses offered for J.D., S.J.D., and LL.M students using the same grading system as is utilized for the J.D. students. Courses graded with letter grades between “A” to “F” shall be graded by assignment of one of the following grades with indicated grade points:

<b>GRADE</b>	<b>GRADE POINT</b>
A	4.000
A-	3.667

<b>GRADE</b>	<b>GRADE POINT</b>
<b>B+</b>	3.333
<b>B</b>	3.000
<b>B-</b>	2.667
<b>C+</b>	2.333
<b>C</b>	2.000
<b>C-</b>	1.667
<b>D</b>	1.000
<b>D-</b>	0.667
<b>F</b>	0.000

Courses graded on a High Honors (HH), Honors (H), Pass (P), Fail (F) basis for J.D. students will be graded in the same manner for LL.M students. LL.M students will be assessed separately under the standard specified in Section 2.

#### 11.2. The Pass/Fail Option.

Offerings approved by the Faculty to be graded Pass/Fail only shall be so designated in each semester's registration instructions.

##### 11.2.1. Pass/Fail Option.

Offerings that are graded, but which can be taken with the Pass/Fail option, shall be so designated in each semester's registration materials. Any student may elect to be graded on a Pass/Fail basis a total of seven (7) credit hours of Pass/Fail option eligible courses. The option may be elected in any one or more semesters, so long as the total does not exceed seven (7) hours during the student's entire period of enrollment in the College of Law. In order to make a Pass/Fail election, the student must submit a completed form available from the Office of Student Affairs not later than the 35th day of classes in the semester during which the course is taken. Students may not change their election once made. The Pass/Fail option is available to students notwithstanding credit earned in other offerings specifically approved for Pass/Fail grading.

##### 11.2.2. Pass/Fail Option Grading.

Students electing the Pass/Fail Option shall receive a grade of "Pass" only when a the student's performance would have merited a "C+" or higher grade had the offering not been subject to Pass/Fail grading. Students who earn a grade of "C", "C-", "D", "D-"

or “F” in College of Law offerings shall receive that grade irrespective of an election to take the course on a Pass/Fail basis. As a result, a Pass/Fail election is effectively an election to receive a “Pass”, “C”, “C-”, “D”, “D-” or “Fail”, as appropriate.

#### 11.2.3. Pass/Fail Option Eligible Courses.

The Pass/Fail Option is not available for LL.M. required courses, Lower-Division J.D. courses taken as an elective, trial practice courses, seminars, applied learning courses, skills courses, and independent research projects.

#### 11.3. Incomplete Grades.

Upon the approval of the instructor and the Administrative Hearing Officer, a student may be given a grade of "incomplete" when the required work for any offering has not been completed by the end of the semester due to serious illness or other extenuating or compelling circumstances. Incomplete course work must be completed and the grade "incomplete" replaced by a final grade at the earliest possible reasonable time before the end of the next regular academic year semester, as determined by the Administrative Hearing Officer in consultation with the course instructor, or such “incomplete” shall be converted to an “F”. Exceptions may be granted in appropriate cases upon petition to the Academic Standards Committee. No student shall receive credit towards graduation for a grade of "incomplete." Students with a grade of “incomplete” are not eligible for graduation.

#### 11.4. Grading Deadline.

In the fall semester, all College of Law instructors shall submit a final grade for each of their students within four weeks after the date they are notified that their examinations are ready for grading. In the spring semester, all College of Law Instructors shall submit a final grade for each upper-class student within three weeks of the date they are notified that their examinations are ready for grading, and for first-year students within four weeks of the date they are notified that their examinations are ready for grading. For classes in which the grade is not based upon a final examination, all College of Law instructors shall submit a final grade for each of their students within four weeks of the date of the first examination in the fall semester and in the spring semester, and within three weeks of the date of the first examination in all upper-class courses. Hardship exceptions to this rule may be arranged with the Vice Dean, but in no case shall a hardship exception be granted beyond three weeks after the date of the last examination. All College of Law instructors shall submit a final grade for each of their students within two and one half weeks of the date they are notified that their examinations are ready for grading in the summer semesters.

In the event that a College of Law instructor does not or, due to exigent circumstances, cannot submit grades when due, the Vice Dean is authorized to implement alternative grading procedures to ensure timely recordation of grades.

#### 11.5. Grade Changes.

After grades in an offering are officially posted by the Office of the Registrar, the instructor may not change any individual's grade without the approval of the Academic Standards Committee. Such approval shall be granted only upon the instructor's petition and a showing of a mathematical or similar type error in the determination of the posted grade. Students may petition for a grade change to the Administrative Hearing Officer after meeting with the professor to review the exam. The Administrative Hearing Officer will deny the petition

outright unless the officer believes that the student has established a prima facie case of abuse of process. If the Administrative Hearing Officer believes that the student's petition has established a prima facie case of abuse of process, the petition will be forwarded to the Vice Dean for final decision. A student may not appeal from a denial by the Administrative Hearing Officer or the Vice Dean. Any petition filed under this section must be filed within 30 days of the date the final grades are posted.

#### 11.6. Calculation of Grade-Point Average.

A student's College of Law grade-point average shall be calculated on the basis of the grades received by the student in courses taken at the College of Law for a letter grade (fully graded).

## 12. ASSESSMENT

### 12.1. General.

The Course Instructor may elect to assess LL.M. students matriculated in their courses for credit using any appropriate pedagogical tools, including, but not limited to, examination, legal writings, journals or preparation of course notebooks, papers or essays addressing materials studied in the course, or research papers. Credit is permitted for class participation, oral projects and group work. The method of assessment will be outlined in the course syllabus.

LL.M. students are not required to be assessed by written examination, except by election of the course instructor. If the Course Instructor elects to assess LL.M. students by examination, the decision as to which type of examination will be given is made by the instructor. Types of examinations are described below.

Before an instructor may give an examination which permits students to consult with others in connection with the preparation of their answers, written notice describing the proposed examination must be provided to the Vice Dean at least six weeks before the start of the examination period.

Such examination may then be given in the form proposed unless it is determined to violate applicable accreditation rules or is disapproved by vote of the Faculty.

At any time prior to the last week of class, the student and instructor may agree to an alternative method of assessment that fulfills the objectives of the course and is in keeping with the standards of the College of Law.

### 12.2. Types of Examinations.

#### 12.2.1. Standard Examination.

A standard examination is one which is conducted in the law school at a time and place regularly scheduled by the Office of the Registrar. All students enrolled in the offering take the examination at the same time and place, unless the examination is postponed or a variation granted in accordance with these rules.

#### 12.2.2. Take-Home Examination.

A take-home examination may be written at any location not prohibited by the instructor. The student picks up the examination and returns it at specific times fixed by the instructor and approved by the administration. The exam is given during the regular examination period.

### 12.2.3. Floating Examination.

A floating examination must be approved in advance by the Office of the Registrar. If approved, the exam may be picked up at any time within the reading or examination period, and returned within the time allowed by the instructor after pickup.

### 12.3. Duration of Examinations.

Take-home and floating examinations may not require a period of more than 24 hours to complete. Unless previously approved by the Registrar, in no event shall the time period allotted for completion be such as to require the student to return the examination at an hour when the College of Law's administrative offices are not regularly open.

### 12.4. Proctoring and Grading.

Examinations may be given pursuant to such proctored or honor system as the instructor may determine.

### 12.5. Postponed Examinations.

#### 12.5.1. General.

In general, all students are required to take their examinations as scheduled. However, a student may be permitted to postpone an examination with approval from the Administrative Hearing Officer. Such approval will be granted only on the basis of extremely compelling justification.

#### 12.5.2. Illness.

Extremely compelling justification may include a serious illness that prevents the student from taking the examination at the scheduled time. In considering a request for a postponed examination, the Administrative Hearing Officer may require a written certification of the illness by a medical doctor. Students who become seriously ill during the examination period, and are for that reason unable to complete the scheduled examination, must make all reasonable efforts to inform the Office of the Administrative Hearing Officer promptly, and seek a postponement promptly.

#### 12.5.3. Completing Postponed Examinations.

In the event a student is permitted by the Administrative Hearing Officer to postpone an examination, the postponed examination must be completed (1) within the exam period; or (2) no later than a week before the final grading deadline for the semester in which the course was taken; or (3) if (1) or (2) are not possible, then by the end of the following semester with the permission of the instructor and the Administrative Hearing Officer.

#### 12.5.4. Unauthorized Postponement.

Absent extremely compelling circumstances, any student who fails to appear for a scheduled final examination and has not received permission from the Administrative Hearing Officer to postpone the examination shall receive a grade of "F" on the exam. Students who arrive late for a scheduled examination shall complete the examination in the scheduled time remaining for the exam. Students claiming extremely

compelling circumstances must file a petition with the Vice Dean for relief from this rule. The Vice Dean's decision will be final.

#### 12.6. Variations in Examination Schedules.

Students may obtain variations in the examination schedule with the approval of the Administrative Hearing Officer when the student has two examinations scheduled on a single calendar day. The student must complete the postponed examination on the date assigned by the Administrative Hearing Officer and/or the Office of the Registrar according to the published examination schedule. If possible, the subsequent date shall be within the scheduled examination period.

##### 12.6.1. Disability Accommodations

The Administrative Hearing Officer may grant a variation to accommodate a disability approved by the Syracuse University Center for Disability Resources.

#### 12.7. Retention of Examination Papers and Review.

##### 12.7.1. Deposit.

All examination papers shall be retained by the instructor or, upon suitable arrangement, by the instructor's secretary, until the beginning of the eighth week of classes in the succeeding regular semester, at which time they must be deposited with the Office of the Registrar. All ExamSoft data files for examinations shall be retained by the Office of the Registrar for two years, and professors who do not use ExamSoft shall be responsible for maintaining examinations for one year.

##### 12.7.2. Right of Review

Students shall have the right to review their graded examination, by arrangement with the instructor or the instructor's secretary, as the case may be, between the time grades are posted until the time examination papers must be deposited with the Office of the Registrar. Instructors at their discretion may widen the period of review. In cases in which the instructor deems it appropriate, the instructor may require that the student not remove the graded examination or examination questions from the instructor's office or the office of the instructor's secretary.

### 13. DISMISSAL FOR ACADEMIC DEFICIENCY

#### 13.1. General.

Except as otherwise approved upon petition to the Vice Dean, any student whose cumulative grade-point average is below 2.200 at the end of any semester shall be academically dismissed.

#### 13.2. Interpretation and Disputes.

Disputes or questions concerning the interpretation of these rules shall be submitted in writing to the Office of Student Affairs for initial consideration and decision by the administration of the College of Law.

#### 13.3. Appeals from Administrative Decisions.



Except where these rules specifically prohibit appeals, a student dissatisfied with an administrative decision may file a written appeal to the Academic Standards Committee. The Committee shall consider each such petition individually. The goal of the Committee is to fairly apply the rules to particular cases. When two-thirds of the members of the Academic Standards Committee voting on any petition are in agreement as to the disposition of an appeal, it shall be considered finally disposed of and no further action will be allowed. In the event that the Academic Standards Committee cannot reach a two-thirds decision on a petition, the petition shall be referred for action to the Faculty as a whole for final determination. All appeals shall be decided on the basis of the written petition submitted by the student and any written submissions by the administration.

#### 13.4. Unavailability of Designated Administrative Officers or Departments.

If the designated administrative officer or department charged with making a decision or recommendation under these rules is not available for any reason, the Dean of the College of Law shall appoint an administrative substitute to make the decision. If the name of a position or department is changed, the Dean shall designate that the decision shall be made by the person in the new position or by the newly named department.

#### 14. EFFECTIVE DATE

The academic rules contained herein reflect changes which became effective to all students of the College of Law beginning in the Fall semester of 2018, unless otherwise noted, and until further revision.

## ACADEMIC RULES FOR THE S.J.D. PROGRAM

The following requirements and rules are applicable to students enrolled in the S.J.D. Program and supersede the rules in the Academic Handbook for the J.D. and LL.M. Program. However, any issues not addressed in this Section are deemed to be supplemented by the J.D. and LL.M. Program Rules contained in the current Academic Handbook and by applicable Syracuse University rules.

### 1. REQUIREMENTS FOR THE S.J.D. DEGREE

Students will be awarded the S.J.D. degree after successful completion of the following requirements:

- 1) Submission to the S.J.D. Program Director by the end of the first year of study of a detailed Program of Study, approved by the student's Faculty Advisor, which represents the student's academic itinerary leading up to the public oral dissertation defense;
- 2) Successful completion of the first two academic semesters of study "in residence" at the College of Law, which must include: (i) the year-long, 6-credit S.J.D. Colloquium course; and (ii) a minimum of 6 credits of academic course work per semester at SU;
- 3) Presentation of the dissertation proposal draft in the S.J.D. Colloquium course, which includes a discussion of the progress of the student's research, the challenges and opportunities of the project, and plans for future research;
- 4) Submission and approval of the final version of the dissertation proposal by the Dissertation Committee by the end of the second year of study;
- 5) Submission of the Request for Exam form to the Syracuse University Graduate School (304 Lyman Hall) at least three weeks prior to the public oral dissertation defense;
- 6) Successful public oral dissertation defense before the Oral Defense Committee;
- 7) Submission of the doctoral dissertation to the Dissertation Committee for final review, and, if approved, submission to the Dean of the College of Law and the Syracuse University Graduate School;
- 8) Completion and submission of all paperwork required of the Syracuse University Graduate School and the College of Law Registrar's Office.

Requirements of the S.J.D. Program may be waived only in exceptional circumstances. Requests for waiver of any requirement must be submitted by petition to the S.J.D. Hearing Officer, who will make a decision on the petition, in consultation with the S.J.D. Program Director.

### 2. SUCCESSFUL COMPLETION OF CREDIT HOURS AND SEMESTERS

"Successful Completion," "Successfully Complete" or "Successfully Completing" means completing the course instructor's requirements for the course and receiving a grade of "D-" or higher, or a grade of "P", "C-", "D" or "D-" or higher if the course is graded on a Pass/Fail basis.

### 3. PROGRAM YEAR 1 "IN RESIDENCE"

During the first year of the S.J.D. Program, students are required to enroll in a minimum of twelve (12) course credits per semester. These twelve (12) course credits must be comprised of (i) the 6-credit, yearlong S.J.D. Colloquium (3 credits per semester); and (ii) a minimum of 6 credits of academic courses in the College of Law or in another SU graduate program. Students may enroll in additional coursework or dissertation research credits each semester, with the approval of the Faculty Advisor. For each credit, 30 hours per work is expected.

### 3.1. Required S.J.D. Colloquium Course (6 credits)

The required S.J.D. Colloquium is a 6-credit, yearlong course that provides a classroom setting in which students hone their skills in the areas of research, writing, legal analysis, and oral presentation. The Colloquium provides students the opportunity to receive feedback and guidance from law faculty and faculty from other colleges at Syracuse University. Throughout the year, speakers will be invited to discuss legal topics related to the students' dissertation topics as well as other topics, including research, writing, and oral presentation skills.

The purpose of the Colloquium is to support S.J.D. students in the development of their dissertation and oral defense. During the first semester, the Colloquium will focus on research and writing skills related to the development of a dissertation topic and the preparation of a dissertation proposal with an annotated bibliography or literature review of the leading books and articles in the field. During the first semester, students will be required to present their research plans, which should evidence knowledge of the major thinkers and publications in the field as well as other substantive issues related to the dissertation. In addition, students should evidence knowledge of relevant legal and policy arguments as well as use of proper citation form, and adherence to the rules of grammar and principles of style.

During the second semester, the focus of the Colloquium will be on presentation of the dissertation topic and research. Each student will be required to present a comprehensive treatment of the subject of the student's research, which will be distributed prior to the student's presentation. Selected faculty will be invited to respond to the student's oral presentation. The student presentations will be open to the College of Law community.

### 3.2. Submission of a Program of Study

Each S.J.D. student will submit a Program of Study by the end of the first year of the Program. This Program of Study will be prepared in consultation with the Faculty Advisor, who must approve the final version. The Program of Study represents the student's academic plan leading up to the oral defense and should include a separate narrative that identifies the student's specific research activities, including the courses, readings, and other academic work, as well as arrangements for the student's field placement or semesters of comparative legal study abroad, as applicable.

The scope, structure and content of the Program of Study should provide evidence of the viability of the dissertation topic as well as the student's ability to complete the dissertation.

The format of the Program of Study may include a detailed outline or prospectus, a dissertation chapter, or article for publication, depending on what is most appropriate for the specific project.

The Faculty Advisor will review and approve an outline or draft of the Program of Study. The final version of the Program of Study must be submitted for approval to the Faculty Advisor no later than the first day of the student's third semester.

Upon review of the Program of Study, the S.J.D. Committee will decide whether the student will be formally admitted to pursue the S.J.D. dissertation, denied permission to proceed, or permitted up to one semester to revise the Plan of Study for reevaluation. Once the Program of Study is approved, the student will send a copy of the Program of Study to the S.J.D. Program Director, the College of Law Registrar, and the Graduate School.

#### 4. PROGRAM YEARS 2-5 "IN RESEARCH"

S.J.D. students are expected to submit and defend a dissertation no less than three (3) years, and no more than five (5) years, after enrollment in the S.J.D. Program. Following the first year (two semesters) "in residence" at the College of Law, students will have the opportunity to spend the remaining semesters (i) in Syracuse; (ii) engaged in ongoing research at another location; (iii) in a field research placement (full-time or part-time); or (iv) in legal study abroad. Each of these options is described below. Students are required to be registered as full-time students each semester until the conferral of their degree.

##### 4.1. Semesters in Syracuse

After their first year "in residence," S.J.D. students may remain at the College of Law to continue their research. During these semesters, they may enroll in dissertation research credits and additional courses at the College of Law or in other SU schools and colleges.

##### 4.2. Semesters in Research

S.J.D. students are permitted engage "in research" away from the College of Law. Semesters "in research" means the students are engaged in investigating and studying materials relevant to their dissertation.

Students will enroll in dissertation research credits by designating the number of credits and time spent pursuing activities related to the development of their dissertation. Students are expected to accumulate 15 hours of "instruction" time per credit per semester in a manner consistent with other Ph.D. programs at Syracuse University. Such hours of instruction may include independent research and writing as well as direct consultation and discussion with the Faculty Advisor, the S.J.D. Program Director, and other Syracuse University faculty.

S.J.D. students are expected to accumulate 30 hours of "supplementary assignments" per credit per semester.

Such "supplementary assignments" include work outside of class, including review and analysis of research material, writing and editing drafts, preparing for oral presentation and other self-study/indirect methods of research, writing and presentations that contribute to the final draft of the dissertation.

S.J.D. students and Faculty Advisors are expected to meet on a periodic and regular basis throughout each semester to discuss and monitor the student's progress on dissertation-related activities and time spent on various contact and supplemental activities. This periodic and regular consultation can be performed in-person or remotely. Documentation of this time will

be communicated to the S.J.D. Program Director by the Faculty Advisor in reports to the S.J.D. Committee.

#### 4.3. Semesters in Field Research

S.J.D. students have the option to complete one or more semesters in a field research placement, subject to prior approval of the Faculty Advisor. A field research placement may be a full-time or part-time experience. During the semester(s) in field research, the student will be supervised by a field research placement supervisor as well as the Faculty Advisor. The student is responsible for all arrangements related to the field research, including finding the field placement and selecting the field placement supervisor, who must be approved by the Faculty Advisor. The field research placement(s) can take place at any time after the first two semesters “in residence” and before the dissertation defense unless, for good reason, the Faculty Advisor approves an alternative arrangement.

The S.J.D. student must submit a Plan for Field Research describing the goals, purpose, and anticipated outcomes from the field research placement, which will be subject to approval by the Faculty Advisor.

S.J.D. students are expected to accumulate 15 hours of “instruction” time per credit per semester through physical time spent at the field research site, engaging in research of subject matter related to the field research site (i.e. qualitative interviews, observations, etc.), direct consultation and discussions with their field placement host, the Faculty Advisor and other faculty, as well as other methods related to their field research.

S.J.D. students are expected to accumulate 30 hours of “supplementary assignments” per credit per semester through analysis of subject matter related to the field, writing and editing, and other self-study/indirect methods related to the field research placement.

The Plan for Field Research shall articulate the number of hours of each category that is expected of the S.J.D. student during the placement period. The student will be expected to keep track of time spent on Field Research activities, which the Placement Supervisor and Faculty Advisor will monitor through periodic and regular consultation.

#### 4.4. Semesters of Legal Study Abroad

S.J.D. students also have the option to complete one or more semesters engaged in legal study abroad, subject to prior approval by the Faculty Advisor. During the semester(s) of legal study, the student may engage in coursework at an approved institution abroad, including Syracuse University Centers Abroad. At all times during the semester(s) of legal study, the student will be supervised by local law faculty as well as the Faculty Advisor. The legal study semester(s) can take place at any time after the first two semesters “in residence” and before the dissertation defense unless, for good reason, the Faculty Advisor approves an alternative arrangement. The student is responsible for all arrangements related to the semester away of legal study, including selecting the institution, being admitted enrolling or audit coursework, and selecting the onsite faculty supervisor, who must be approved by the Faculty Advisor.

In addition to approving the onsite faculty supervisor, the Faculty Advisor must approve the student’s proposed course of study away. The approval is based on a review that complies with methods used by Syracuse University’s study abroad office, Syracuse Abroad, and the College of Law, when determining whether foreign credits are transferrable to a student’s

degree program. This review will include, but is not limited to, a review of the academic calendar of the host institution, the course schedule, and the relevant course syllabi.

## 5. DISSERTATION

The S.J.D. student is required to produce a dissertation of significant scholarly work that makes a substantial contribution to legal scholarship by raising important questions that evidence the student's scholarly, research, writing and analytical abilities. For example, the dissertation requirement may be satisfied in the form of an original monograph or book length manuscript of approximately 200-300 pages or 50,000 to 80,000 words in length. In researching and writing the dissertation, the student will work under the supervision of the Faculty Advisor. The dissertation represents the culmination of the student's research in the S.J.D. Program.

S.J.D. students should become familiar with the Graduate School's guidelines on preparing a dissertation (including format requirements, style guidelines, submittal information, etc.) as early as possible in order to ensure that the dissertation is compliant and ready for submission.

The S.J.D. student is required to submit the dissertation for acceptance to the Dissertation Committee and to defend the dissertation in a public oral defense in no less than six (6) academic semesters and no more than ten (10) academic semesters after admission to the S.J.D. Program. Semesters under an approved Leave of Absence will not be counted toward the minimum or maximum limits identified herein.

## 6. ORAL DEFENSE

The public oral defense of a dissertation is intended to be an examination of a completed body of work and should be scheduled only when the dissertation is completed. All dissertation defenses will be open to the public. The date, time, and location of the public defense will be posted at least 48 hours in advance.

The Syracuse University community, including all members of the College of Law community, will be invited to attend the oral defense. During the oral defense, the student will present the dissertation for no more than 15 minutes. Each member of the Oral Defense Committee will have up to 30 minutes to ask questions and critique the dissertation. The student will then have the opportunity to respond for up to 30 minutes. Following the oral presentation and the Committee Members' questioning, the Oral Defense Committee will deliberate in private and will announce its decision to the student and the public. The Oral Defense Committee will "approve," "disapprove," or "approve with recommendations" the dissertation. A dissertation that is "approved with recommendations" will be deemed "approved" only after the members of the Committee are satisfied that the recommendations have been implemented in the final version of the dissertation. All S.J.D. dissertations must be approved by a majority vote of the Committee.

At least three weeks before the defense, the student must submit the Request for Exam form with the Syracuse University Graduate School. At least two weeks before the defense, the student must provide all six members of the Oral Defense Committee (Faculty Advisor, two committee persons, two readers, and Chair of the Oral Defense Committee) with a final copy of the dissertation.

## 7. S.J.D. ASSESSMENT

In courses in which both S.J.D. as well as J.D. and LL.M. students are enrolled, the course instructors may create a form of assessment for the S.J.D. students separate and distinct from that used for J.D. and LL.M. students. S.J.D. assessment is to be conducted in accordance with the goals

of that course. Such assessment may include, but is not limited to, research papers, class participation, oral assessment, and practicums.

S.J.D. students are to be assigned grades separately from J.D. and LL.M. students. S.J.D. grades have no effect on J.D. curves or other J.D. grading requirements.

S.J.D. students are not subject to any mandatory grading curve. In general, S.J.D. students who satisfactorily complete the instructor's course requirements may expect to be awarded a grade of "B" or higher.

#### 7.1. Pre-Matriculation Credit

Except for transfer students from another S.J.D. Program in the United States offered by a law school accredited by the American Bar Association, no credit toward the S.J.D. degree will be given for offerings taken prior to full matriculation in the College of Law S.J.D. Program. Course credit earned by transfer students may be accepted for credit by the College of Law at the time of admission into the S.J.D. Program, and may be accepted only for offerings graded "C" or higher (or the equivalent), and if accepted, will be recorded by the College of Law on a Pass basis.

#### 7.2. Good Standing

S.J.D. students must maintain a cumulative grade-point average of at least 2.200 to be considered in good standing at the College of Law. The S.J.D. Hearing Officer, in consultation with the S.J.D. Program Director, will determine whether S.J.D. students who fall below a grade-point average of 2.200 at the completion of any semester will be administratively dismissed from the program, or will be allowed to continue with a restricted number of credits and/or courses in future semesters.

### 8. FULL-TIME STUDENT STATUS

Any student admitted to the S.J.D. Program shall be deemed a full-time student and shall be required to satisfy the course load requirements of full-time students.

#### 8.1. Full-Time Student Course Loads

Full-time students are required to enroll in at least twelve (12) credit hours per semester, unless they qualify for reduced load status. The twelve (12) credits may be coursework or dissertation research.

#### 8.2. Reduced Course Loads

S.J.D. students, upon a showing of compelling circumstances, may petition the S.J.D. Hearing Officer to take a reduced course load of no less than six (6) credits per semester. Prospective or admitted students interested in a reduced course load should contact the S.J.D. Director to discuss their circumstances and to review the reduced course load guidelines listed below. Dropping below full-time status may impact a student's visa eligibility and ability to qualify for Syracuse University's Student Health Insurance Program.

Students who take a reduced course load may need to spend a longer time in the Program in order to complete their graduation requirements. Petitions for taking a reduced course load should be requested on the Student Service Request Form available on the College of Law website.

### 8.3. Petition for Reduced Course Load

S.J.D. students may petition the S.J.D. Hearing Officer to take a reduced full-time schedule upon a showing of compelling circumstances which include, but are not limited to, the following:

- Family emergency or change in circumstances;
- Accommodation for a disability or temporary and long-term health problem;
- English language difficulties.

### 8.4. Filing of Approved Reduced Course Load Petitions

After approval by the S.J.D. Hearing Officer, the petition will be given to the Office of the Registrar who shall file the approved petition in the student's permanent record and register the student accordingly.

### 8.5. Reduced Course Load in Final Semester of Program

In the final semester of the Program, S.J.D. students must take a minimum of three (3) credit hours of courses. Approval to register for fewer than nine (9) credit hours in the final semester requires a petition and approval by S.J.D. Hearing Officer, in consultation with the S.J.D. Program Director.

## 9. PROGRAM DURATION

Students must successfully complete the S.J.D. degree requirements in no more than ten (10) academic year (fall and spring) semesters and no less than a minimum of six (6) academic year (fall and spring) semesters. Each semester, students must be enrolled full-time, taking a minimum of 12 credits per semester, and are therefore expected to obtain a minimum of 72 credits over the course of the Program. Semesters taken under a Leave of Absence will not be counted toward the minimum or maximum limits identified here in these Rules.

## 10. MINIMUM AND MAXIMUM COURSE LOADS

### 10.1. Academic Year Minimum Course Load

Full-time students must register for and complete a minimum of twelve (12) credit hours of courses during each fall and spring semester in residence. Approval to register for fewer than twelve (12) credit hours requires a petition and approval by the S.J.D. Hearing Officer.

### 10.2. Academic Semester Maximum Course Load

Full-time students may register for a maximum of sixteen (16) credit hours of courses during any fall or spring semester. Qualifying petitions for over sixteen (16) credits will be reviewed by the S.J.D. Hearing Officer.

### 10.3. Summer Sessions

Students may register for a maximum of nine (9) credit hours of courses during any summer session. There is no minimum course load requirement for summer sessions.

## 11. ACADEMIC OFFERINGS FOR CREDIT

### 11.1. Law Offerings



Students in the S.J.D. Program may take the following courses for credit towards the S.J.D. Degree:

- All courses designated as required courses for the S.J.D. Program must be satisfactorily completed prior to graduation;
- All law courses, including seminars and experiential courses that are not restricted to J.D. or LL.M. students, may be taken by S.J.D. students as electives, including J.D. courses that are part of the Required Lower-Division Courses. Electives may be taken in any order, except as otherwise provided by specific course prerequisites. Instructors in individual courses may require prerequisites listed in the course schedule. S.J.D. students may request a waiver of prerequisites and must obtain the permission of the instructor.

Clinics and Externships are not open to S.J.D. students.

Special Activities Credit is not open to S.J.D. students.

#### 11.2. Non-Law Courses for Academic Credit

Students may enroll in up to twelve (12) credit hours of graduate-level non-law offerings in other schools and colleges of the University or other ABA-accredited law schools. Enrollment in non-law offering is subject to availability and requires permission of the course instructor. The student must demonstrate to the Faculty Advisor's satisfaction that such non-law offerings will contribute to the student's dissertation research and production.

### 12. CONDUCT OF CLASSES

#### 12.1. Class Attendance

Regular and punctual class attendance is required to earn academic credit and to satisfy residency requirements.

#### 12.2. Recording of Classes

The consent of the instructor is required before a student may make a recording of a class session or any part thereof. The instructor shall announce his or her policy regarding recording, if any, on the first day of classes.

### 13. LEAVES OF ABSENCE

#### 13.1. Approval for Leaves

The S.J.D. Hearing Officer may approve any student petition to take a leave of absence for a specified period of time not to exceed one year. Such leave allows the student to withdraw from the College of Law and continue studies later without going through the usual admissions process. Appeals of the decision may be made to the Academic Standards Committee.

#### 13.2. Credit Retention When Returning from Leave of Absence

S.J.D. students who are granted a leave of absence and who return from their leave within the agreed upon time shall retain credit for the work successfully completed prior to taking the leave of absence.

#### 13.3. Readmission

S.J.D. students who take unauthorized leaves of absence, and those who do not return to the College of Law when their approved leave expires, shall be considered for readmission only through the normal admission process upon submitting all application materials required of first-time S.J.D. applicants. Students seeking readmission may petition the Administrative Hearing Officer to allow credit for prior courses or prerequisites completed at the College of Law upon a showing of good cause.

## 14. DROPPING OR ADDING COURSES

### 14.1. Dropping Required Courses

An S.J.D. student may drop a required S.J.D. course or not register for the continuation of a full-year course only with the advance approval of the S.J.D. Hearing Officer, in consultation with the S.J.D. Program Director, and the instructor of the relevant course. Approval will be granted only to students who demonstrate compelling reasons for dropping a required course and a plan for completing all requirements prior to graduation.

Students who drop courses after the financial drop deadline will receive a grade of WD for the course. Students may not drop a course after the last day of classes in any semester as published in the applicable College of Law Academic Calendar.

### 14.2. Dropping Electives

Any limited enrollment course designated in the registration instructions as a NO DROP course may not be dropped at any time after the close of the Registration period, except with the permission of the instructor and the S.J.D. Hearing Officer.

### 14.3. All Other Courses

All other courses may only be dropped in accordance with the first day of classes.

### 14.4. Financial Deadline to Drop Courses

Students who drop, or are dropped from, a course will only receive a refund of registration fees (if applicable) if the course is dropped prior to the financial deadline for dropping a course, as published in the relevant Academic Calendar.

### 14.5. Faculty Drop

At any time during the semester, if a student's absences exceed those permitted by a faculty member's attendance policy previously announced in the course syllabus, the faculty member may, with the approval of the Vice Dean and two weeks' advance notice to the student, direct that the student be dropped or withdrawn from the course.

### 14.6. Adding Courses

Students may add courses during the Add/Drop period specified in the Academic Calendar, or with the written consent of both the instructor and the S.J.D. Hearing Officer.

## 15. AUDITING COURSES

No limited enrollment course may be taken as an audit. All other courses may be audited, or changed to an audit, with the advance approval of the Administrative Hearing Officer and the consent of the faculty member at any time prior to the thirty-fifth class day of the Fall or Spring semester or the

seventeenth class day of the Summer session. Non-law courses may be audited with the approval of the faculty member and the Administrative Hearing Officer.

## 16. GRADES

### 16.1. Minimum Grade-Point Average

S.J.D. students must obtain a cumulative grade-point average of 2.200 or above on a 4.00 scale. The grade-point average will be computed at the end of each academic year, or every two semesters, over the student's course of study.

### 16.2. Letter Grades

S.J.D. students will be graded in courses offered for J.D. and LL.M. students using the same grading system as is utilized for J.D. students. Courses graded with letter grades, between "A" to "F" shall be graded by assignment of one of the following grades with indicated grade points:

<b>GRADE</b>	<b>GRADE POINT</b>
<b>A</b>	4.000
<b>A-</b>	3.667
<b>B+</b>	3.333
<b>B</b>	3.000
<b>B-</b>	2.667
<b>C+</b>	2.333
<b>C</b>	2.000
<b>C-</b>	1.667
<b>D</b>	1.000
<b>D-</b>	0.667
<b>F</b>	0.000

Courses graded on a High Honors (HH), Honors (H), Pass (P), Fail (F) basis for J.D. and LL.M. students will be graded in the same manner for S.J.D. students. S.J.D. students will be assessed separately.

### 16.3. Pass/Fail Grades

Courses offered on a pass/fail basis only or for a grade or on a pass/fail basis are approved by the College of Law faculty and are so designated in each semester's registration instructions.

### 16.4. Pass/Fail Option

The Pass/Fail option is not available for (1) courses graded on the Alternative Grading System; and (2) courses that are not permitted to be graded Pass/Fail according to the Academic Handbook for J.D. and LL.M. students.

### 16.5. Pass/Fail Defined

College of Law offerings taken on a Pass/Fail basis, a grade of "Pass" shall be given only when a student's performance would have merited a "C+" or higher grade had the offering not been subject to Pass/Fail grading. Students who earn a grade of "C", "C-", "D", "D-", or "F" in College of Law offerings shall receive that grade irrespective of an election to take the course on a Pass/Fail basis. As a result, a Pass/Fail election is effectively an election to receive a "Pass", "C", "C-", "D", "D-", or "Fail", as appropriate.

### 16.6. Incomplete Grades

Upon the approval of the instructor and the Administrative Hearing Officer, a student may be given a grade of "incomplete" when the required work for any offering has not been completed by the end of the semester due to serious illness or other extenuating or compelling circumstances. Incomplete course work must be completed and the grade "incomplete" replaced by a final grade at the earliest possible reasonable time before the end of the next regular academic year semester, as determined by the Administrative Hearing Officer in consultation with the course instructor, or such "incomplete" shall be converted to an "F". Exceptions may be granted in appropriate cases upon petition to the Academic Standards Committee. No student shall receive credit towards graduation for a grade of "incomplete." Students with a grade of "incomplete" are not eligible for graduation.

### 16.7. Grade Changes

After grades in a course offering are officially posted by the Office of the Registrar, the instructor may not change any individual's grade without the approval of the Academic Standards Committee. Such approval shall be granted only upon the instructor's petition and a showing of a mathematical or similar type error in the determination of the posted grade. Students may petition for a grade change to the Administrative Hearing Officer after meeting with the professor to review the exam. The Administrative Hearing Officer will deny the petition outright unless the officer believes that the student has established a prima facie case of abuse of process. If the Administrative Hearing Officer believes that the student's petition has established a prima facie case of abuse of process, the petition will be forwarded to the Vice Dean for final decision. A student may not appeal a denial by the Administrative Hearing Officer or the Vice Dean. Any petition filed under this section must be filed within 30 days of the date the final grades are posted.

### 16.8. Calculation of Grade Point Average

A student's College of Law grade-point average shall be calculated on the basis of the grades received by the student in courses taken at the College of Law for a letter grade (fully graded).

## 17. ASSESSMENT

For all courses in which S.J.D. students enroll at the College of Law, the Instructor may elect to assess S.J.D. students using any appropriate pedagogical tools, including, but not limited to, examination, legal research papers, journals, reflection papers, or preparation of course notebooks, papers or essays addressing materials studied in the course. Credit is permitted for class participation, oral projects and group work. The method of assessment will be outlined in the course syllabus.

S.J.D. students are not required to be assessed by written examination, except by election of the course instructor. If the Course Instructor elects to assess S.J.D. students by examination, the decision as to which type of examination will be given is made by the instructor. Types of examinations are described below.

Before an instructor may give an examination, which permits students to consult with others in connection with the preparation of their answers, written notice describing the proposed examination must be provided to the Vice Dean at least six weeks before the start of the examination period. Such examination may then be given in the form proposed unless it is determined to violate applicable accreditation rules or is disapproved by vote of the Faculty.

At any time prior to the last week of class, the S.J.D. student and the instructor can agree to an alternative method of assessment that fulfills the objectives of the course and is in keeping with the standards of the College of Law.

S.J.D. students shall have the right to review their graded examination, by arrangement with the instructor or the instructor's assistant, between the time grades are posted until the time examination papers must be deposited with the Registrar. Instructors at their discretion may widen the period of review. In cases in which the instructor deems appropriate, the instructor may require that the student not remove the graded examination or examination questions from the instructor's office or the office of the instructor's assistant.

## 18. TYPES OF EXAMINATIONS

### 18.1. Standard Examination

A standard examination is one which is conducted in the law school at a time and place regularly scheduled by the Office of the Registrar. All students enrolled in the offering take the examination at the same time and place, unless the examination is postponed or a variation granted in accordance with these rules.

### 18.2. Take-Home Examination

A take-home examination may be written at any location not prohibited by the instructor. The student picks up the examination and returns it at specific times fixed by the instructor and approved by the administration. The exam is given during the regular examination period.

### 18.3. Floating Examination

A floating examination must be approved in advance by the Office of the Registrar. If approved, the exam may be picked up at any time within the reading or examination period, and returned within the time allowed by the instructor after pickup.

#### 18.4. Duration of Examinations

Take-home and floating examinations may not require a period of more than 24 hours to complete. Unless previously approved by the Registrar, in no event shall the time period allotted for completion be such as to require the student to return the examination at an hour when the College of Law's administrative offices are not regularly open.

#### 18.5. Proctoring and Grading

Examinations may be given pursuant to such proctored or honor system as the instructor may determine.

#### 18.6. Postponed Examinations

In general, all students are required to take their examinations as scheduled. However, a student may be permitted to postpone an examination with approval from the Administrative Hearing Officer. Such approval will be granted only on the basis of extremely compelling justification.

#### 18.7. Illness

Extremely compelling justification may include a serious illness that prevents the student from taking the examination at the scheduled time. In considering a request for a postponed examination, the Administrative Hearing Officer may require a written certification of the illness by a medical doctor. Students who become seriously ill during the examination period, and are for that reason unable to complete the scheduled examination, must make all reasonable efforts to inform the Administrative Hearing Officer promptly and seek a postponement promptly.

#### 18.8. Completing Postponed Examinations

In the event a student is permitted by the Administrative Hearing Officer to postpone an examination, the postponed examination must be completed (1) within the exam period; or (2) no later than a week before the final grading deadline for the semester in which the course was taken; or (3) if (1) or (2) are not possible, then by the end of the following semester with the permission of the instructor and the Administrative Hearing Officer.

#### 18.9. Unauthorized Postponement

Absent extremely compelling circumstances, any student who fails to appear for a scheduled final examination and has not received permission from the Administrative Hearing Officer to postpone the examination shall receive a grade of "F" on the exam. Students who arrive late for a scheduled examination shall complete the examination in the scheduled time remaining for the exam. Students claiming extremely compelling circumstances must file a petition with the Vice Dean for relief from this rule. The Vice Dean's decision will be final.

#### 18.10. Variations in Examination Schedules

Students may obtain variations in the examination schedule with the approval of the Administrative Hearing Officer when the student has two examinations scheduled on a single calendar day. The student must complete the postponed examination on the date assigned by the Administrative Hearing Officer and/or the Office of the Registrar according to the published examination schedule. If possible, the subsequent date shall be within the scheduled examination period.

#### 18.10.1. Disability Accommodations

The Administrative Hearing Officer may grant a variation to accommodate a disability approved by the Syracuse University Center for Disability Resources.

#### 18.11. Retention of Examination Papers and Review

All examination papers shall be retained by the instructor or, upon suitable arrangement, by the instructor's secretary, until the beginning of the eighth week of classes in the succeeding regular semester, at which time they must be deposited with the Office of the Registrar. All ExamSoft data files for examinations shall be retained by the Office of the Registrar for two years, and professors who do not use ExamSoft shall be responsible for maintaining examinations for one year.

#### 18.12. Right of Review

Students shall have the right to review their graded examination, by arrangement with the instructor or the instructor's secretary, as the case may be, between the time grades are posted until the time examination papers must be deposited with the Office of the Registrar. Instructors at their discretion may widen the period of review. In cases in which the instructor deems it appropriate, the instructor may require that the student not remove the graded examination or examination questions from the instructor's office or the office of the instructor's secretary.

### 19. DISMISSAL FOR ACADEMIC DEFICIENCY

#### 19.1. General

Students who fail to meet or consult periodically with their Faculty Advisors, or who fail to submit required reports, pay associated fees each semester, or otherwise violate residency or other academic requirements or the professional standards of the College of Law may be dismissed from the S.J.D. Program. Except as otherwise approved upon petition to the Vice Dean, any student whose cumulative grade-point average is below 2.200 at the end of each academic year, or every two semesters, must be academically dismissed.

#### 19.2. Interpretation and Disputes

Disputes or questions concerning the interpretation of these rules shall be submitted in writing to the Office of Student Affairs for initial consideration and decision by the administration of the College of Law.

#### 19.3. Appeals from Administrative Decisions

Except where these rules specifically prohibit appeals, a student dissatisfied with an administrative decision may file a written appeal to the Academic Standards Committee. The Committee shall consider each such petition individually. The goal of the Committee is to fairly apply the rules to particular cases. When two-thirds of the members of the Academic Standards Committee voting on any petition are in agreement as to the disposition of an appeal, it shall be considered finally disposed of and no further action will be allowed. In the event that the Academic Standards Committee cannot reach a two-thirds decision on a petition, the petition shall be referred for action to the Faculty as a whole for final determination. All appeals shall be decided on the basis of the written petition submitted by the student and any written submissions by the administration.

#### 19.4. Unavailability of Designated Administrative Officers or Departments

If the designated administrative officer or department charged with making a decision or recommendation under these rules is not available for any reason, the Dean of the College of Law shall appoint an administrative substitute to make the decision. If the name of a position or department is changed, the Dean shall designate that the decision shall be made by the person in the new position or by the newly named department.



# STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Syracuse University fully complies with the federal Family Educational Rights and Privacy Act (FERPA) and with procedures recommended by the American Association of Collegiate Registrars and Admissions Officers. This legislation gives students the following rights with respect to their education records:

I. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the University Registrar (106 Steele Hall, Syracuse University, Syracuse, NY 13244-1120) written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected.

II. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading, although this does not include challenges to the accuracy/fairness of grades in courses or any other assessment of academic performance. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision, of his or her right to a hearing regarding the request for amendment, and of the hearing procedures. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Specific exceptions include:

- A. School officials with legitimate educational interest. "School official" means:
1. a person employed by the University;
  2. a person, company, or agency with whom the University has contracted for a service; or
  3. a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

"Legitimate educational interest" means an educationally related purpose which has a directly identifiable relationship to the student involved and is consistent with the purposes for which the information is maintained. A school official has a legitimate educational interest if, in the judgment of the data custodian responsible for requested information, the official needs to review an education record in order to fulfill his or her professional responsibility. The information sought and provided must be pertinent to and used within the context of official University business and not for a purpose extraneous to the official's area of responsibility. Release of a student's education record to a school official having legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all of the information to a third party, within or outside the University.

B. Officials of another school in which a student seeks or intends to enroll, upon the request of such officials.

C. Parents of a dependent student as defined by the Internal Revenue Service. A "parent" is a parent, guardian, or someone acting as a parent who meets the IRS standard. Undergraduates at Syracuse University are assumed to be dependents of the parent(s) they list on application materials unless they prove otherwise. Divorced or separated parents will be provided equal access unless the University is provided with evidence of a court order, state law, or legally binding document that specifically revokes those rights. Graduate students will be presumed to be independent of their parent(s) unless the parent(s) provide their most recent IRS tax return with evidence to the contrary.

D. Appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

[Note: Students should refer to their individual school/college(s)' policies concerning parental notification in cases of academic misconduct and academic performance issues.]

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

The name and address of the office that administers FERPA is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

V. The right to prevent disclosure of personally identifiable information that Syracuse University has designated as "Directory Information."

At its discretion, Syracuse University may provide "directory information" in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Syracuse University includes the following:

Name\*

Current address and phone number\*

Permanent address\* and phone number

SU e-mail address\*

Dates of attendance

Full/part-time status

Class/level\*

SU school/college(s)\*

Major(s)/degree program(s)

Degree(s) earned and date(s)

Academic awards and honors

Prior postsecondary institutions attended

Athletic participation

\* Asterisked items are printed in the University's telephone directory

Students may block the public disclosure of directory information (all or in part) by filing a Request to Prevent Disclosure of Directory Information form with the Office of the Registrar, 106 Steele Hall. Although the initial request may be filed at any time, requests to prevent disclosure will be honored by the University until removed, in writing, by the student. To prevent asterisked items from appearing in the University's annual printed telephone directory, students must file the request form within the first two weeks of classes in the fall semester. Requests filed after this deadline in the fall semester will remove designated directory information from the online directory and in subsequent years' printed directories.

If you select an option to prevent disclosure of some, but not all, directory information, additional action must be taken to prevent release of information regarding athletic participation and for announcements of academic achievements to your hometown newspaper(s) and/or printing in the annual Register of Graduates. Filing of a Request to Prevent Disclosure will also prevent information from loading to Blackboard, an online course management system used in many SU classes. If you are required to use Blackboard for a class or multiple classes, additional action must be taken. The Registrar's Office will provide information about these additional steps.

Students should very carefully consider the consequences of a decision to prevent disclosure of Directory Information. Regardless of the effect upon students, the University assumes no liability as a result of honoring instructions that such information be withheld. Syracuse University assumes that a student's failure to specifically request blocking access to any element of directory information constitutes approval for disclosure. Questions about FERPA, students' privacy rights, and Syracuse University's compliance procedures may be directed to the Office of the Registrar, 106 Steele Hall, Syracuse University, Syracuse, NY 13244-1120, 315-443-2422.

### Individual Responsibility

Under Article 156 of the New York State Penal Code, criminal sanctions are imposed for offenses involving computers, software, and computer data. The offenses include unauthorized use of a computer, computer trespass, computer tampering, unlawful duplication, and unlawful possession of computer-related material. Improper or unauthorized access to, or release or manipulation of, any student record in such form is included within those offenses.

All computers, software, data, business records, and student records of the University in any form, electronic or paper, belong to the institution. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. The University will cooperate with law enforcement authorities in prosecuting all persons who commit any such offense.

# CODE OF STUDENT CONDUCT

## 1. PREAMBLE

### 1.1. Purpose

Prior to the enactment by Syracuse University of a university-wide code of student conduct governing the matters set forth herein, this Code of Student Conduct of the Syracuse University College of Law shall apply to all persons who are admitted as students of the College of Law, whether or not currently registered, and whether taking courses in the College of Law or at other colleges, and to all persons who are not admitted as students of the College of Law while taking classes in the College of Law.

On and after enactment of a university-wide code of student conduct governing the matters set forth herein, this Code of Student Conduct shall further define and specify the academic integrity expectations of the College of Law in courses offered by the College of Law, and shall specify alternative procedures that may apply in the event charges are brought against a student for violating this Code of Student Conduct.

### 1.2. Purpose of this Code

The purpose of this Code of Student Conduct is to set out the boundaries of impermissible conduct by law students in regard to matters that may have a direct impact on or relationship to the College of Law.

### 1.3. Distribution

This Code of Student Conduct shall be given to and explained to each new first year class entering the Syracuse University College of Law during the Orientation Week Program, and at any time deemed necessary by the Dean. In addition, a copy of this Code of Student Conduct shall be distributed to any student entering after orientation. Upon enactment or upon revision, a copy of the new or revised Code of Student Conduct shall be emailed to every student. Finally, a copy of the Code of Student Conduct shall be permanently posted on the bulletin board in the Office of Student Affairs.

### 1.4. Violations

The investigation and prosecution of an alleged violation of this Code shall be treated in the strictest confidence by all persons involved. Any information learned in the course of an investigation may be disclosed only to others involved in the proceeding who have a need to know the information

## 2. RULES OF CONDUCT

The following sets forth the Syracuse University College of Law Academic Integrity Expectations Policy (the “College of Law Policy”).

### 2.1. Structure of Rules

The following provisions of the College of Law Policy are substantially modeled on the Model Code and Model Rules promulgated by the American Bar Association. These provisions of the College of Law Policy are comprised of Rules (appearing in ALL

CAPITALS) and Comments (appearing in ITALICS below each Rule). The Rules are rules of reason and should be interpreted with reference to the purpose of this Code. Comments do not add obligations to the Rules but provide guidance for compliance with the Rules. The Comments accompanying each Rule explain and illustrate the meaning and purpose of the Rule. The Comments are intended as guides to interpretation, but the text of each Rule is authoritative. The Comments are not intended to be exhaustive.

## 2.2. Ambiguity

The drafters recognize that the structure of the College of Law Policy may at times lead to a degree of ambiguity as to whether particular conduct is proscribed or not. Because no student should be penalized for conduct without fair advance notice that it is prohibited, it is specifically provided that this College of Law policy applies only to conduct which has a direct impact on or relationship to the College of Law.

## 2.3. Conflicting Rules

Except as specified below, this College of Law Policy shall apply to all students enrolled in the College of Law taking classes offered by the College of Law.

However, if the university-wide Syracuse University Academic Integrity Policy is in effect and contains provisions governing the academic integrity expectations of students, this College of Law Policy will not apply, and the Syracuse University Academic Integrity Policy will apply: (i) to College of Law students taking courses offered by schools and colleges other than the College of Law (even if the College of Law offers credit for such courses) and (ii) to students not enrolled in the College of Law while taking courses in the College of Law. The Syracuse University Academic Integrity Office, upon request of any party, shall promptly and finally determine any dispute over whether the university-wide Syracuse University Academic Integrity Policy or this College of Law Policy applies to a particular dispute.

## 2.4. Who is a “Law Student?”

For purposes of these rules, a student shall be deemed to be a “Law Student” beginning when the student submits an application for admission to the College of Law and ending when the student graduates. Acts initially occurring prior to a student applying for admission to the College of Law may constitute acts of a Law Student if the acts are continuing, or if the student has a continuing duty while a Law Student to disclose or to take actions to correct the prior acts.

## 2.5. Academic Integrity Expectations Rules of Conduct

The following rules constitute the Academic Integrity Expectations of the College of Law.

- I. A LAW STUDENT SHALL NOT ENGAGE IN CONDUCT INVOLVING MORAL TURPITUDE OR OTHER CONDUCT WHICH WOULD UNREASONABLY INTERFERE WITH THE OPERATION OF THE COLLEGE OF LAW.

Examples of conduct prohibited by this rule include but are not limited to the following:

- a) Embezzlement or misuse of funds from law school activities or student groups.
- b) Intentionally misrepresent expenses in connection with reimbursement for any law school activity.

- c) Engage in violence, threats of violence, or harassment directed at another person.
- d) Theft or any attempt to steal the property of another person or of the College of Law or of any organization within the College of Law.
- e) Unauthorized removal or defacement of any library materials.
- f) Willfully damaging or destroying any property of another person or of the College of Law or of any organization within the College of Law.
- g) Serious and unreasonable disruption of law school activities, including classes, administrative and other functions.
- h) Unauthorized entry, use or occupation of the facilities of the College of Law.

II. A LAW STUDENT (OR A PERSON APPLYING TO BE A LAW STUDENT) SHALL NOT ENGAGE IN CONDUCT INVOLVING DISHONESTY, FRAUD, DECEIT OR MISREPRESENTATION, SHALL NOT ENGAGE IN PLAGIARISM, UNATTRIBUTED COPYING, OR CHEATING, AND SHALL NOT KNOWINGLY MAKE A FALSE STATEMENT OF LAW OR MATERIAL FACT

Examples of conduct prohibited by this rule include but are not limited to the following:

1. Plagiarism and Unattributed Copying.
  - a) All students have an obligation to assure that the work, words or ideas of others are properly credited in their work product. In addition, students are expected to perform independent analysis, and to use their own words to express their ideas, when writing papers in the College of Law.
  - b) Plagiarism is the intentional passing off of the work, words, or ideas of another as one's own.
  - c) Unattributed Copying is the passing off of the work, words, or ideas of another as one's own through gross negligence or recklessness.
  - d) Plagiarism and unattributed copying occur through the verbatim use or paraphrasing of words from any source without crediting the source in a way that clearly indicates the nature and extent of the source's contribution to the student's work, including among other things the failure to use quotation marks to indicate that material has been quoted from another source, and including the failure to provide citations to the true source for any ideas or words used in the student's work. Plagiarism will be presumed (and unattributed copying will be conclusively presumed) when a student makes extensive verbatim copying of another's work without proper attribution. A lack of understanding of what plagiarism is does not constitute a defense.
  - e) Copying all or part of another student's exam or other work without proper attribution constitutes plagiarism, as well as cheating.
2. Cheating. Cheating includes but is not limited to the following acts:
  - a) Giving or receiving unauthorized assistance or using unauthorized material in the preparation of material to be submitted in a course, law review or journal, law school competition or examination, whether or not for credit.

- b) Collaboration on any course work beyond the degree of collaboration specifically authorized by a course instructor.
  - c) The intentional failure to follow rules imposed by the College of Law, an individual professor, or exam proctor during the administration of an examination.
  - d) Stealing any examination or obtaining knowledge of the content of an examination in an unauthorized manner prior to the time set therefor.
  - e) Using any books, notes or other materials during an examination that are not specifically authorized by the instructor.
  - f) Deliberately hiding library materials to prevent others from using them.
  - g) Misrepresenting one's status in law school, e.g. false representations regarding graduation, class rank, grades, organization membership, employment or officership.
  - h) Making a false or deceptive statement on an application for admission to the law school, or on any application, petition or other statement directed to the law school.
  - i) Making a false or deceptive statement to a faculty member or to the administration of the law school for the purpose of obtaining a benefit or avoiding a penalty
- III. A LAW STUDENT SHALL NOT ENGAGE IN CONDUCT PREJUDICIAL TO THE ADMINISTRATION OF JUSTICE UNDER THIS CODE.

Examples of conduct prohibited by this rule include but are not limited to the following:

- a) Presentation of false testimony in any proceeding under this code; intentional destruction or falsification of evidence.
  - b) Refusal to cooperate with any proceeding under this Code (except for any right against self-incrimination.)
  - c) Violation of the confidentiality of any proceedings under this Code.
  - d) Deliberate or bad faith making of a false accusation under this Code.
- IV. A LAW STUDENT SHALL READ, BE SURE TO UNDERSTAND AND FOLLOW THE RULES ESTABLISHED BY A PROFESSOR FOR THE CONDUCT OF A CLASS.

Examples of conduct prohibited by this rule include but are not limited to the following:

- a) Use of any materials or equipment during an examination that were prohibited in the written or oral instructions of the professor for the course.
- b) Using computers or other electronic equipment during class in a manner prohibited by the written or oral instructions of the professor for the course, such as surfing the web, playing games, reading and responding to email and the like, when prohibited by the professor.

### 3. INTEGRITY PROCEDURES – DISCIPLINE AND PENALTIES

Students admitted to the College of Law are embarking on a professional endeavor, and are expected to conduct themselves in a professional manner in accordance with this Code of Student Conduct. A student who violates the academic integrity expectations and rules of the College of Law is subject

to discipline by the College of Law in accordance with the following procedures (the “College of Law Procedures”).

### 3.1. Applicability and Conflicts

Except as specifically provided below, the College of Law Procedures shall apply to (1) all students enrolled in the College of Law, and (2) to all students who are not enrolled in the College of Law while taking classes in the College of Law or committing acts while at the College of Law. However, after enactment of university-wide Syracuse University Academic Integrity Procedures, the following College of Law Procedures shall apply in lieu of the Syracuse University Academic Integrity Procedures only to a charge against a student who is (or was at the time of the alleged violation) enrolled in the College of Law, and which charge specifically alleges that a violation of academic integrity occurred in one of the following situations: (i) in an application for admission to the College of Law, (ii) in an application for employment where the violation concerned the student’s standing or performance in or other relationship to the College of Law, (iii) in a situation to which the Syracuse University College of Law Academic Expectations Policy is applicable, or (iv) in a College of Law building or at a College of Law event. All other charges against College of Law students, or against non-College of Law students attending classes in or offered by the College of Law, shall be governed by the Academic Integrity Procedures adopted by Syracuse University. The Syracuse University Academic Integrity Office, upon request of any party, shall promptly and finally determine any dispute over whether the College of Law Procedures or the Academic Integrity Procedures adopted by Syracuse University apply to a particular dispute.

### 3.2. Procedures for Complaints.

#### 3.2.1. Content and Filing of Charging Statement.

Any person may file with the Office of the Dean a written statement alleging that a student has violated this Code of Student Conduct. The person making the allegation will be referred to herein as the “Alleger,” the student accused of violating this Code shall be referred to herein as the “Accused,” and the statement will be referred to herein as the “Charging Statement.” The Charging Statement should contain: (1) the name and contact information of the person filing the statement, (2) the name of the Accused, and (3) a brief statement of the facts supporting the statement. In addition, the Charging Statement may contain a brief statement of the legal elements alleged to constitute a violation of the Code of Student Conduct. In general, the Charging Statement shall be signed by the Alleger. Anonymous Charging Statements may be filed but are strongly discouraged. Because of the difficulty investigating and prosecuting a case on the basis of an Anonymous Charging Statement, a person filing an Anonymous Charging Statement should not expect the statement to be investigated or acted upon. The Alleger may (but is not required to) submit declarations signed under penalty of perjury attesting to facts relevant to the allegation.

#### 3.2.2. Decision to Prosecute

The faculty will appoint a member of the faculty or of the administration to act as the chief prosecutor, and will appoint two alternate prosecutors in the event that the chief prosecutor is conflicted or unable to handle a prosecution. The prosecutors selected by the faculty shall be experienced attorneys. The chief prosecutor or an alternate prosecutor assigned to prosecute the case shall be hereafter referred to herein as the



“Prosecutor.” The Prosecutor may consult with the chief prosecutor or any of the alternate prosecutors who are not conflicted concerning the case, and may seek assistance from such alternates when necessary. The Prosecutor shall determine whether the Charging Statement should be prosecuted as a violation of this Code of Student Conduct.

The Prosecutor shall review the Charging Statement and any other documents submitted by the Allegor, and may perform (or cause to be performed) an independent investigation, to determine whether sufficient cause exists to charge a student with violating this Code of Student Conduct. As part of the investigation, the Prosecutor may meet with the Accused or any other party who was or may have been involved in or have knowledge of the matter. If the Charging Statement was filed anonymously, the Prosecutor will investigate only if the Charging Statement contains allegations which are, in the judgment of the Prosecutor, sufficiently specific and verifiable to warrant investigation and possible prosecution. Where potentially relevant, the Prosecutor shall have the right to inspect student examination papers, but, where possible, shall endeavor to inspect examination papers without causing other faculty members to be aware that a particular student is under investigation.

If the Prosecutor determines that sufficient facts have not been alleged or discovered to support charging a student with violating the Code of Student Conduct, the matter shall be kept confidential and shall not constitute a charge, action or proceeding against the student. The Prosecutor may reconsider the decision not to prosecute at any time if additional facts are discovered to support the claim. If the Prosecutor determines that sufficient facts have been alleged or discovered which, if true, would constitute a violation of the Code of Student Conduct, then the Prosecutor shall proceed in accordance with subparagraph d below.

### 3.2.3. Notice of Charging Complaint, Deadline for Answer and Administrative Settlement Conference

After determining to charge a student with violating the Code of Student Conduct, the Prosecutor shall mail to the student’s last known address listed in the College of Law’s records, by certified mail, return receipt requested: (1) a copy of the Charging Statement filed against the student, together with a statement of additional factual allegations discovered by the College of Law’s investigation, and together with any other documents which support the claim (collectively, the “Charging Complaint”), and (2) a scheduling notice. The Office of the Dean shall also make reasonable efforts to contact the Accused to assure that the Accused is aware of the matter and has received the foregoing materials. The scheduling notice shall advise the Accused of the deadline for filing an answer in accordance with subparagraph e below, and of the date and time for the initial settlement conference with the Prosecutor as required by Paragraph C(2).

### 3.2.4. Answer to Charging Complaint

The Accused must file with the Office of the Dean a written answer to the charges contained in the Charging Complaint within 21 calendar days after the mailing of the Charging Complaint and scheduling notice. Unless the Prosecutor grants an extension of time for the Accused to file an answer, or determines that there was just cause for the Accused’s failure to file a timely answer, the allegations in the Complaint will be

deemed to have been conclusively proven if the Accused fails to timely file an answer. The answer shall contain (1) a line-by-line response admitting or denying the allegations made in the Charging Complaint, (2) a plain statement of any additional factual allegations relevant to the Accused's defense, and (3) a plain statement of any separate or affirmative defenses to the charges.

### 3.2.5. Assistant Student Prosecutors

At the beginning of each fall semester, the Law Student Senate shall designate two Assistant Student Prosecutors to serve during the academic year. If the Law Student Senate does not timely appoint the Assistant Student Prosecutors, then the Dean may appoint the Assistant Student Prosecutors. If the Assistant Student Prosecutors are resident in the Syracuse area and able to serve if needed during the summer, they shall continue to do so. Prior to the end of the academic year, the Law Student Senate may designate replacement Assistant Student Prosecutors for the summer. In the event of a vacancy, upon request of the Prosecutor, or when otherwise deemed necessary or appropriate, the Law Student Senate (or, if the Senate fails or is unable to make a timely designation, the Dean) shall designate replacement or additional Assistant Student Prosecutors. The Assistant Student Prosecutors shall work under the supervision and control of the Prosecutor in investigating, mediating and prosecuting complaints brought under this Code. With appropriate supervision, the Prosecutor may allow the Assistant Student Prosecutors to present evidence, examine witnesses and make arguments at the hearing.

### 3.2.6. Prosecutor's Obligation to Assure Fair Presentation of Case

The Prosecutor's role shall not be to act as a partisan advocate for conviction. Rather, it shall be the Prosecutor's responsibility to assure that all of the facts and issues are presented to the hearing panel in a fair and balanced way, and to request a penalty that the Prosecutor believes is appropriate under all of the circumstances. When the Accused is not represented by counsel, the Prosecutor will cooperate with the Accused in reasonable ways to assist the Accused in presenting any exculpatory or mitigating evidence or defenses to the charges.

## 3.3. Mandatory Settlement Conference With Prosecutor

### 3.3.1. Scheduling of Settlement Conference

The Office of the Dean shall schedule a settlement conference with the Accused to be conducted by the Prosecutor. The settlement conference will be scheduled to take place between 30 and 90 calendar days after the Charging Complaint and notices required by Paragraph 3.(d) are mailed. Notice of the date and time of the settlement conference shall be mailed to the Accused in accordance with Paragraph 3.(d).

### 3.3.2. Purpose and Conduct of Settlement Conference

The purpose of the settlement conference is to attempt to reach an agreement between the Prosecutor and the Accused regarding the disposition of the Charging Complaint. The Prosecutor shall meet with the Accused (and the Accused's counsel or representative appointed under Paragraph 4.(b).(viii)) to discuss a proposed resolution of the Charging Complaint. The Prosecutor may schedule further settlement conference sessions if the Prosecutor believes further sessions would be beneficial.

The Prosecutor shall have control over the conduct of the settlement conference sessions, and shall have complete discretion whether to invite the accuser or other parties to participate in the settlement conference sessions. The Prosecutor may also further investigate the facts and interview additional witnesses concerning the matter.

### 3.3.3. Agreement

If the Prosecutor and the Accused are able to reach agreement regarding the disposition of the Charging Complaint, they shall prepare a proposed resolution agreement for review by the Dean. The Dean shall have 30 days to disapprove the proposed resolution agreement. If the Dean approves the proposed resolution agreement, or does not timely disapprove the proposed resolution agreement, the terms of the proposed resolution agreement will become final and will be implemented. If the Dean disapproves the proposed resolution agreement, the parties will attempt to resolve the Dean's concerns with the proposed resolution agreement. If the parties are unable to resolve the Dean's concerns with the proposed resolution agreement, the matter shall proceed under Paragraph 4 below.

### 3.3.4. Scheduling Hearing

If the Prosecutor and the Accused are unable to agree on the terms for a resolution agreement, the Office of the Dean will promptly schedule a hearing before the hearing panel in accordance with the terms of Paragraph 4, and shall promptly send notice by certified mail to the Accused of the date and time of the scheduled hearing. The Office of the Dean shall endeavor to convene a hearing panel and schedule a hearing to be conducted within 90 days after the Prosecutor determines that the parties will be unable to reach a proposed resolution agreement acceptable to the Dean and the Accused. The Accused shall be given notice of the hearing date at least 45 days before the hearing unless the Accused agrees to shorten the time for notice.

## 3.4. Formal Hearing Procedures

### 3.4.1. Hearing Panel Composition

#### 3.4.1.1. Makeup.

The hearing panel shall be made up of two students and three faculty members. The senior faculty member shall serve as the presiding judge of the hearing panel.

#### 3.4.1.2. Student Members.

At its first meeting for the newly elected Law Student Senate, the Law Student Senate shall elect a total of eight students, consisting of three third-year students, three second-year students, and two first-year students, to be available to serve on hearing panels during the year. The Law Student Senate shall submit the list of students elected to serve on hearing panels to the Office of the Dean. At the time of scheduling a formal hearing, the Office of the Dean shall randomly select two available students from the list to serve on the hearing panel. Replacement Student Panelists shall be elected according to the established procedures of the Law Student Senate and replacement Faculty Panelists shall be appointed by the Dean of the College of Law as needed during the event of any vacancy or absence from the Syracuse area during the summer.

#### 3.4.1.3. Faculty Members.

At the beginning of each fall and summer semester, the Dean of the College of Law shall appoint ten faculty members to serve as Faculty Panelists for the academic year and summer semester respectively. If any of the faculty members should become unable to serve, the Dean shall appoint replacements. At the time of scheduling a hearing, the Dean shall randomly select three of the faculty members who have no personal involvement with the matter, and who are available, to serve on the hearing panel.

### 3.5. Conduct of Hearing

#### 3.5.1. Statement of Undisputed and Disputed Facts.

The Prosecutor and the Accused shall endeavor to meet prior to the hearing to agree on a statement of undisputed and disputed facts. If the Prosecutor and the Accused are able to reach agreement, the joint statement of undisputed and disputed facts shall be submitted to the hearing panel. If the parties are unable to agree on a joint statement of undisputed and disputed facts, the Prosecutor shall submit to the panel a proposed statement of undisputed and disputed facts, and the Accused shall submit to the panel a written statement explaining the Accused's objections to the proposed statement and identifying any additional matters in dispute.

#### 3.5.2. Formality and Transcription.

The hearing shall be conducted in a formal manner, and shall be recorded in an appropriate manner, as determined by the hearing panel. Upon request of the student, and at the student's expense, the proceedings shall be transcribed by a licensed court reporter.

#### 3.5.3. Papers.

The hearing panelists shall be given a copy of the Charging Complaint, the Answer, any declarations submitted by the Accused with the answer, and any documentary evidence which the accuser, the Accused, or the Prosecutor wishes to be considered by the panel.

#### 3.5.4. Affirmation of Confidentiality.

All Student and Faculty Panelists and the Prosecutor shall be required to take the following affirmation administered by the Prosecutor: "We affirm that any information acquired by us as a result of our participation in any proceedings pursuant to this Code of Student Conduct shall be held in strictest confidence and that we shall never disclose any of the information so acquired, except in the manner prescribed by this Code of Student Conduct."

#### 3.5.5. Opening Statements.

The Prosecutor shall make an opening statement concerning the allegations in the Charging Complaint, and the evidence that will be submitted in support of the complaint. The Accused (or the Accused's representative) shall make an opening statement concerning the defenses to the allegations in the Charging Complaint, and

the evidence that will be submitted in opposition to the Charging complaint. Evidence may be submitted by offer of proof.

#### 3.5.6. Testimony.

The Prosecutor and the Accused (or the Accused's representative) may call witnesses to testify at the hearing unless the panel determines, after an offer of proof, that the proffered testimony would not be material or relevant. In addition, the panel shall have the power to issue a demand for appearance to any student or faculty member who is not willing to appear voluntarily. All students and faculty members shall be bound to attend and testify at the hearing upon being given written notice from the panel of a demand to attend. The Prosecutor shall present evidence first. After the Prosecutor has finished calling witnesses and presenting evidence, the Accused may testify or call witnesses to testify. If the hearing panel feels that additional witnesses should be heard, the hearing panel may adjourn the hearing to call additional witnesses to testify. The panel shall control the conduct of the proceedings. The witnesses who testify at the hearing shall take an oath under penalty of perjury to tell the truth. The Prosecutor, any member of the hearing panel and the Accused (or the Accused's representative) shall have the right to question the witnesses who are called to testify at the hearing. The hearing panel shall control the manner of questioning and shall rule on any objections. The panel shall not be bound by any formal rules of evidence, but may consider applicable judicial evidentiary rules in ruling on objections. The Accused shall have the right to testify, but cannot be compelled to testify. The hearing panel may not draw an adverse inference from the Accused's refusal to testify.

#### 3.5.7. Burden of Proof and Determination.

The hearing panel shall determine whether the charges in the Charging Complaint have been proven. Where these rules do not specify a presumption, the burden is placed upon the Prosecutor to (i) prove by a preponderance of the evidence that the charged violation is conduct prohibited under the Code of Student Conduct; and (ii) prove beyond a reasonable doubt that the Accused has committed the charged violation. Where these rules specify a rebuttable presumption, the burden shall be on the Accused to prove by a preponderance of the evidence that the Accused has not committed the charged violation. Where these rules create a non-rebuttable presumption, the matter presumed will be deemed to have been proven. The hearing panel shall issue formal findings of fact and rulings on the issues in dispute.

#### 3.5.8. Representation of Accused.

The Accused may elect to represent himself or herself, or may elect to engage legal counsel or any other person (other than a member of the faculty or staff of the College of Law) to represent or assist the student at the hearing. Any person representing the Accused shall act in a professional and courteous manner. The representative shall have the right to act on the Accused's behalf at any stage in the proceedings, including at the hearing, and in connection with any appeal. The Accused shall be responsible for any fees charged by the Accused's representative.

### 3.5.9. Deliberations.

The Hearing Panel shall deliberate in closed session and discuss the merits before reaching a verdict. Verdicts shall be reached after due deliberation, but in any event within one week after the close of the proceedings. All decisions will be by majority vote of the panel. If the hearing panel renders a not guilty verdict, the complaint shall be deemed dismissed and all records of the proceeding shall be sealed. If the hearing panel renders a guilty verdict, the Prosecutor shall then recommend a disposition.

### 3.5.10. Trial in Absentia.

An Accused who chooses not to participate in the proceedings before the Hearing Panel may be tried in absentia, provided however that all reasonable efforts to insure the presence of the Accused shall be made before proceeding in absentia.

## 3.6. Disposition and Penalties

### 3.6.1. General Power of Panel.

The Hearing Panel may make any disposition of the matter that it determines is appropriate, including imposing discipline. Discipline may include, among other things: (1) a non-punitive oral or written admonition, (2) a punitive written censure, (3) suspension for one or more terms, (4) expulsion with the possibility of readmission on specified terms, or (5) permanent expulsion. In addition, the College of Law may impose conditions to the Student's continued attendance at the College of Law, such as requiring the student to perform community service, make financial restitution, or attend mandatory counseling. The College of Law may also deprive a student of privileges (such as the ability to participate in College of Law extracurricular activities). In addition, the finding of guilt and the determination of penalties may (and, when required by the applicable bar rules, must) be reported to any bar to which a student may apply. All students should understand that the College of Law's report concerning a violation of these rules may result in delaying, or may constitute grounds for refusal of, admission to the bar.

### 3.6.2. Mitigating and Aggravating Factors.

Without in any way limiting the powers of the College of Law to impose whatever penalty is appropriate under the circumstances, the College of Law will generally utilize a base penalty and then apply specific mitigating and aggravating factors in determining the final penalty. Mitigating factors include admitting and accepting personal responsibility for the conduct, providing an honest and forthright explanation for the conduct, and seeking appropriate treatment for any personal problems that contributed to the conduct. Aggravating factors include lying about the conduct, trying to cover up the conduct, attempting to blame others for the conduct, and failing to cooperate with the investigation and prosecution of the case.

### 3.6.3. Examples of Penalties.

By way of example, a student who commits an unintentional violation of these rules would generally be subject to penalties ranging from a mere admonition to a suspension, depending on whether mitigating or aggravating factors are present. A student who commits an intentional violation of the rules would generally receive penalties ranging from a censure to permanent expulsion, depending on the nature of

the offense and whether mitigating or aggravating factors are present. A student who commits an intentional violation of these rules and is expelled may not be considered for readmission to the College of Law until the student can show to the satisfaction of the Dean that the student has learned from and accepted responsibility for the conduct, and can be trusted not to violate these rules if readmitted.

#### 3.6.4. Course Grade.

Nothing in these rules will prevent the professor in any course from awarding whatever grade the professor believes is appropriate for the work performed in the professor's class. Thus, for example, the determination that a student's work does not constitute unattributed copying or plagiarism under these rules would not in any way limit the professor from awarding a grade of "F" in the course, if the professor believes that a grade of "F" is appropriate.

#### 3.6.5. Written Opinion.

The Hearing Panel shall prepare a written opinion containing the findings of fact and conclusions of law upon which its decision was based, and the relief awarded. If the Accused is found guilty, a copy of the opinion, together with the record of any appeal as hereinafter provided, shall be placed in the official file of the Accused and provided to the University's Office of Academic Integrity. The Hearing Panel shall render a decision within one week after the hearing is completed, and shall deliver its written opinion to the Accused and the Prosecutor within one week after making its decision. The Prosecutor shall implement the decision promptly, but shall stay implementation pending the time for notice and hearing of any appeal.

#### 3.6.6. Posting and Maintenance of Rulings.

The Hearing Panel's opinion, redacted to remove any information that would identify the student, the panelists, and the witnesses, shall be posted on the Law Student Senate Bulletin Board and placed in a file book to be maintained on reserve in the Law Library; however, the posting and filing of the redacted opinion shall be deferred pending any appeal to the Faculty as provided below. In the event of an appeal to the Faculty as provided below, a similarly redacted version of the Faculty's action on the appeal shall likewise be posted and filed.

### 3.7. Appeals To The Faculty

#### 3.7.1. Appeal of Right; Timing

An Accused who has been found guilty by the Hearing Panel, the Prosecutor, or the Dean of the College of Law may appeal the finding of the hearing panel to the Faculty of the College of Law. To exercise the right of appeal, a notice of appeal must be filed with the Office of the Dean (and served on the Accused if not filed by the Accused) within fourteen days after the mailing of the opinion of the Hearing Panel.

#### 3.7.2. Standard of Review

In any appeal, the Faculty shall not overturn a finding of guilt if there is substantial evidence to support it. The Faculty may revise the disposition imposed by the Hearing Panel if it determines that the disposition was inappropriate. All faculty action on

appeals shall be by a majority vote of those present at the faculty meeting at which the appeal is heard.

### 3.7.3. Hearing on Appeal

Appeals filed during the academic year shall be heard by the Faculty within 45 days after the filing of the notice of appeal, or at the next scheduled faculty meeting, whichever occurs later. Appeals filed during the summer shall be heard by the Faculty no later than the second regular faculty meeting of the fall semester.

In hearing any appeal, the Faculty shall limit its review to the record made by the Hearing Panel, the Hearing Panel's written opinion, a brief by the appellant and any reply brief by the Prosecutor. The Faculty may upon request and in its discretion permit and consider oral argument by the Accused and his or her counsel and/or the Prosecutor. In no event shall the Faculty reexamine any other witnesses. In an appeal before the Faculty, the Accused student may not be represented by any member of the full-time faculty.

In any appeal, faculty members who participated in the matter as members of the Hearing Panel shall recuse themselves from both the hearing on the appeal and voting on the appeal. In addition, any member of the faculty who was the Allegor, or who has personal knowledge of the facts alleged in the Charging Statement, shall recuse himself or herself from participating in the hearing of and voting on the appeal.

## 4. Effective Date

This Code of Judicial Conduct shall be in effect from and after July 21, 2006.

### 4.1. Substantive Provisions Not Retroactive

The provisions of Paragraph B of this Code of Student Conduct (the "Academic Integrity Expectations") shall apply to any act occurring after the Effective Date. Any act occurring before the Effective Date will be governed by the substantive rules of conduct set forth in the Syracuse University Code of Student Conduct in effect when the act was committed.

### 4.2. Procedural Provisions Retroactive

The provisions of Paragraph C of this Code of Student Conduct (the "Academic Integrity Procedures") shall apply from the Effective Date to all complaints that have not been finally adjudicated prior to the Effective Date.

NOTE 1: The foregoing Code of Student Conduct was passed by the Faculty of the College of Law on May 12, 2006, and replaces entirely the previously adopted Codes of Student Conduct and Judicial Conduct.



# GRIEVANCE PROCEDURE

## 1. STATEMENT OF PURPOSE

The law school community is committed to facilitating quick and equitable resolution of conflicts between students, recognizing that unresolved conflicts tend to escalate, create distorted rumors throughout the community, and potentially poison the atmosphere. In response to such possibilities, the Dean created an ad hoc committee to recommend an informal grievance process.

The charge to the Ad Hoc Grievance Committee was as follows: to develop a process for the resolution of conflicts between students or student groups that do not rise to the level of disciplinary violations under the College of Law and University Codes of Student Conduct, or are not the types of disputes best resolved by an adversarial process. Ideally, the process should provide a forum in which a conflict may be aired and resolution achieved before the dispute escalates. The process should be perceived by the College of Law community as neutral and fair, should be time-limited, and should provide a default mechanism. The availability of this process should be permanently publicized throughout the community.

Conflicts anticipated as falling under this process may include, but are not limited to, instances of incivility, insensitivity, or other forms of offensive expressions that may be regarded as creating a hostile or unhealthy environment at the College of Law. Conflicts addressed may also include instances of perceived unfairness or inequity in the operation of student organizations.

The process generated by this proposal is intended to supplement and not displace that afforded by the existing Code of Student Conduct.

Accordingly, the presentation of any grievance which reasonably appears to the ombudsperson to involve prohibited conduct, encompassed by the relevant provisions of the Code of Student Conduct, shall be referred, upon consultation with the aggrieved party, to the Student Prosecutor for appropriate action.

The process generated by this proposal is also intended to be entirely voluntary. Students are not required to participate in the grievance process and may withdraw from participation in the process at any point prior to executing a final signed agreement. Furthermore, no student shall incur any penalty or prejudice for declining to participate in the process or from withdrawing from the process prior to executing a final signed agreement. The prohibition of any penalty or prejudice extends to any situation in which grievance is subsequently determined, after commencement of the process, to entail conduct which may be prohibited by the Code of Student Conduct. If such a situation arises, the grievance process shall cease and the matter will be referred, by the ombudsperson or the mediation panel, as the case may be, to the Student Prosecutor for appropriate action. In any proceeding under the Code of Student Conduct, following such referral, no consideration whatsoever shall be given to any conduct or statement of the accused student in the grievance process.

## 2. STRUCTURE

The proposed mechanism for informally resolving disputes within the College of Law includes a two-tiered structure comprised of an ombudsperson and a mediation panel. The goal of the process, in addition to resolving the particular dispute, is to facilitate a healing and improve the quality of life for all students in our community.

## 2.1. Stage One: Ombudsperson

The ombudsperson will be a designated faculty member and a faculty member alternate. The ombudsperson is responsible for hearing the students' concerns, investigating the causes of the dispute, contacting all relevant parties, clarifying the issues and facts, helping disputants identify desired and appropriate solutions, and, if necessary, mediating the dispute. The process may be opened to more students and may change from a mediation model to a forum or educational model (for example, teach-in, speak-out or other education-based models) if all parties agree.

## 2.2. Stage Two: Mediation.

The mediation panel will be comprised of three members: a faculty member and two students who have completed their first year of law study. The panel shall mediate any disputes which (1) remain unresolved subsequent to intervention by the ombudsperson and (2) are voluntary submitted by both parties to the dispute.

## 3. SELECTION AND TRAINING

### 3.1. Ombudsperson

Service as an ombudsperson and alternate will constitute a committee assignment for the faculty members. Representatives from the Law Student Senate will present the names of three faculty members to serve in these positions to the Associate Dean for Faculty Development. The permanent and alternate ombudsperson will be selected from this list in consultation with the Associate Dean for Faculty Development. Each ombudsperson's term will be two years.

### 3.2. Mediation Panel

Student members of the mediation panel will be chosen by student groups to serve staggered two-year terms. In the initial year, the mediation panel will be comprised of an ombudsperson, a second year student, and a third year student. In subsequent years, student positions on the panel will be filled by rotation of students whose terms begin after the completion of their first year of law study. Student members will serve two years. This method will provide continuity and freshness to the composition of the mediation panel. The faculty member of the mediation panel will be the ombudsperson who was not involved in the initial stage of the particular dispute.

### 3.3. Training

All members of the grievance team -- ombudsperson and mediation panelists -- will complete an intensive training program in diversity and mediation skills. Training must be completed within the first three months of service in the grievance process positions. Training may include attendance at dispute resolution and diversity training programs at the University, as well as comparable classes and/or reading materials. Demonstrated prior training or equivalent experience in diversity and mediation skills may be accepted in lieu of new training sessions.

## 4. PROCEDURE

### 4.1. Grievances

Grievances may be initiated by student groups who have disputes with other students or student organizations, or upon referral by others in the College of Law community (e.g., students, faculty, deans). A grievance may be presented orally or in writing. Students should approach the primary ombudsperson first; however, where there is a conflict of interest, in accordance with reasonable recusal standards, the alternate ombudsperson will take the primary role in resolving the dispute. Upon receipt of a grievance, the ombudsperson will notify all parties within two business days. As an informal dispute resolution mechanism all parties must be receptive to dispute resolution by the ombudsperson and consent to be bound by any signed agreement reached through the mediation process. In order to expedite resolution of the conflict, the ombudsperson will begin the dispute resolution process as soon as practicable after parties have been notified, and the conflict must be resolved or referred to mediation within one month after the ombudsperson's notification to all parties. Conflict resolution with the ombudsperson will be conducted confidentially, unless the parties agree otherwise, and will not result in reports in students' permanent files in any case.

### 4.2. Mediation

The mediation panel process shall commence upon receipt of (1) a written report by the ombudsperson, a copy of which shall be provided to the parties, containing pertinent factual background and statement of the issue or issues which remain unresolved and (2) a written notification by the parties, stating agreement to participate in mediation and to be bound by a signed agreement if one is reached. The parties may also submit a statement of the issue or issues submitted for mediation.

Upon receipt of the written submissions, the panel shall, upon consultation with the parties, adopt a schedule of meetings with parties, alone or together, and a time frame for resolution of the dispute. The process will be conducted confidentially, unless the parties agree otherwise, and will not result in reports in students' permanent files in any case.

Upon conclusion of the process, in accordance with the time frame to which the parties had previously agreed, the mediation panel shall present a draft of the parties' agreement to all parties reflecting the parties' assent, containing the factual history of the dispute, and the agreed terms. The parties shall have one (1) week from service of the panel's draft to request modification of the draft agreement.

Thereafter, the panel's final draft of the agreement of the parties shall be provided to the parties for their signature, signifying agreement with the terms for resolution of the grievance contained therein. Each of the parties, together with the Office of the Dean, will be provided with a copy of the parties' final agreement, which shall remain confidential unless there is a subsequent breach of the terms of the agreement.

## 5. CLOSURE AND REMEDIES FOR BREACH

### 5.1. Notice of the Completed Dispute

Notice of the completed dispute resolution will be prepared by the ombudsperson and posted in the Docket. This notice will not reveal the names or identities of involved parties. However,

basic information will be provided in an effort to inform the community about the nature of the grievance that has been raised and resolved to discourage repetition of similar events. In the event that the matter is not resolved at the ombudsperson level within one month, it will be referred to the mediation panel.

#### 5.2. Notice of Resolution

Notice of resolution of the dispute reached through the mediation process will be prepared by the mediation panel and posted in the Docket. The notice will preserve the confidentiality of the parties while alerting the community to the nature of the dispute and the terms of the parties' agreement.

#### 5.3. Subsequent Willful Breach

Any subsequent willful breach of the terms of any signed agreement reached by the parties shall be considered a violation of the College of Law Code of Student Conduct and may be treated accordingly. Prior to the institution and publication of any such proceeding, the matter shall be presented to the Office of the Dean which, in consultation with the ombudsperson or mediation panel, whichever was involved in facilitating the agreement, will determine whether the complaint states an actionable willful violation of the terms of the parties' agreement.

NOTE 1: The foregoing Grievance Procedure was passed by the Faculty of the College of Law on May 3, 2000.

## PROCEDURE FOR STUDENT COMPLAINTS CONCERNING THE PROGRAM OF LEGAL EDUCATION

The Syracuse University 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).

Any student at the College of Law who wishes to bring a formal complaint of a significant problem that directly implicates the College's program of legal education and its compliance with the ABA Standards should do the following:

1. The complaint must be submitted in writing to the Vice Dean or the Administrative Hearing Officer. The writing may consist of e-mail (to [studentlife@law.syr.edu](mailto:studentlife@law.syr.edu)), U.S. mail (to 950 Irving Ave., Suite 220, Syracuse, NY 13244), or fax (315-443-9719).
2. The complaint 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 College of Law's program of legal education and its compliance with a specific, identified ABA Standard(s). The complaint must be signed by the student and contain the student's contact information, including name, local and email (SYR) addresses, and phone number.
3. The Vice Dean or the Administrative Hearing Officer, to whom the complaint is submitted, will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery.
4. Within three weeks of acknowledgment of the complaint the Vice Dean or the Administrative Hearing Officer, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student will either receive a substantive response to the complaint, or information about what steps are being taken by the law school to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student will be provided either a substantive response to the complaint or information about what steps are being taken by the law school to address the complaint within two weeks after completion of the investigation.
5. Within ten days of being advised of any action the College of Law is taking to address the matter, the student may appeal that decision to the Dean of the College of Law. The decision of the Dean shall be final.
6. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the Office of the Dean for a period of eight years from the date of final resolution of the complaint.

# COMMUNITY SERVICE/PRO BONO AT THE COLLEGE OF LAW

## 1. VOLUNTARY PRO BONO PROGRAM

Lawyers are professionals with an obligation to serve the legal profession and their community. This commitment to service begins with enrollment in law school. In order to meet this obligation and to implement a process for instilling a sense of service in our students, we encourage every student at Syracuse University College of Law to participate in the Pro Bono Program. We also undertake this as part of our commitment to the pursuit of excellence in learning, professionalism, and service.

Qualifying work must be:

- law-related and necessitate the use of legal skills (examples of qualifying work include: client representation, legislative drafting, witness interviews, case investigation, legal policy and advocacy, or community legal education)
- supervised by an attorney or law school faculty member
- on behalf of a nonprofit organization, a legal services organization, a government agency or a private law firm providing pro bono legal services to people with limited means
- not for academic credit or financial compensation

For more information, please refer to the Pro Bono Program Handbook located on the Student Affairs website.

## 2. SPECIAL RECOGNITION FOR PRO BONO AND COMMUNITY SERVICE

Because the College of Law is proud of our students' commitment to pro bono and community service work, we have created a special recognition program. In order for a student to receive special recognition at graduation, a student must be in good academic standing and have completed at least 50 hours of volunteer work. 80% of the hours completed must be law related pro bono work as defined above. 20% of the hours can be traditional community service (such as volunteering at homeless shelters, soup kitchens, tutoring, home building-projects etc.).

Students who complete the minimum 50 hours will receive a certificate from the Dean and special recognition at Commencement.

Students who complete 75+ hours will receive a Blue Pro Bono and Community Service Honor Cord.

Students who complete above 100+ hours will receive an Orange Pro Bono and Community Service Honor Cord.

The top three graduating students providing the most pro bono and community service hours will be individually recognized.

The Special Recognition Awards will be given out in connection with the end of year graduation and convocation exercise, and will be noted in the graduation materials.

In the spirit of supporting our students in their efforts to provide pro bono and community service, faculty should also strive to provide pro bono and community service on an annual basis. Faculty members are encouraged to voluntarily report pro bono and community service activities on the annual Faculty Assessment Form.

All service hours for the graduation recognition program must be officially tracked and reported via the Pro Bono tab on Symplicity by the end of the academic semester in which they were performed. For third year students, hours performed in the spring semester of your graduating

# CURRICULAR PROGRAMS

## 1. GENERAL RULES

### 1.1. OVERVIEW

Curricular programs are more than paper credentials to be received upon the completion of some checklist of courses. They represent, instead, the culmination of a sustained endeavor in learning about a specialized area of the law. This enterprise imposes expectations on both students and faculty. Curricular program students are expected to develop their knowledge of the specialized area of law by more than taking courses; they must participate in the life of the curricular program, such as attending lectures by guest speakers, participating in conferences on campus etc. A program director has the discretion to deny the recognition to any student who, although satisfying the course requirements for the curricular program, failed to engage meaningfully with the broader life of the curricular program. Correspondingly, to achieve the full pedagogical and functional benefits of a curricular program, faculty administering a curricular program must endeavor to provide educational opportunities outside the classroom and must endeavor to mentor students regarding career and educational opportunities, including providing advice at the time of application about course selection for the curricular program

### 1.2. APPLYING TO A CURRICULAR PROGRAM

All students must apply to participate in a curricular program in the fall semester of their second year. Program directors shall freely grant these applications. Students who do not apply at this time, but later want to participate in a curricular program, must apply at that time and it is in the discretion of the program director whether to allow that student to participate in the curricular program.

### 1.3. PROGRAM REQUIREMENTS

Refer to section 7 of the Academic Rules for the program requirements.

### 1.4. PROGRAM ADMINISTRATION

- Curricular programs will be run day-to-day by program directors.
- The Office of the Registrar is responsible for the format and wording of the actual documents issued.
- Program directors must each submit annual reports to the Curriculum Committee.
- The Curriculum Committee must conduct a systematic review of all curricular programs at least every 7 years, to be held in the 3 years preceding the ABA site visit.
- Any systematic change to the curricular program requirements must be pre-approved by the Curriculum Committee. In exceptional circumstances where compliance with these requirements proves impossible during the tenure of a student at the College of Law, a program director may grant a student an exception from a curricular program requirement. Details of any such exception must be included in the annual report to the Curriculum Committee and the Curriculum Committee may provide guidance for the future exercise of exceptions in such circumstances.



## 2. ADVANCED PROPERTY STUDIES

### 2.1. PROGRAM DESCRIPTION

Please see the Academic Handbook for a full statement of the rules governing curricular programs. This is only an outline of the Curricular Program and its requirements. Note that no course taken in fulfillment of the satisfaction of these requirements can be taken pass/fail, and a minimum average GPA of 3.0 is required in all courses submitted in satisfaction of program requirements.

The required course in property law is a prerequisite and a foundation to the Curricular Program in Advanced Property Studies.

The core curriculum is outlined below and is governed by the rules and regulations of the College of Law.

### 2.2. REQUIREMENTS

#### (a) Required Course

- Real Estate Transactions (3 credits)
- Land Use and Zoning Law (3 credits)
- Three additional credits from the list below:
  - Intellectual Property/ Copyright
  - Patents
  - Wills, Trusts and Estates
  - Housing Law
  - Transactional Drafting
  - Commercial Real Estate
  - Commercial Law
  - Natural Resources Law

#### (b) Elective Courses

- Three credits from this list of courses offered outside of the College of Law or cross-listed with the College of Law and another school, or Law courses that offer a similar subject area of coverage, and courses listed below indicated by the word “Law”:
  - Economics or Finance Course (must take at least one Graduate Level course (level 500 or above) from the list below, 3 credits)
  - Corporate Finance (Law)
  - Law and Market Economy/ Law and Economics (Law/Econ)
  - Law, Economics, and the State Selected Topics in Economics (Law/Econ 600)
  - Accounting for Lawyers (Law)
  - Bankruptcy Law (Law)
  - Micro Economics (Econ 601, section for non PhD)
  - Mergers & Acquisitions (Law)
  - Economics (for Public Administration, Management, or International Relations)
  - History of Economic Thought (Econ)
  - Real Estate Finance and Investment (Finance)
  - Real Estate Capital Markets (Finance)
  - Real Estate Development Process (Finance)

- An approved Independent Study linking economics and law done with an approved Economics Dept. Faculty Member or Law Faculty member with Affiliation in Economics
- A Planning course from the School of Architecture, Maxwell, or from ESF
- Natural Resources from ESF/Law
- Corporate Finance (Whitman/Law)
- Commercial Law (Law)
- Antitrust (Law)
- Federal Income Tax I or II (Law)
- Three credits from this list of courses offered by the College of Law.
  - Advanced property
  - Advanced Real Estate Transactions (Commercial Real Estate)
  - An additional Intellectual Property Course
  - Environmental Law
  - Estate and Gift Tax, or Estate Planning
  - Climate Change
  - Commercial Transactions
  - Business Associations
  - Administrative Law
  - Bankruptcy Law
  - Housing Law
  - Mergers & Acquisitions
  - Advising the Start Up
  - Natural Resources
  - General Counsel

(c) Capstone Project

- A Capstone Project (A Capstone Project must be completed and you may select one way of satisfying this requirement from the list below.) (2 or more credits based on the project)
  - Complete the Corporate Counsel course (optional for Curricular Program in Advanced Property Studies required for the Corporate Counsel Curricular Program).
  - Complete a supervised research project with any one of our Law faculty members teaching in the field of property, real estate, business, copyright, intellectual property, or transactional law. This can be as part of a seminar, class, independent study, or as a supervised writing for a journal. The topic must be one related to property, real estate, land use & zoning, creditor-debtor relationships (bankruptcy), business, finance, intellectual property, wills & trusts, and other topic areas pre-approved in advance by writing by Professor Malloy. There are multiple ways to complete this requirement and it is up to the discretion of individual faculty to decide if they will take on a supervision, and if so, what topics they are willing to consider. Thus, talk to faculty up front and discuss your goals and explore areas of mutual interest for a possible opportunity for a supervised writing experience.
  - Complete a joint degree in economics, finance, public administration, or management.

- Complete six credits of Tech Transfer

Note: Every student must complete an experiential learning course or complete an externship or clinic.

Further requirements and conditions are explained in the Academic Handbook.

### 2.3. OTHER PROVISIONS

#### (a) Program Director

The director of the Advanced Property Studies Program is Professor Robin Paul Malloy.

## 3. ADVOCACY & LITIGATION

### 3.1. PROGRAM DESCRIPTION

This curricular program allows students to receive recognition for taking a concentration in courses relating to the study and practice of the law surrounding litigation-based advocacy. The curricular program also allows students to cultivate a working knowledge of the separate practices of litigation-focused advocacy that occur throughout the timeline of a case. The program is designed to prepare students for professional legal roles such as mediators, negotiators, trial attorneys, and appellate advocates.

### 3.2. REQUIREMENTS

To complete the program, all students must take Evidence, Trial Practice, Appellate Advocacy, and Alternative Dispute Resolution and must take a minimum of 6 credits from the list of elective courses provided herein or otherwise approved by the Program Director. At least one of the elective courses must be cross-listed in another graduate division at Syracuse University.

The written work product requirement for this curricular program is satisfied by satisfactory completion of Appellate Advocacy, a required course. Likewise, the experiential learning requirement for this curricular program is satisfied by satisfactory completion of the program's required courses.

#### (a) Minimum Grade Requirement For Students Completing the Program

Students completing the curricular program must receive a grade of no less than a B+ for all courses counted toward the program's requirements in which letter grades are provided. If a class is counted toward the curricular program requirement and that class is graded entirely on a fail/pass/pass with honors/pass with high honors basis, students must receive a minimum grade of a pass with honors in order for that class to be counted toward the required credit hours for completion of the curricular program and/or the capstone requirement.

#### (b) Required Courses

All students in the curricular program must take the following College of Law courses:

- Evidence
- Trial Practice Appellate Advocacy
- Alternative Dispute Resolution

#### (c) Elective College of Law Courses

The following College of Law courses are approved as electives for this curricular program (upon request, additional courses may be approved at the discretion of the faculty director):

- Negotiation
- Legal Interviewing and Counseling
- Legal Communications & Research III: Writing in Criminal Litigation Advanced Torts
- Advanced Trial Practice Advanced Litigation Skills Advanced Criminal Evidence
- The Law and Practice of Electronic Discovery Transactional Drafting
- Any law school clinic

(d) Cross-Listed Course Requirement

The following courses in other graduate divisions at Syracuse University are approved as electives for this curricular program.

- CRS 514: Language & Meaning  
Communication and Rhetorical Studies
- CRS 531: Advances in Interpersonal Communication  
Communication and Rhetorical Studies
- CRS 538: Advances in Organizational Speech Communication  
Communication and Rhetorical Studies
- CRS545: Issues in Argumentation  
Communication and Rhetorical Studies
- PHI 565: Philosophy of Language  
College of Arts and Science
- ANT 624: Negotiation: Theory and Practice  
Maxwell School of Citizenship and Public Affairs
- ANT 675: Culture and Disputing  
Maxwell School of Citizenship and Public Affairs
- PAI 750: Managing Interpersonal Group and Systemic Conflict  
Maxwell School of Citizenship and Public Affairs
- PSC: 712 Public Opinion and Communication  
Maxwell School of Citizenship and Public Affairs
- COM: 755 Communications Theory  
S.I. Newhouse School of Public Communications
- ICC: 602 Introduction to Digital Communications  
S.I. Newhouse School of Public Communications
- MAG: 518 Critical Writing  
S.I. Newhouse School of Public Communications

- PRL 645: The Ethics of Advocacy  
S.I. Newhouse School of Public Communications
- MGT 758: Labor Arbitration and Dispute Resolution  
Martin J. Whitman School of Management
- CRS 606: Issues and Methods in Critical Communications Theory  
Communication and Rhetorical Studies
- CRS 825 Seminar in Persuasion  
Communication and Rhetorical Studies
- MFT 641 Divorce Mediation  
David B. Falk College of Sport and Human Dynamics
- SWK 778 Policy Practice and Advocacy  
David B. Falk College of Sport and Human Dynamics

(e) Capstone Requirement

All students in the curricular program must take a course, or engage in an activity, that satisfies the program's capstone requirement. The following courses and experiences satisfy that requirement:

- Any law school clinic.
- An externship approved by the Program Director based on the degree of advocacy related experience, i.e. interviewing, counseling, negotiation, trial, appellate advocacy, or written legal advocacy.
- Membership on any inter-collegiate trial, appellate or alternative dispute resolution team at the College of Law.
- Reaching the semi-finals of the Bond, Schoeneck & King Alternative Dispute Resolution, Lionel O. Grossman Trial Competition, or the Mackenzie Hughes LLP Edmund H. Lewis Appellate Advocacy Competition.

### 3.3. OTHER PROVISIONS

(a) Program Director

The director of the Curricular Program in Advocacy & Litigation is Associate Professor Todd A. Berger, Faculty Director of the Advocacy Programs.

(b) Completing the Program

This program is available to students in good standing at the College of Law. Students interested in pursuing the Advocacy Program should consult the list of required and elective courses and required writing, research, and experiential learning projects. Students must submit an application to the Program Director in the fall of the student's second year.

## 4. COMMUNICATIONS LAW

### 4.1. PROGRAM DESCRIPTION

The program requires students to take a concentration in courses relating to the study of the structure and regulation of the communications industry. The program is designed to prepare

students for roles as policymakers, advocates, and analysts in traditional and new media and other communications industries such as those offering wireline and wireless services.

#### 4.2. REQUIREMENTS

In addition to all first-year courses, students are required to complete a minimum of 15 academic credits worth of courses as approved by the Program Director. Students must complete the following three required courses: Communications Law, Administrative Law, and Federal Courts. Additionally, students also must complete at least six credit hours from a list of approved elective courses. A minimum average grade point average of 3.0 must be earned in courses being counted towards the program requirement, whether deemed mandatory or elective. No course counted toward the program requirements may be taken on a pass/fail basis. The Communications Law course will include a required capstone research project and also will include an experiential learning exercise that may satisfy the experiential learning requirement of this program.

##### (a) Required Courses

- Media and Communications Law (LAW 737)
- Administrative Law (LAW 702)
- Federal Courts (LAW 721)

##### (b) Electives. Students must take a minimum of nine credit hours from the following list:

- Copyright Law—Literary and Artistic Works (LAW 768)
- Intellectual Property (LAW 726)
- Advanced Constitutional Law (LAW 713)
- Technology Transactions Law (LAW 814)
- Technology Commercialization Research Center (LAW 815)
- Law, Politics, and the Media (LAW 839)
- Regulated Industries/Regulatory Law & Policy (LAW 794)
- International Trade Law (LAW 767)
- International Law (LAW 728)
- Antitrust Law (Law 752)
- Computer Crimes (LAW 759)
- Entertainment Law (LAW 742) or
- Internet Law (LAW 775)
- Judicial Decision Making (LAW 882)
- Cyber Security Law and Policy (LAW 832)
- Administrative Practice (LAW 833)
- Media Law (COM 698)
- Media Law for Public Relations and Advertising (COM 697)
- Telecommunications Law and Policy (TRF 637)
- Children and Television (TRF 634)
- Television Practices (TRF 655)
- Communications Industry Frontiers (TRF 683)
- Radio Business (TRF 593)
- The Television Business (TRF 594)
- Survey of Telecommunications and Information Policy (IST 618)
- National and International Information Policies (IST 782)

- Introduction to Telecommunications and Network Management (IST 653)
- Broadband Wireless Network Technologies (IST 448/IST 648)
- U.S. Federal Information Policies (IST 643)
- Wireless Interactive Communications (IST 556)
- Other courses as approved

(c) Experiential Learning Requirement

Every student must take at least one course, whether mandatory or elective, that provides an experiential learning experience. The substantive content of this experiential learning experience must be substantially related to the subject matter of the program. Students may satisfy this requirement in the Communications Law course. Experiential learning experiences that are not offered for academic credit will not satisfy this requirement.

(d) Cross-Campus Course Requirement

Every student must take at least one course substantially related to the subject matter of the program, whether mandatory or elective, that is offered at another graduate program at Syracuse University or that is cross-listed with another graduate program at Syracuse University.

(e) Capstone Requirement

All students must complete a capstone research project. Research papers must be written on a topic related to communications law. Paper topics must be approved by the Program Director. This capstone project may be completed in the Communications Law course and may satisfy the requirements of the Communications Law course.

#### 4.3. OTHER PROVISIONS

(a) Program Director

The director of the Communications Law program is Roy Gutterman (rsgutter@syr.edu).

(b) Completing the Program.

This program is available to students in good standing at the College of Law. Students interested in pursuing the Communications Law program should consult the list of required and elective courses and required writing, research, and experiential learning projects. Students must refer to the Academic Handbook of the College of Law for all application and other deadlines and other requirements for academic programs.

(c) Optional Additional Opportunities. Students may choose to pursue the following additional opportunities:

- An externship/internship at an approved U.S. federal agency, industry organization, or public interest group that is involved in communications law.
- Approved supervised international study.

## 5. CORPORATE COUNSEL

### 5.1. PROGRAM DESCRIPTION

The Corporate Counsel Program recognizes students who have taken a concentration of courses in corporate law and anticipate careers as in-house counsel or otherwise representing corporations and businesses. It can be earned as a part of the regular J.D. program and requires no additional credit hours. Recognition of the curricular program is offered to all

students who successfully complete the requirements as stated below and have complied with the full set of rules governing the curricular programs as set forth in the Academic Handbook.

## 5.2. REQUIREMENTS

### (a) Minimum GPA and Grade Requirements

Students must earn a minimum GPA of 3.0 in courses counted toward the program requirement. They may not take these courses P/F.

### (b) Required Courses

- Business Associations
- General Counsel (satisfies the experiential learning requirement)
- Labor Law or Employment Law

### (c) Elective Courses

These electives satisfy the Cross-Listed Requirement. Note, students must take six elective credits. Students must take one course from each of the following elective categories

- Economics or Finance:
  - Any graduate level course in economics covering
    - Micro Economics
    - History of Economic Thought
    - Economic Foundations of Business
    - Economics for International Business, or
    - Another related graduate level economics or management course pre-approved by the director

OR

- A graduate level course in finance such as
  - Corporate Financing Transactions
  - Managerial Finance
  - Fundamentals of Financial Management
  - Understanding Financial Statements
  - Corporate Financial Policy & Strategy or
  - Another related graduate level finance course approved by the Director
- Intellectual Property:
  - Intellectual Property
  - Patents and Trade Secrets
  - Copyright—Literary and Artistic Works
  - Trademarks and Unfair Competition.

### (d) Capstone Project

A Capstone Project is a project through which students undertake significant research and produce a substantial work product, or series of such products, which demonstrate the students' comprehension of core themes and demonstrates students' particularized interests within the field. The Capstone Project is satisfied by a Thesis. A student must prepare a



written and supervised research paper on a topic of corporate law, finance or economics. The writing must satisfy the College of Law Academic Writing Requirement and be supervised, reviewed, and accepted by a College of Law faculty member teaching in the area of corporations or business law.

The Capstone Requirement may also be satisfied by a joint degree in Economics, Finance, Public Administration or Management.

### 5.3. OTHER PROVISIONS

#### (a) Program Director

The director of the Corporate Counsel program is Professor Chris Day

## 6. DISABILITY LAW AND POLICY

### 6.1. PROGRAM DESCRIPTION

The Disability Law and Policy Curricular Program recognizes law students who have taken a concentration of courses related to the field of disability law and policy. The program is designed to promote the study of how laws and policies affect the rights of people with disabilities. Our goal is to prepare students for a career in the growing field of disability law and related fields such as education, special education, children's rights, civil rights, labor, employment and comparative and international human rights law.

### 6.2. REQUIREMENTS

Students must submit an application to the Director at the beginning of the fall semester of the applicant's second year. Later applications may be considered at the discretion of the Director. In order to complete the Program, an official transcript and a copy of the Capstone Project should be submitted to the Director no later than March 1 for spring and summer graduation and November 1 for fall graduation. Students should also refer to the SUCOL Academic Handbook for a full statement of the general requirements governing all curricular programs. There is no limit on the number of students who may complete the DLPP Curricular Program. The Director will recommend all students who have met the requirements and who are in good academic standing at the College of Law.

### 6.3. PROGRAM REQUIREMENTS

In order to complete the DLPP Curricular Program, students must satisfactorily complete a 15 credit hour course of study including 3 required courses and 2 elective courses (listed below). Students must maintain a 3.0 or better GPA in all courses that will be counted towards completion of the Program's course requirements.

Since Disability Law and Policy is a multidisciplinary field, students must take at least one course offered at or cross-listed with another graduate program at Syracuse University in order to satisfy the cross-campus requirement for the Program. Students participating in this program typically enroll in at least one Disability Studies course (offered in the School of Education). All cross-campus graduate courses must be approved by the Director prior to registration.

#### (a) Required Courses (9 credits)

- Disability Law (3 credits); and

- Advanced Disability Law (3 credits) or International Human Rights Law (3 credits), or International Human Rights and Comparative Disability Law (3 credits); and
- At least one (non-law) graduate level disability-related course (3 credits) OR a law school clinic that represents people with disabilities or handles disability-related-matters (i.e., the Disability Rights Clinic, Veteran’s Legal Clinic) or a disability related externship, OR a College of Law elective course such as Advanced Disability Law, International Human Rights and Comparative Disability Law, if not that is not already counted as a one of the required courses.

(b) Elective Courses (6 credits)

In addition to the three required courses, students must take at least two elective law courses from the following list of COL courses. The substitution of other courses in place of the listed elective courses requires prior approval by the Director. Students are free to take one of the required courses as an elective course but the course will count either as a required course or an elective course. Not all of these courses are offered each year. Students may contact the Director for permission to substitute another course.

- Administrative Law (LAW 702)
- Advanced Disability Law (LAW 809)
- Advanced Legal Research (LAW 959)
- Bioethics/ Genetics and the Law (LAW 724)
- Children and the Law(LAW 787)
- Civil Rights Law (LAW 758)
- Disability Law (LAW 763)
- Disability Law Litigation and Use of Social Science Research (LAW 885)
- Disability Rights Clinic (LAW 923)
- Education Law (LAW 896)
- Emerging Issues in Labor and Employment Law (LAW 821)
- Elder Law (LAW 777)
- Employment Discrimination Law (LAW 762)
- Employment Law (LAW 784)
- End of Life Planning (LAW 818)
- Estate and Gift Taxation (LAW 717)
- Evidence (LAW 718)
- Externship (disability-related) (LAW 920/921/901/902)
- Family Law (LAW 720)
- Feminist Perspective on Gender, Sexuality, and the Law (LAW 878)
- Health Law and Policy (LAW 740)
- Housing Law (LAW 732)
- International and EU Human Rights Law (LAW 799)
- International Human Rights Law (LAW 778)
- International Human Rights & Comparative Disability Law (LAW 889)
- Labor and Employment Law (LAW 730)
- Law and Psychology (LAW 719)
- Law and Sexuality (LAW 710)
- Lawsuit (LAW 766)
- Public Health Law (LAW 862)

- Race and the Law (LAW 880)
- Regulatory Law and Policy (LAW 794)
- Social Deviance and the Law (LAW 834)
- Wills and Trusts (LAW 715)

#### 6.4. CAPSTONE PROJECT

All students are required to complete a Capstone Project. The topic of the Capstone project is typically a research paper of 25 pages, completed in a seminar course, such as International Human Rights and Comparative Disability Law or another course or with permission of the Director. Students must earn at least a B on this research paper.

#### 6.5. THE EXPERIENTIAL LEARNING COURSE REQUIREMENT

All students are required to satisfy the College of Law's experiential learning requirement by taking one of the following courses.

- Advanced Disability Law (LAW 809)
- Disability Rights Clinic (LAW 923) or any other clinic in which the student represents clients with disabilities or works on disability-related-matters.
- International Human Rights and Comparative Disability Law (LAW 889)
- D.C. Externship (disability-related) (LAW 901/902)
- Externship (disability-related) (LAW 920/921)
- Short courses related to disability law (e.g., International and E.U. Human Rights Law (LAW 799)

Note: These courses also may be taken to meet the requirements of paragraphs 6.3 (a) and (b) above.

#### 6.6. ACADEMIC AND CO-CURRICULAR PROGRAMS

In addition to working towards completion of the Curricular Program in Disability Law and Policy, students are encouraged to participate in other disability-related academic programs and co-curricular activities, including the Joint Degree Program in Law and Education/Disability Studies. Students enrolled in any COL Joint Degree Program or in another Curricular Program are eligible to participate in the Disability Law and Policy Curricular Program. Students may not complete more than two COL Curricular Programs.

For more information about the Disability Law and Policy Program, please contact the Director, Professor Arlene Kanter at [kantera@syr.edu](mailto:kantera@syr.edu).

### 7. ENTERTAINMENT AND SPORTS LAW

#### 7.1. PROGRAM DESCRIPTION

This program is designed for students who have a professional interest in entertainment and sports law. Students who are certified by the director of the program as having completed all requirements of the program receive a document recognizing this achievement upon graduation.

#### 7.2. PROGRAM REQUIREMENTS

## Minimum GPA and Grade Requirements

A minimum average GPA of 3.000 must be earned in the courses counted toward the program requirement. No course counted toward the program requirement may be taken Pass/Fail.

### a) Mandatory Courses

Successful completion of the following three courses is required.

- Sports Law
- Internet Law
- Intellectual Property

### b) Elective Courses

Students must complete no fewer than 6 credits in the following elective courses.

- Antitrust
- Communications Law
- Copyright
- Estate Planning
- Federal Courts
- Labor Law
- Lawyer as Negotiator
- Trademarks and Unfair Competition

### c) Written Work Requirement

Each student must take at least one course that leads to the production of a significant written work product in the area of entertainment and sports law.

### d) Experiential Learning Requirement

Each student must take at least one course that provides an experiential learning experience substantially related to entertainment and sports law, such as clinics, externships, applied learning courses and courses that include simulated exercises.

### e) Cross Listed Course Requirement

Each student must take at least one course substantially related to entertainment and sports law that is offered at another graduate program at Syracuse University or that is cross listed with another graduate program at Syracuse University. The course submitted in satisfaction of the cross listed course requirement must be approved by the director of the program.

### f) Capstone Project Requirement

Each student must complete a capstone project, which project demonstrates the student's comprehension of core themes of entertainment and sports law, and also demonstrates the student's particular interests within the field. Capstone projects include, but are not limited to, research papers, clinical work, externships and substantial collaborative projects. The project submitted in satisfaction of the capstone project requirement must be approved by the director of the program.

f) Application Requirement. Each student must apply in writing to the director of the program for participation in the curricular program during the fall semester of the student's second year.

g) Further Information. Students interested in the Entertainment and Sports Law Curricular Program are referred to the Academic Handbook for further information.

### 7.3. OTHER PROVISIONS

(a) Program Director. The Director of the Entertainment and Sports Law program is Professor Laura Lape.

(b) Completing the Program. Students interested in completing the Entertainment and Sports Law program must submit the application and unofficial transcript at the beginning of the applicant's last semester at the College of Law.

## 8. ESTATE PLANNING

### 8.1. PROGRAM DESCRIPTION

The Estate Planning program recognizes students who concentrate a portion of their law school studies in estate planning work. To complete the program, students must obtain a minimum of 16 credits in related courses. Students must complete four required courses and at least one elective in the estate planning curriculum. Students must receive at least a B in all required courses. Students are strongly encouraged to take all three of the elective courses.

### 8.2. REQUIREMENTS

(a) Required Courses

- Wills and Trusts (3 credits)
- Estate and Gift Tax (3 credits)
- Federal Income Tax I (4 credits)
- Estate Planning (3 credits)

(b) Elective Courses. Students must choose at least one of the following:

- Elder Law (3 credits)
- Federal Income Tax II (3 credits)

(c) Capstone Project. The program's capstone project takes place in the required Estate Planning course.

### 8.3. PROGRAM DIRECTOR

(a) The director of the Estate Planning program is Professor Terry L. Turnipseed.

(b) Completing the Estate Planning Program

Students are encouraged to meet with the Program Director, Professor Terry L. Turnipseed, (tturnip@syr.edu) if they have any questions about course planning to complete the program.

## 9. FAMILY LAW AND SOCIAL POLICY

### 9.1. PROGRAM DESCRIPTION

The program requires students to take a concentration in courses relating to the study and practice of the law affecting children and families. It also allows students to cultivate a working knowledge of the policy considerations in this ever-evolving area of law so that they may contribute effectively to the legislative/regulatory process. The program is designed to prepare students for professional legal roles such as attorneys and policymakers in traditional and non-traditional areas affecting these populations.

### 9.2. REQUIREMENTS

To qualify, all students **MUST** take Family Law and other required courses for a minimum total of 9 credits and must take a minimum 6 credits from a list of approved elective courses as approved by the Program Director. Students must receive an average grade of no less than a B for all required and elective courses. No course counted toward the program requirements may be taken on a pass/fail basis.

Students also must take at least one course in another graduate division at Syracuse University.

In addition to all first-year courses, students are required to complete a minimum of 15 academic credits worth of courses as approved by the Program Director. Students must complete the required course of Family Law. Completion of the Family Law and Social Policy program will include a paper on an appropriate topic the length of which shall be determined in conjunction with the Curricular Program Director. It will also include an experiential learning exercise that may satisfy the experiential learning requirement of this program. Additionally, students also must complete the remaining credit hours from a list of approved elective courses.

#### (a) Required Course

- Family Law
- Two of the following experiential learning courses:
  - Lawyering Skills: Planning for the Non-Traditional Family
  - Children's Rights and Family Law Clinic
  - Elder Law Clinic
  - Estate Planning

#### (b) Elective Courses

Students must take a minimum of nine credit hours from the following list:

- Adoption Law
- Child Health Policy\*
- Children and the Law
- Children's Rights and Family Law Clinic
- Decedents, Estates and Trusts
- Disability Law
- Domestic Violence
- Elder Law
- Externships (related to Family Law only)

- Estate and Gift Taxation
- Estate Planning
- Family Law Mediation and Collaborative Law
- Health Law
- Lawyering Skills: Planning for the Non-Traditional Family\*\*
- Sexual Orientation and the Law
- Wills and Trusts
- Other courses as approved by the Program Director

As contemplated by the Rules, please see the Program Director if a class in the above list is not offered.

(c) Capstone Projects. Possible capstone projects include:

- The following courses:
  - Child Health Policy
  - Lawyering Skills: Planning for the Non-Traditional Family
- The following clinics:
  - Children’s Rights and Family Law Clinic
  - Elder Law Clinic
- Approved externships in family law

### 9.3. EXPERIENTIAL LEARNING REQUIREMENT

Every student must take at least one course, whether mandatory or elective, that provides an experiential learning experience. The substantive content of this experiential learning experience must be substantially related to the subject matter of the program. Students must satisfy this requirement with an experience that is part of a course offered for academic credit. Consultation with the Program Director is required for approval.

### 9.4. CROSS-CAMPUS COURSE REQUIREMENT

Every student must take at least one course substantially related to the subject matter of the program, whether mandatory or elective, that is offered at another graduate program at Syracuse University or that is cross-listed with another graduate program at Syracuse University.

### 9.5. CAPSTONE REQUIREMENT

All students must complete a capstone research project. Research papers must be written on a topic related to family law. Paper topics must be approved by the Program Director. This capstone project may be completed in any of the courses designated accordingly and may satisfy the requirements of that course. If the student wishes to satisfy this requirement by way of a course or other independent study that is not on the list, the student must seek pre-approval from the Program Director.

Special Notes: Since course offerings vary from year to year, there may be additional courses that meet the elective. Also, be aware of any pre-requisites for the above listed courses.

### 9.6. OTHER PROVISIONS

(a) Program Director

The director of the Family Law and Social Policy program is Suzette M. Melendez, Director of the Children's Rights & Family Law Clinic & Co-Director of the Syracuse Medical-Legal Partnership, Office of Clinical Legal Education, Dineen Hall, Suite 200 (443-4582 or X3437 OR smmelend@syr.edu).

(b) Completing the Program

This program is available to students in good standing at the College of Law. Students interested in pursuing the Family Law and Social Policy Law program should consult the list of required and elective courses and required writing, research, and experiential learning projects. Students must submit an application to the Program Director in the fall of the student's second year. In addition, students are directed to refer to the provisions of the applicable Academic Handbook.

## 10. GLOBAL LAW AND PRACTICE

### 10.1. PROGRAM DESCRIPTION

The concentration in Global Law and Practice recognizes students who have sought to prepare themselves to practice in the expanding fields of public and private international and comparative law. Students who have taken a concentration of courses after the first year in international and comparative law, as part of the J.D. program at the College of Law can complete this program.

The program may be completed by completing a concentration of the required courses for the J.D. degree from among the required and optional courses listed as eligible for credits.

College of Law students may also supplement the Concentration in Global Law and Practice by participating in other curricular and co-curricular activities, such as joint degree programs, graduate course work in the Maxwell School, Impunity Watch, the Syracuse Journal of International Law & Commerce, the International Law Society, the Jessup Moot Court competition, and the College of Law Summer Abroad program in London or any ABA-approved program where the course of study is international and/or comparative law, with the prior approval of the center director.

### 10.2. PROGRAM REQUIREMENTS

Three required courses and a minimum of six credits from the list of elective courses, plus an experiential requirement, and capstone project (see below). A minimum grade point average of 3.0 must be earned in courses being counted towards the program requirement, whether deemed mandatory or elective. No course counted toward the program requirements may be taken on a pass/fail basis.

(a) Required Courses

- International Law
- International Business Transactions or International Trade Law
- Comparative Law or Canadian Law or Chinese Law



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(b) Elective Courses

Nine or more additional credit hours are to be selected from the following list of upper class courses (which changes from time to time):

- Atrocity Law and Policy: Practicing before International Criminal Tribunals
- Canadian Law
- Chinese Law
- Comparative Criminal Justice
- Comparative Law
- Conflict of Laws
- Counterterrorism and the Law
- European Union Law
- Foreign Relations
- International Communications Regulation in the US and EU
- International & Comparative Labor and Employment Law
- International Criminal Law
- International Environmental Law
- International, Foreign and Comparative Law Research Topics
- International Human Rights
- International Human Rights and Comparative Disability Law
- Law in London
- Law of Armed Conflict
- Legal Aspects of Future War
- Litigation in Regional Human Rights Courts
- National Security Law
- Native American Law
- Negotiating & Drafting International Transaction Documents
- Perspectives on Terrorism
- Refugee & Asylum Law
- Rule of Law in Post-Conflict Reconstruction
- Sovereignty, Colonialism and the Indigenous Nations
- Taxation of Foreign Income and Persons
- Transitional Justice
- War Crimes Trials

10.3. CAPSTONE PROJECT

Students must complete a capstone project, which may be satisfied through an approved Independent Study course, or through the production of a significant academic research paper in an approved course offering on a topic of international or comparative law.

10.4. EXPERIENTIAL REQUIREMENT

Students may complete this requirement by participating in the London Program or other accredited law study abroad program; a Washington internship with a international organization, membership on the Syracuse Journal of International Law and Commerce, a research project as part of the Topics in International, Foreign, and Comparative Law

Research class, or other program with the permission of the Program director. Any of the aforementioned must be taken for academic credit to satisfy this requirement.

#### 10.5. CROSS-LISTED COURSE REQUIREMENT

Every student must take at least one course substantially related to the subject matter of the program, whether mandatory or elective, that is offered at another graduate program at Syracuse University or that is cross-listed with another graduate program at Syracuse University.

#### 10.6. OTHER PROVISIONS

(a) Program Director. The director of the Global Law and Practice program is Professor Cora True-Frost.

(b) Completing the program

Students must refer to the Academic Handbook of the College of Law for all application and other deadlines and other requirements for academic programs.

Application for the program in Global Law and Practice should be made by petition to the director in the fall semester of their second year. The petition should identify courses and other work already completed, and that work which was underway, in satisfaction of the program requirements. An unofficial transcript and a draft copy of the paper (or draft, if not yet finished) should be attached to the petition. The program application may be downloaded from: [http://www.law.syr.edu/Pdfs/Oglap\\_app.pdf](http://www.law.syr.edu/Pdfs/Oglap_app.pdf).

Upon review of the petition, the completed application, the transcript, and the completed written work the director will recommend the granting of the program to students who have met all of the requirements and who are in good standing at the College of Law.

Questions regarding requirements should be directed to Professor Cora True-Frost.

### 11. LAW, POLITICS AND THE MEDIA

Please Note: Director Keith Bybee began serving as Vice Dean at the College of Law in the 2017-18 academic year. During his term as Vice Dean, the Law, Politics and Media course, and the IJ PM Curricular Program will be on hiatus. Dean Bybee will be available to teach independent study course on Law, Politics, and Media as his schedule allows.

#### 11.1. PROGRAM DESCRIPTION

The College of Law will award the Law, Politics, and the Media program to recognize students who have taken a concentration in courses relating to the study of how judicial institutions, public policy-making, and media coverage affect and are affected by one another. The program is designed to promote the holistic study of the complex interactions between the courts, the media, and the political process. Our goal is to better prepare students for roles as advocates, policy-makers, judges, judicial administrators and information officers, and legal analysts in an age of increasing public concern about the independence of the judiciary, judicial selection, responsible media coverage of the courts, and the interdependence of these and related issues.

#### 11.2. REQUIREMENTS

(a) Completing the program

Interested students will qualify by completing a 17 credit hour course of study. Students must take three required core courses (9 credits), and two elective courses (6 credits). Students must also complete a significant interdisciplinary research project (“capstone project”) written in an independent study course supervised by the IJPM Director (2 credits). The program also requires a written work product and an applied learning element.

Any law student in good standing who has met all curricular program requirements will be awarded a document verifying completion of the program. Those interested in the program should submit a proposed program of study to IJPM. Students whose Proposed Program of Study has been approved must submit a completed program of study to IJPM by March 1st of their third year for review and approval in order to obtain recognition for having completed the program requirements. For the detailed rules governing all College of Law Curricular Programs, including the deadlines for application, students are advised to consult the College of Law Academic Handbook, Sec. E (“Academic Programs for Credit”), Sub-section 7.

(b) Minimum GPA and Grade Requirements

No course counted toward the program may be taken pass/fail, and a minimum average GPA of 3.0 must be earned in all of the program classes.

(c) Required Courses.

The 9 mandatory credits in the program come from the following courses:

- Law, Politics and the Media (LAW 839)
- Federal Courts (LAW 721)
- Media & Communications Law (LAW 738)

(d) Elective Courses

Program candidates must take one elective course in each of the Maxwell and Newhouse elective course categories listed below. Students considering their selection of electives should note that it is possible to receive elective credit for taking courses that are not on the below list of program-eligible electives but that are directly relevant to a student’s capstone project. The substitution of non-listed elective courses in the place of listed elective courses requires advance petition to and approval by the IJPM Director.

(e) Capstone Requirement

Each program candidate will also be required to propose and complete a capstone project (to be supervised by the IJPM Director in a 2 credit independent study course).

(f) Research Paper

Law, Politics, and the Media (LAW 839), one of the mandatory courses for the IJPM Curricular Program, is taught by a team of faculty instructors from the College of Law, Maxwell, and Newhouse, and features a series of guest lecturers — including judges, legislators, interest group representatives, court administrators, and journalists — whose real-world perspectives complement the academic study of how media, politics, and the judiciary affect one another. LAW 839 requires students to write a 20 page research paper. The research paper written for the Law, Politics, and the Media course will count as a significant written work product independent of the capstone project, and program students must earn at least a B on this research paper.

(g) Applied Learning Requirement

Program students must also satisfy an applied learning requirement embedded within the Law, Politics, and the Media (LAW 839) course. Specifically, program students will be required to write a six-page memorandum that outlines concrete solutions to a problem or problems identified by one of the practitioner guest speakers in the course. Memos will be read by the practitioner and each student will be required to conference with the practitioner to learn his/her reactions. Students must then submit a brief report on the conference to the IJPM Director.

(h) Elective Courses

In addition to being required to complete the Law, Politics, and the Media course (and to receive a B or higher in this course), each candidate will be required to take two courses from the Law electives category, and to take one elective course in each of the Maxwell and Newhouse elective course categories (for a total of four elective courses).

Students considering their selection of course electives should note that it is possible to receive elective credit for taking courses that are not on the below list of program-eligible electives but that are directly relevant to a student's capstone project. The substitution of non-listed elective courses in the place of listed elective courses requires advance petition to and approval by the IJPM Director.

- Maxwell School Political Science/Public Administration/History Electives
  - American Constitutional Development (PSC 711)
  - Judicial Politics (PSC 715)
  - Foundations of American Political Thought (PSC/SOS 716 HST 682)
  - American Legal History: Modern Public Law (HST/LAW 738)
  - Race and Law (HST 689/LAW 880)
  - Public Administration and Law (PPA 742)
  
- Newhouse School Media/Communications Electives
  - Economics, Persuasion, and the Global Marketplace (ADV 345/645)
  - Research Methods (COM 605)
  - Media and Diversity (COM 646)
  - Origins of Contemporary Media Issues (COM 688)
  - Media Law (COM 698)
  - Communications Theory (COM 755)
  - Theories of Media Content (COM 788)
  - Historical Narratives and Interpretation (DFH 695/HST 695)
  - Principles of Journalism (NEW 608)
  - Introduction to Public Diplomacy and Communications (PRL 602)
  - Organizational Public Relations (PRL 605)
  - Critical and Historical Perspectives on Broadcast Journalism (RTN 636)
  - Children and Television (TRF 434/634)
  - Communications Industry Frontiers (TRF 483/683)
  - Topics in International Perspectives (TRF 560)
  - Film Business (TRF 592)
  - Radio Business (TRF 593)

- Television Business (TRF 594)
- Telecommunications Law & Policy (TRF 637)
- Social Effects of Television (TRF 698)

### 11.3. OTHER PROVISIONS

#### (a) Program Director

The director of the Law, Politics, and the Media program is Professor Keith Bybee.

## 12. TECHNOLOGY COMMERCIALIZATION LAW STUDIES

### 12.1. PROGRAM DESCRIPTION

This Curricular Program provides the opportunity for a concentrated study of intellectual property law and its role in commercializing new technologies, products and services by start-ups and established entities, whether in the private sector, the university setting, or among mixed public-private enterprises. By offering coursework and supervised client contact, this Curricular Program gives students a well-rounded experience with the doctrine and practice of commercializing various dimensions of intellectual property, such as new medical technologies, new technology-based consumer products, or new means of processing data and information. Topics covered include: intellectual property law, licensing and contracts, employment law, protection of design, antitrust, FDA regulations, and telecommunications. Of course, this list of topics will expand in response to changes in law, business, and policy.

This Curricular Program also includes clinical work through the Innovation Law Center, and the associated New York State Science and Technology Law Center, which undertakes technology commercialization projects on behalf of technology companies, research universities and federal laboratories. Student teams work over the course of a semester preparing a technology commercialization research report which includes an evaluation of the technology being studied, research on potential market applications, and an analysis of the legal and regulatory hurdles that must be addressed in bringing the technology to market.

Although not required for the Curricular Program, the programs and activities of the Syracuse Intellectual Property Law Institute (SIPLI), the Innovation Law Center, and the NYS Science & Technology Law Center (NYS STLC) offer additional opportunities for students to network and expand their understanding of intellectual property. These activities include monthly webinars, symposia, seminars from visiting practitioners and scholars, a newsletter, compensated research and scholarship opportunities through NYS STLC clients and networking events with the Inns of Court, the local bar and Blackstone Launchpad. For more information, please contact Professor Shubha Ghosh (sghosh01@syr.edu), Director of SIPLI and the Curricular Program, or Molly Zimmermann (mzimme01@law.syr.edu), Associate Director of the NYS STLC.

### 12.2. REQUIREMENTS

The total course work necessary for this Curricular Program will be 24 credits; 12 credits of required course work and 12 credits of elective course work. Students are encouraged to use their 6 non-law credits (available under Rule 5.2.2 of this Handbook) to take graduate courses in Management, Information Studies, and Engineering. Please note that these requirements do

not displace the rules governing all curricular programs which are listed in the Academic Handbook and should be consulted.

(a) Required Courses

- Advising the Start-Up I – Law 824 (3 credits)
- Advising the Start-up II – Law 825 (3 credits)

Note: Coursework for LAW 824 or LAW 825 satisfies the Professional Writing Requirement

(b) Required Clinical Courses

- Innovation Law Practicum– Law 815 (6 credits) (Law 815 is cross-listed with the Whitman School). Successful completion of this practicum also makes curricular program students eligible to apply for a half-paid tuition scholarship their third year.  
OR
- Transactional Law Clinic – Law 955 (6 credits)

(c) Elective Courses

Students must take at least 6 credits from the Intellectual Property elective categories and at least 6 credits from the Commercial Law elective categories to meet the requirements of 12 elective credits. The course topics listed are examples of elective courses and may vary depending on scheduling and availability. Please consult with the contact person for the Curricular Program, Professor Shubha Ghosh (sghosh01@syr.edu) about course selection.

- Intellectual Property Courses: includes courses dealing with copyright, patents, trademarks, trade secrets, innovation, or other aspects of the protection of information, technology, and invention. Representative courses include but are not limited to the following list. Offerings may change from year due to the addition of new courses and the availability of teaching staff.
  - Intellectual Property
  - Patents & Trade Secrets
  - Patent Prosecution
  - Copyright Law
  - Trademark Law
  - Internet and Computer Law
- Commercial Law Courses: includes courses dealing with commercial transactions, business formation and management, and finance and accounting. Representative courses include but are not limited to the following list. Offerings may change from year due to the addition of new courses and the availability of teaching staff.
  - Bankruptcy Law
  - Commercial Transactions
  - Business Associations
  - Federal Income Taxation I & II
  - International Business Transactions I & II
  - Antitrust Law
  - Creditors' Rights
  - Federal Government Contracts
  - Securities Regulations

The elective course requirements can be modified with permission of the Program Director.

(d) Capstone Project

The program's capstone project takes place in the Innovation Law Center or through written work for Law 815, Law 824 or Law 825.

(e) Externship

Externship opportunities are available but not required for the Curricular Program. Students are encouraged to participate in externships related to intellectual property commercialization. Please consult with Professor Ghosh about how best to fit an externship into your schedule to meet the requirements of the Curricular Program.

12.3. OTHER PROVISIONS

(a) Contact Persons

The contact person and Program Director of this Curricular Program is Professor Shubha Ghosh ([sghosh01@syr.edu](mailto:sghosh01@syr.edu)). The contact person for the Innovation Law Center is Brian Gerling ([bjgerlin@syr.edu](mailto:bjgerlin@syr.edu)). The contact person for the NYS STLC is Molly Zimmermann ([mzimme01@syr.edu](mailto:mzimme01@syr.edu)).

(b) Completing the Program

A student completing all of the requirements must make a request to the Program Director, Professor Shubha Ghosh, at the beginning of his or her last semester of Law School. The request will identify courses taken and work done in satisfaction of the requirements and should include a current College of Law transcript of verification of courses completed. The request will be reviewed by the Program Director. This request can occur through an email or other communication to the Program Director. Upon review of the request, the Program Director will recommend the approval of students that have met all of the requirements and who are in good standing at the College of Law.

# DETERMINATION OF CREDIT HOURS FOR COURSEWORK POLICY

## PURSUANT TO ABA STANDARD 310

### 1. CREDIT HOUR POLICY

#### 1.1. CREDIT FOR COURSEWORK

The College of Law adheres to the ABA's definition of a credit hour when determining the amount of credit awarded for coursework and other academic activities. ABA Standard 310 defines a credit hour as an amount of work that reasonably approximates:

(1) not less than one hour of classroom or direct faculty instruction<sup>1</sup> and two hours of out-of-class student work per week for fifteen weeks,<sup>2</sup> or the equivalent amount of work over a different period 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 institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

Consistent with that policy and the Managing Director's Guidance Memo on Standard 310, the COL follows an academic calendar based on 14 weeks of classroom instruction and two weeks of examinations during the fall and spring semesters. Summer session is based on seven weeks of class instruction and one week of examinations. An equivalent amount of work will be required for those courses that meet over a different time-period.

Regardless of course length, one credit hour will be awarded for completion of 42.5 hours of in class instruction and out-of-class student work; two credit hours for 85 hours of in class instruction and out-of-class work; three credit hours for 127.5 hours of in class instruction and out-of-class work; four credit hours for 170 hours of in class instruction and out-of-class work; and five credit hours for 212.5 hours of in class instruction and out-of-class work. Out-of-class work includes, among other things: time spent preparing for class, completing class assignments, preparing for and taking examinations, researching and writing required writing assignments.

#### 1.2. CREDIT FOR OTHER ACADEMIC ACTIVITIES

##### 1.2.1. Clinics

Forty-two and one-half (42.5) hours of in class and out-of-class work per credit is required for clinics. Such time shall include time spent in class, preparation for class, and in the performance of clinic work. Clinical faculty shall ensure that students meet the minimum amount of time required to earn the credit allocated to the clinic. Time sheets or other processes developed by the faculty can be used to demonstrate compliance. Compliance with Standard 310 for the award of credit does not relieve the student from compliance with other time requirements imposed by the clinic.

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<sup>1</sup> ABA Interpretation 310-1 indicates that 50 minutes suffices for one hour of classroom or direct faculty instruction.

<sup>2</sup> ABA Interpretation 310-1 indicates that the fifteen-week period may include one week for a final examination.



### 1.2.2. Externships

Externship hours are based on the number of placement credits for which the student registers. Fifty (50) hours of in class and out-of-class work per credit is required for externship placement credits. Externship placements greater than 6 credits require 45 hours per credit (please see the table below for more information).. Such time shall include time spent in the performance of externship work. Externship faculty shall ensure that students meet the minimum amount of time required to earn the credit allocated to the externship. Time sheets or other processes developed by the faculty can be used to demonstrate compliance. Compliance with Standard 310 for the award of credit does not relieve the student from compliance with other time requirements imposed by the externship program.

<u>Enrollment</u>	<u>Number of Hours</u>
2 credits	100 hours
3 credits	150 hours
4 credits	200 hours
5 credits	250 hours
6 credits	300 hours
7 credits	315 hours
8 credits	360 hours
9 credits	405 hours
10 credits	450 hours
11 credits	495 hours
12 credits	540 hours

### 1.2.3. Independent Research

Students who seek to earn one credit of independent research shall complete a minimum of 42.5 hours of work; students who seek to earn two credits of independent research shall complete a minimum of 85 hours of work. Students shall submit weekly detailed time sheets to the faculty member who is supervising the independent research project.

### 1.2.4. Co-Curricular/Special Activities Credit

#### 1.2.4.1. Student-Edited Publications

Students who are eligible, as set forth in the Academic Handbook, to receive credit for work performed in connection with a student-edited publication shall submit weekly detailed time sheets to the faculty advisor, or to his or her designee. Students who are eligible to earn one credit shall complete a minimum of 42.5 hours of work; students who are eligible to earn two credits shall complete a minimum of 85 hours of work; and students who are eligible to earn three credits shall complete a minimum of 127.5 hours of work.

#### 1.2.4.2. Moot Court

Students who are eligible, as set forth in the Academic Handbook, to receive credit for work performed in connection with the Moot Court Honor Society shall submit weekly detailed time sheets to the Moot Court Honor Society Faculty Director.

Students who are eligible to earn one credit shall complete a minimum of 42.5 hours of work; students who are eligible to receive two credits shall complete a minimum of 85 hours of work.

#### 1.2.4.3. Inter-Collegiate Advocacy Team Membership

Students who are eligible, as set forth in the Academic Handbook, to receive credit for work performed in connection with an inter-collegiate advocacy competition shall submit weekly detailed time sheets to the Moot Court Honor Society's Faculty Director. For two credit hours, students must satisfactorily complete their obligation to the team, including participating in no fewer than 100 hours of supervised practices or work for the competition, as certified by the competition's coach, complete a fair portion of required research and written work product, and complete the competition. For one credit hour, students must satisfactorily complete their obligation to the team, including participating in no fewer than 50 hours of supervised practices or work for the competition, as certified by the competition's coach, complete a fair portion of required research and written work product, and complete the completion.

## 2. DETERMINATION OF TIME SPENT OUTSIDE THE CLASS TO EARN CREDIT

Faculty will review course expectations to ensure that such expectations, including reading and other assignments, require on average a minimum of 120 minutes of out-of-class work per week for each credit earned. Such work may include, but is not limited to, completion of the assigned reading, briefing cases, completing problems or hypotheticals, preparing for quizzes, examinations, presentations, research and writing, participating in out-of-class simulations or role plays, meetings with study groups, attendance at office hours, meetings with academic fellows, review of academic literature, and any other time spent that facilitates comprehension and application of the assigned material. Faculty will notify students in their syllabi of the minimum amount of out-of-class work expected of the student per week for each credit earned.

In determining the amount of time students need to complete a required reading or writing assignment, faculty may use as a guide the findings by the Center for Teaching Excellence<sup>1</sup> that indicates that the time required to complete reading assignments in a typical textbook/academic journal ranges from 5 to 40 pages per hour depending on the difficulty of the text (number of new concepts) and reading purpose (level of understanding and engagement expected), and 90 minutes to 10 hours per page of single spaced text depending on the text genre and degree of drafting and revision expected.

The Associate Dean for Academic Affairs will periodically review faculty syllabi to ensure compliance with Standard 310. The Associate Dean will take into account not only the required reading and writing assignments, but also other work expected of the student to prepare adequately for class and course assessments.

All proposals for new courses shall provide justification for the requested award of credit hours. The College of Law's Curriculum Committee shall review the justification and ensure that the credit hours requested comply with the Credit Hour Policy when approving a course.

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<sup>1</sup> Rice Center for Teaching Excellence, *How Much Should We Assign? Estimating Out of Class Workload*, available at <http://cte.rice.edu/blogarchive/2016/07/11/workload>.