

# Howard University School of Law

## Student Handbook

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## **PART 100 PREFACE, MISSION AND OBJECTIVES**

### **101 Preface**

This Student Handbook contains the rules and regulations which, together with the rules and regulations in the Howard University Undergraduate Bulletin (the “University Bulletin”) and Howard University Student Handbook (the “H-Book”) and regulations referenced therein that pertain to broad University policies, govern law students attending the Howard University School of Law.

- a. The H-Book and the University Bulletin contain and refer to the University’s academic policies, including the Student Code of Conduct, Student Privacy Rights, and other rules regarding student conduct, harassment, alcohol and narcotic use, parking, and more.
- b. All Howard Law students are subject to those rules and regulations to the extent those rules and regulations are applicable in the School of Law setting. All rules and regulations in this Student Handbook are to be read and construed in conjunction with the University Bulletin, the University H-Book, and any other rules and regulations referenced in these sources.
- c. In the event of a conflict between a rule or regulation or standard in this Student Handbook and the University H-Book or University Bulletin, the University’s H-Book and University Bulletin shall control.
- d. This Handbook also describes the School of Law’s academic requirements and the curriculum. The rules and regulations, academic requirements, and the curriculum are subject to change during the time a student attends the School of Law. Such changes will be adopted and implemented in such a manner as not to prejudice students who have relied on the provisions of this Student Handbook with respect to graduation requirements.
- e. All law students are cautioned that changes will be made to the rules and regulations contained in this Handbook and, in some circumstances those changes will not be incorporated into the Handbook immediately. In such cases, an addendum to this Handbook will be issued from the dean’s office as soon as is practicable.
- f. Additionally, please note that many useful guidance documents are attached as appendices to this Handbook.

### **102 The Mission and Objectives of the School of Law**

#### **102.1 University Mission**

Howard University, a culturally diverse, comprehensive, research intensive and historically Black private university, provides an educational experience of exceptional quality at the undergraduate, graduate, and professional levels to students of high academic standing and potential, with emphasis upon educational opportunities for Black students. Moreover, the University is dedicated to attracting and sustaining a cadre of faculty who are through their teaching, research and service, committed to the development of distinguished historically aware, and compassionate graduates and to the discovery of solutions to human problems in the United States and throughout the world. With an abiding interest in both domestic and international affairs, the University is committed to continuing to produce leaders for America and the global community.

### **102.2 School of Law Mission**

The following mission of the Howard University School of Law (the “School of Law”) derives from the University’s mission.

Consistent with providing the professional leadership necessary to advocate and defend the rights of all, but particularly of African-American and other minorities, it is the mission of the School of Law to:

- a. educate and enable students to develop their capabilities and skills as lawyers;
- b. engage as an institution in the active pursuit of solutions to domestic and international legal, social, economic, and political problems that are of particular concern to minority groups; and
- c. imbue its students with dedication to excellence and commitment to the solutions to those problems.

### **102.3 School of Law Objectives**

The Faculty of the School of Law (“the Faculty”) has adopted the following educational objectives to accomplish the School of Law mission:

- a. to provide students with a sound legal education;
- b. to provide our students with the necessary knowledge and skills to be competent attorneys;
- c. to afford our students an opportunity to become acquainted with and equipped in those areas of the law which will facilitate their involvement and effectiveness in community affairs;
- d. to afford our students an opportunity to become acquainted with and equipped in those areas of the law relating to contemporary developments; and
- e. to afford our students an opportunity to obtain practical legal training through participation in skills courses, externships, or clinical legal experience.

## **PART 200 THE SCHOOL OF LAW JURIS DOCTOR DEGREE PROGRAM**

### **201 Requirements for the Juris Doctor Degree & Honors**

#### **201.1 Degree Requirements**

To earn the Juris Doctor degree, a student must meet the following academic requirements within eighty-four (84) months after the student commenced law study:

- a. successful completion of at least eighty-eight (88) semester hours of academic credit;
- b. successful completion of the required curriculum (see Section 202);
- c. achievement of a cumulative weighted grade-point average of at least 75.00; no outstanding failure (i.e., no failure in a course which has not been retaken and passed) in any required course, or in more than one elective; and compliance with all other provisions regarding retention in Rule 305.
- d. certification by Faculty as having satisfied the academic requirements of the University and the School of Law.

#### **201.2 Requirements for Earning Graduation Honors**

Honors are awarded to those students graduated with the following grade point averages (as determined without rounding to the next highest integer):

- |    |                 |       |
|----|-----------------|-------|
| a. | Summa Cum Laude | 96.00 |
| b. | Magna Cum Laude | 92.00 |
| c. | Cum Laude       | 89.00 |

#### **201.3 Student Responsibility and Non-Waiver of Academic Requirements**

Each student is responsible for insuring (1) compliance with graduation requirements and (2) that the student's record accurately reflects that compliance, notwithstanding any provision in these rules, policies, and regulations that may seem to indicate the contrary, including but not limited to, provisions requiring faculty advisor or decanal approval of student programs.

**Approval of a student's academic program by a faculty advisor or by a member of the School of Law administration does not constitute a waiver of any of the requirements for graduation.**

### **202 Juris Doctor Curriculum**

#### **202.1 First Year Requirements:**

**1L Required Courses (Total Credits: 30)**

**(This is the 4<sup>th</sup> year of study for the BA/J.D.)**

**1L Fall Semester (16 credits)**

Civil Procedure I (4 credits)

Contracts (3 credits)

Legal Research, Reasoning and Writing I (2 credits)

Legal Research, Reasoning and Writing I – Research Lab (0 credits)

Legislation/Regulation (3 credits)

Torts (4 credits)



## **1L Spring Semester (14 credits)**

Constitutional Law I (3 credits)

Contracts (2 credits)

Criminal Law (3 credits)

Legal Research, Reasoning, and Writing I (2 credits)

Property (4 credits)

## **Course Descriptions –First Year**

### **Civil Procedure I**

4 Credits (600-619) This fall semester course introduces the first-year law student to the modern system of civil litigation with particular emphasis on the federal Rules of Civil Procedure. Particular topics may vary but will generally include the basic features of an adversarial system for dispute resolution and its alternatives, pleading, joinder of claims and parties, discovery, pretrial and post-trial motion practice, and concepts of personal and subject matter jurisdiction.

### **Constitutional Law**

3 Credits (600-612) This spring semester course examines the basic structures of the U.S. constitutional system, the historical development of the Supreme Court as an institution, the philosophical justifications for the exercise of judicial review and judicial authority of judges in a democratic society, and the various methods of legal reasoning that are brought to bear in interpreting the Constitution. Among the topics to be examined are judicial review, the commerce power and other powers of Congress, separation of powers, and economic liberties and redistribution (the contracts and the taking clauses).

### **Contracts**

5 Credits (600-615) This year-long course teaches the law of contracts, including intent, offer and acceptance, capacity, consideration, contracts under seal, third party beneficiaries, assignments, the Statute of Frauds, performance and breach, discharge, illegal contracts and damages in contract actions.

### **Criminal Law**

3 Credits (600-616) This spring semester course provides an introduction to the basic principles of the substantive criminal law, as well as the elements of some common crimes to illustrate those basic principles. Topics covered will include, among others, actus reus, mens rea, homicide, self-defense, conspiracy, and attempts. The course emphasizes the skill of statutory interpretation and a comparison between common law and the Model Penal Code approaches to criminal liability.

### **Legislation and Regulation**

3 Credits (507) This fall semester course is intended to prepare students to at least: Recognize, understand and apply statutes, Understand the basic role, function, and structures of the administrative state, Understand the significance of regulations and their relationship to legislation, Engage in effective interpretation of statutory and regulatory text, Understand the basic interplay between the legislative, executive and judicial branches as it relates to agency decision making, and Appreciate the variety and complexity of roles that attorneys play in the modern legal landscape.

### **Legal Reasoning, Research and Writing**

4 Credits (600-613) This year-long course teaches students the basics of legal reasoning, research, and writing through a series of research and writing exercises. Students learn how to use available research resources including computer-assisted research. Writings include objective legal memoranda, client letters, and advocacy briefs. Students are also introduced to some aspects of lawyering including representing clients and the role of the lawyer in the legal system. Oral argumentation is also introduced.

### **Real Property**

4 Credits (600-614) This spring semester course teaches real property law, including transactions in land, estates and rights in realty; landlord/tenant relationships and problems; and land conveyance and use controls.

### **Torts I**

3 Credits (600-617) This fall semester course begins with an historical view of the evolution of torts focusing on the concepts of trespass and trespass on the case. The course then proceeds to examine the legal basis for liability and the policy underlying such liability for civil wrongs. Thereafter the course explores liability for the wrongful invasion of the legally protected interest of another, focusing on the major specific intentional torts and negligence.

## **202.2 Upper Division Requirements (12 credit hours)**

### **2L Fall Semester**

Constitutional Law II (3 credits) \* Prerequisite Constitutional Law I

Legal Writing II (2 credits) [surname starts with a letter from the 1<sup>st</sup> ½ of alphabet]

### **2L Spring Semester**

Legal Writing II (2 credits) [surname starts with a letter from the 2<sup>nd</sup> ½ of alphabet]

## **202.3 Additional Upper-Division J.D. Requirements**

### **Evidence (4 credits)**

### **Professional Responsibility (3 credits)**

### **Legal Writing III (2-4 credit hours)**

Legal Writing III (LWIII) is not a specific course; instead, it is a significant scholarly writing requirement that can be met in work completed in a LWIII-eligible seminar, as an Independent Study project, or through the note and comment process of either the *Howard Law Journal* or the *Howard Human & Civil Rights Law Review*. To satisfy the LWIII requirement, each student must complete: (1) in-depth research in a specialized area, resulting in (2) a written product with proper legal citation form, gives proper attribution to the work of others, and be the equivalent of no less than twenty-five (25) double-spaced, typewritten pages with customary margins (or 7500 words), excluding footnotes or endnotes. (3) The paper must include issues that are fully analyzed, and supportable conclusions articulated. (4) And the paper is completed under the supervision of a full-time faculty member (not an adjunct or professor who is not a faculty member employed under full-time contract). The writing process must include a written, annotated outline or outline substitute (such as a thesis statement and annotated bibliography) and at least one substantial draft in addition to the final draft of the paper submitted for credit.

All work-product submitted for LWIII purposes must be reviewed by the faculty member who must provide feedback so as not only to provide the student with a reasonable opportunity to revise the paper, but also to increase the likelihood that the student will successfully complete the LWIII requirement. Students may satisfy the LWIII requirement in either the second or third year. LWII is not a prerequisite for LWIII.

A minimum grade of 75 must be earned on the written product to obtain LWIII credit for all non-Journal

or Law Review papers. Students who write comments or notes as part of the *Howard Law Journal* or the *Howard Human & Civil Rights Law Review* must earn a grade of at least 85 to obtain LWIII credit.

Subject to the rules governing incompletes, the completed written product is to be submitted to the supervising faculty member at the time set by the faculty member, but in no event shall it be submitted later than the last day of scheduled third-year classes for the final semester of the student's final year. Students cannot change the supervising faculty member without the permission of the original supervising faculty member.

### **Experiential Course Requirement (6 credit hours)**

Experiential (minimum 2 credits)<sup>1</sup>

Experiential (minimum 6 credits)<sup>2</sup>

All students are required to complete a minimum of six credit hours of experiential coursework. This requirement can be satisfied in either a simulation course, externship, or a law clinic. All courses that can satisfy this requirement must be "primarily experiential in nature" and accomplish the following:

"integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more...professional skills" identified by the American Bar Association as the minimum but essential competencies for "competent and ethical participation as a member of the legal profession.";

- (i) "develop the concepts underlying the professional skills being taught";
- (ii) "provide multiple opportunities for performance"; and
- (iii) "provide opportunities for self-evaluation."

J.D. students may not count more than 18 credits from clinic and externship courses towards their credits to satisfy the degree requirements. J.D./M.B.A. students may not count more than 12 credits from clinic and externship courses to satisfy the degree requirements.

## **202.4 Elective Curriculum**

In addition to the required courses, the curriculum includes an array of elective courses taught in lecture, seminar, and experiential formats, e.g. clinics and externships. Several of the courses provide opportunities for doctrinal and clinical faculty members to work collaboratively to help underscore the connections between the doctrinal work that tends to happen in classrooms and the experiential opportunities provided by the clinical and externship course offerings.

## **202.5 Independent Study**

### **a. Purpose**

A student may apply for permission to register for an Independent Study course to conduct in-depth study of a topic that cannot be fully explored or examined in a regularly offered course.

### **b. Eligibility**

A student must satisfy the following requirements to be permitted to register for an Independent Study course:

1. The student must have completed and passed a minimum of 52 credit hours to apply.

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<sup>1</sup> All J.D. and J.D./M.B.A. students who entered the School of Law before the Fall 2016 semester must have a minimum of 2 credit hours of experiential coursework.

<sup>2</sup> All J.D. and J.D./M.B.A. students who entered the School of Law either in or after the Fall 2016 semester must have a minimum of 6 credit hours of experiential coursework.

2. The student must have earned a minimum cumulative weighted grade point average of 80.00 at the time of application.
  3. The student must have the written agreement of a full-time HUSL faculty member to serve as the faculty advisor and supervise the project. The student must meet with the faculty advisor to ensure the focus and scope of the project is clearly laid out in the proposal. The faculty member must provide both a written approval of the project and a written commitment to supervise and evaluate the project. The professor may either sign the student's proposal or submit a separate statement (submission by email to the Associate Dean for Academic Affairs is acceptable). If the professor's commitment is in a separate document, then it should be attached to the student's proposal when it is submitted to the Committee. The student must carefully select their advisor as they must complete the project with the same professor granting approval. Finally, the faculty advisor will provide the grade for this project.
  4. The student must submit a written independent study proposal for approval to the Academic Affairs Committee ("Committee") via the Office of the Associate Dean for Academic Affairs.
  5. This proposal to the Committee must be submitted the semester preceding the semester in which the student intends to commence independent study.
  6. The deadline shall be established by the Office for Academic Affairs and published to the student body via, *inter alia*, the official academic calendar.
  7. The application must explicitly verify that the student meets the above requirements.
- c. Limit on Independent Study Credit: A student may not participate in more than one Independent Study course. A student may not earn more than four credits towards the Juris Doctor degree for Independent Study.
  - d. Written Proposal: The proposal may be in the form of a memorandum that describes the problem or issue that will be addressed in the independent study project ("project"). The student must set forth a description of the anticipated objective(s) of the project in terms of potential issues that will be addressed and proposed solution(s) and a research plan that demonstrates preliminary research. The memorandum must be a minimum of two pages, single spaced, and include the following:
    1. a statement of the legal problem or issue the project addresses. This statement must include the law(s) your project examines with citations to any relevant treaties, constitutions, statutes, ordinances, rules, regulations, and/or cases;
    2. a research plan; and a preliminary annotated bibliography. The bibliography must include both the sources of law cited in your statement of the legal problem or issue your project addresses and secondary legal sources (e.g. law review and journal articles, books (monographs and anthologies). Students should limit their reliance on websites and other internet sources. In addition, some projects will require students to read and cite scholarly literature from other disciplines. Students should discuss any interdisciplinary research with their faculty advisors before submitting their written proposals.
  - e. Proposal Notice: The Associate Dean for Academic Affairs will provide written notice, typically by email, to the student on actions taken by the Committee on the project. The student may register for Independent Study only with a written approval, typically by email, from the Office of Academic Affairs.
  - f. Registration: The student can only register for the Independent Study course through the Office of Records. Registration must occur no later than the last day of the add/drop period of the semester in which the student intends to complete their approved project. Timely registration is the student's sole responsibility. Upon successful completion, the student will receive either two credit hours for Independent Study (Fall or Spring semester) or four credit hours (Summer semester only). A student may count credits from only one semester of Independent Student towards the 88 total credit hours required for the Juris Doctor degree.
  - g. Completed Paper Requirements: The minimum number of pages of text required for Independent

Study is 20 pages for two credits and 40 pages for four credits. These page counts exclude footnotes/endnotes, title pages, abstracts, tables (including tables of contents or authorities), bibliographies, and graphics. All papers must be double spaced and in 12-point font with standard (one inch) margins.

- h. These requirements may be modified with the faculty advisor and Committee's approval.

## **203 Study Abroad and Student Exchanges**

### **203.1 Study Abroad Programs Sponsored by Howard University School of Law**

To participate in a Howard University-sponsored study abroad program, students must have a cumulative weighted grade point average of 75.00 at the time of application to be eligible to participate.

For more information about the Howard University School of Law study abroad programs, consult the Office of Academic Affairs and the director of each program.

#### **Study in South Africa - A Unique Setting**

The program will be conducted at the University of Western Cape in Cape Town, one of the most beautiful cities in the world. Cape Town is the legislative capital of South Africa. Cape Town is located on the southern tip of the African continent with the Atlantic Ocean to the West and the Indian Ocean to the East. The city is surrounded by mountains with the majestic Table Mountain in the background. A thriving metropolis, the city is well-connected by mass transportation to the rest of southern Africa.

#### **Eligibility**

Applicants from the United States must hold a bachelor's degree and be in good academic standing at an ABA-approved school of law. They should have completed one year of law study. Professionals holding a J.D. or LL.B. Degree, or other advanced degree (from either the United States or another country), are also invited to apply.

### **203.2 Other ABA-Approved Study Abroad Programs**

- a. A student may request permission from the Office of Academic Affairs to study away at another ABA-approved law school. This applies both to studying at the other law school and studying abroad through another law school's study abroad program.
- b. Students must have a cumulative weighted grade point average of 78.00 at the time of application to be eligible to participate.
- c. The request for permission must be in writing and must include information about the program and the course intended to be taken.
- d. Provisions of this Handbook regarding obtaining credit for courses taken at other schools must be followed for petitions to study abroad.

### **203.3 Student Exchange Programs**

The School of Law offers several opportunities to study with other ABA-approved law schools with which we have established exchange programs. The Exchange Programs are an opportunity for Howard Law Students to visit at law schools where we have established a formal relationship to facilitate the student visit.

a. **University of Maine School of Law**

Students interested in pursuing a visit through the exchange program must be upper-class students in the upper half of his or her class. The Exchange student will take the equivalent of a full course load at the host institution for one semester.

Exchange students pay tuition and fees to their home institutions but enjoy the same privileges and services as regular students at the host institution. Students are responsible for their own living arrangements and expenses.

Requests to participate in this program will be processed through the Office of Academic Affairs.

b. **University of Vermont Law School**

After a quarter-century of evolution, modern environmental law now pervades business, government, and personal decisions. Our global economy is united by a perspective on the environment that demands increasing attention from the law. Environmental lawyers are called on to grapple with difficult legal, scientific, and economic questions.

In response to those developments, Howard University School of Law developed a formal exchange program with the Vermont Law School and its renowned Environmental Law Center, whereby students are permitted to attend the other institution in any one semester.

Interested students should contact the Office of Academic Affairs.

c. **University of New Mexico School of Law**

Students interested in pursuing a visit through the exchange program must be upper class students in the upper half of his or her class. The Exchange student will take the equivalent of a full course load at the host institution for one semester.

Exchange students pay tuition and fees to their home institutions but enjoy the same privileges and services as regular students at the host institution. Students are responsible for their own living arrangements and expenses.

Interested students should contact the Office of Academic Affairs.

## 204 **Co-Curricular Activities**

- a. Howard University School of Law sponsors several co-curricular activities for which students receive academic credit. The activities described below are part of the academic program of the school.
- b. Students may not simultaneously participate in more than one co-curricular course.

### 204.1 ***Howard Law Journal***

a. **General**

1. *The Howard Law Journal* is an academic journal which publishes articles concerning significant issues in the law.
2. The Journal is part of the academic program of the School of Law to which eligible students are invited to compete for membership. Upon successful completion of the requirements of the Journal, four (4), five (5) or six (6) credits are awarded toward the J.D. degree.
3. As part of the academic program, the Journal is under the supervision of the faculty.

4. The Journal experience is an intense one in which students both write articles and review, select, edit, and publish articles written by fellow students and articles submitted by others for possible publication. Membership on the Journal is one of the highest academic honors conferred by the School of Law.
- b. Two-Year Commitment Requirement
1. Law Journal requires a two-year commitment by the student for which the student receives four (4) or more credits which are awarded pass/fail. The student must participate for the full two years to receive credit.
  2. Students selected to serve as members of the Executive Editorial Board receive six (6) credits; students selected to serve as Senior Editors receive five (5) credits; and Senior Editors receive four (4) credits. Credits are awarded at the end of the fourth semester of participation, provided that each member has successfully completed all their respective duties and obligations.
- c. Satisfaction of Legal Writing III through Journal Participation
1. Journal participants may satisfy their Legal Writing III writing requirement by writing a comment, note, or article for the Journal. The comment, note, or article must be written under faculty supervision and must comply with all the requirements of both LWIII and Journal.
  2. As required for Journal, the student must earn a minimum grade of 85 on the paper to earn LWIII credit.
  3. The writing must be supervised throughout the writing process by one faculty member.
  4. The student cannot change the supervisor without the permission of the first supervising faculty member.
  5. No academic credit in addition to the credits for Journal participation are given to satisfying LWIII through writing for the Journal.
  6. A student may not earn independent study credit for a paper submitted for purposes of meeting the Journal writing requirement.

## **204.2 Howard Human & Civil Rights Law Review**

a. General

1. Founded in 2015, *Howard Human & Civil Rights Law Review* [“HCR”] is a student-managed, faculty-supervised law review published by the Howard University School of Law. *HCR* focuses on issues related to human rights, civil rights, and international law. *HCR* holds an annual Symposium related to these issues, with the keynote speaker giving the Ferguson Lecture. *HCR* publishes an annual volume of the lectures given at the Symposium, together with articles from eminent scholars and practitioners, a student Note written by the winner of a nationwide competition, and Notes or Comments by *HCR* members.
2. The *HCR* is part of the academic program of the School of Law to which eligible students are invited to compete for membership. Upon successful completion of the requirements of the *HCR*, four (4) or six (6) credits are awarded toward the J. D. degree. Note that students who study at a different institution for a semester or graduate early receive three (3) credits.
3. As part of the academic program, the *HCR* is under the supervision of the faculty.
4. The *HCR* experience is an intense one in which students both write articles and review, select, edit, and publish articles written by fellow students and articles submitted by others for possible publication.

b. Two-Year Commitment Requirement

1. *HCR* requires a two-year commitment by the student for which the student receives four (4) or six (6) credits which are awarded pass/fail. The student must participate for the full two years to receive credit. Note that students who study at a different institution for a semester or graduate early receive three (3) credits.
2. Students selected to serve as members of the Editorial Board receive six (6) credits; Senior Editors receive four (4) credits. One credit is awarded at the end of each semester in the 2L year. One credit is awarded at the end of each semester in the 3L year for Senior Editors. Two credits are awarded at the end of each semester in the 3L year for Editorial Board members.
3. If an Editorial Board Member fails to fulfill all Editorial Board obligations, that Editorial Board Member, at the discretion of the *HCR* Faculty Committee, will forfeit any additional credits and is only eligible to receive the credits given to a Senior Editor of *HCR* (provided he/she/they remains in good standing on *HCR*).

c. Satisfaction of Legal Writing III through *HCR* Participation

1. *HCR* participants may satisfy their Legal Writing III writing requirement by writing a comment, note, or article for the Journal. The comment, note, or article must be written under faculty supervision and must comply with all the requirements of both LWIII and *HCR*.
2. As required for *HCR*, the student must earn a minimum grade of 85 on the paper to earn LWIII credit.
3. The writing must be supervised throughout the writing process by one faculty member.
4. The student cannot change the supervisor without the permission of the first supervising faculty member.
5. No additional academic credit is given in addition to the credits received for *HCR* participation and the satisfaction of the LWIII requirement through writing for the *HCR*.
6. A student may not earn independent study credit for a paper submitted for purposes of meeting the *HCR* writing requirement.

### 204.3 Moot Court Teams

a. General

1. The School of Law has three competitive teams—the Charles Hamilton Houston National Moot Court Team, the Goler Teal Butcher International Moot Court Team, and the Huver I. Brown Trial Advocacy Moot Court Team.
2. Each team hosts an internal competition at the end of which successful students are invited to join the teams. See below for more information and/or speak to the team instructors/coaches for more information.

b. One-Year Commitment

1. Participation on any of the moot court teams requires a one-year commitment by the student for which the student receives two credits which are awarded on a pass/fail basis.
2. The student must participate for the full academic year to receive credit.
3. Students may join a team in their second or third year.
4. Students who participate on a team during their second year may continue to participate on the team during their third year for an additional two (2) credits.
5. A student may participate on one moot court team during their second year and may be permitted to compete for membership on a different team during their third year.
6. Students must register for and attend the regularly scheduled class related to their respective team.



c. **Charles Hamilton Houston National Moot Court Team**

The Charles Hamilton Houston National Moot Court Team represents the school in various competitions across the country. Students are awarded one credit pass/fail for each semester of participation, up to a limit of 4 credits in two years. Participating students are required to attend the moot court class. Students are selected for participation on the National Moot Court Team in accordance with the National Moot Court Team rules. The primary means of selection is through participation in the Charles Hamilton Houston Moot Court Competition. The Charles Hamilton Houston Moot Court Competition is held in the fall of each year and is open to all second and third-year students. The top participants in the competition are invited to join the team.

d. **Goler Teal Butcher International Moot Court Team**

The International Moot Court Team represents the school in the Jessup International Moot Court Competition and other moot court competitions related to international law. Students are selected for the various teams based on their performance in the Goler Teal Butcher International Moot Court Team Competition. Under Jessup rules, participation on the Jessup team is open to all students, but participation in the class is highly recommended because the class includes specific instruction on information relating to writing international competition briefs and international law. Students interested in participating on an International Moot Court Team for credit must enroll in the International Moot Court Team class. Enrollment in the class is subject to the approval of the course instructor. Students are awarded two credits (pass/fail) for successful completion of the year-long course.

e. **Huver I. Brown Trial Advocacy Moot Court Team**

The Huver I. Brown Trial Advocacy Moot Court Team represents the school in various moot court trial competitions throughout the nation. Students earn two credits per year on a pass/fail basis. The Trial Advocacy Moot Court Team meets regularly for one hour each week, with extended practices when preparing for competition. Students receive lecture and instruction from practicing attorneys on fundamentals of trial skills as the students prepare for competitions in which they will try a fictitious case from beginning to end. New team members are selected during the annual intra-school competition in which first- and second-year students vie for a place on the team of no more than twenty members. Students interested in participating for credit must enroll in the Trial Advocacy Moot Court Team class. Enrollment in the class is subject to the approval of the course instructor. Students are awarded two credits (pass/fail) for successful completion of the year-long course.

## PART 300—ACADEMIC RULES, REQUIREMENTS, AND POLICIES

### 301 Construction and Coordination with other Rules

- a. Each rule and regulation set out in this part is to be read and construed in conjunction with all other rules and regulations of this and other parts of this Handbook, and with university rules and regulations.
- b. Many rules relating to university academic standards, student conduct, sexual harassment, alcohol and other chemical use, parking, student organizations, and other activities are promulgated and implemented at the university level rather than the law School of Law level.
- c. Students are charged with knowing and following those rules as well as the ones contained herein.
- d. This Handbook contains the rules and regulations which, together with the rules and regulations in the Howard University Bulletin and Howard University H-Book (and regulations referred to therein), govern law students attending the Howard University School of Law.
- e. The Howard University Bulletin and the Howard University H-Book contain or refer to the University's Academic Code of Student Conduct, rules regarding student conduct, harassment, alcohol and narcotic use, parking and more.
- f. All Howard Law students are subject to those rules and regulations to the extent those rules and regulations are applicable in the law-school setting.
- g. All rules and regulations are to be read and construed in conjunction with all other rules and regulations in or referred to in these sources.
- h. In the event of a conflict between a rule or regulation or standard in this Handbook and the University's Academic Code of Student Conduct, the University's Academic Code of Student Conduct shall control.

### 302 Student Status, Grade Point Calculation, and Class Rank

#### 302.1 Student Status and Course Credit Generally

- a. Students are advised that “full-time status” has different meanings in different contexts. For example, “full-time student” means being eligible for financial aid and has a different meaning here for attendance as a full-time student at the School of Law. Furthermore, there are related rules regarding being “in residence” at the School of Law or at another ABA-approved school and those rules use different numbers of required credits. The differences are the result of several separate groups making rules to serve their own needs.
- b. This rule attempts to reduce the confusion by disclosing that (1) the number of credits for which a student is enrolled matters for a variety of purposes; (2) the number of credits required is different for the different purposes; and (3) this rule is concerned only with the School of Law academic status requirements.
- c. As used in this section the term “credit” will always refer to the number of credit hours in which the student is enrolled for that semester. The term credit does not relate to when the credits are to be earned.

#### Example:

Legal Reasoning, Research, and Writing is a year-long, first-year course for which the student will earn four (4) credits at the end of the year. For enrollment purposes, the student is allocated and billed for two credit hours for each semester, however the student will not receive a grade until the end of the second semester. To pass the course, the student must successfully complete the entire

year. At the end of the first semester, the student will earn zero (0) credits. Upon successful completion of the entire year, the student will earn four (4) credits.

### **302.2 Full-time Status for General School of Law Purposes**

- a. Students are expected to plan their course schedules to ensure they earn a minimum of eighty-eight (88) credit hours to satisfy the School of Law's J.D. degree requirements. A full-time student is one who is registered for at least fourteen (14) credits in a semester. Students who successfully complete the 1L year earn 30 credits. Students who successfully complete 14 credits each of the remaining four semesters of the 2L and 3L years will earn 86 credits. This is two credits less than the minimum 88 credits needed to meet the School of Law J.D. requirements. Students who successfully complete 15 credits each of the remaining four semesters of the 2L and 3L years will earn 90 credits. This is two credits more than the minimum 88 credits needed to meet the School of Law J.D. requirement. Students should plan their course schedules accordingly.
- b. Every Juris Doctor student must enroll as a full-time student, unless permission to do otherwise has been granted by the Associate Dean for Academic Affairs

### **302.3 Full-time Status for Tuition Calculation Purposes**

- a. This provision is subject to University rules, which may have changed since this rule was last adopted.
- b. This provision is included here to advise students to seek assistance and clarification regarding whether they would be affected financially by taking too few or too many credits.
- c. For tuition and financial aid purposes, a student who enrolls in ten to sixteen (10- 16 credits) pays full-time student tuition.
- d. A student, who takes fewer than 10 credits, provided permission from the Associate Dean for Academic Affairs, pays on a per-credit basis.
- e. Students taking more than 16 credits must pay a per-credit charge for each additional credit, over sixteen.

### **302.4 Credits Required and Student Status**

First year student:	Fewer than 23 credit hours completed and passed
Second year student:	23-51 credit hours completed and passed
Third year student:	52+ credit hours completed and passed

### **302.5 Upper-Division Student Defined**

An upper-division student is any non-first-year student, including second-year students, third-year students, and graduate law students.

### **302.6 Effect of Failing a Course; Repetition of Failed Courses**

- a. Required courses  
A juris doctor student (including a dual degree candidate) who fails one or more required courses must successfully complete each failed course before the degree will be awarded.
- b. Elective courses
  1. A student who has a failing grade in a single elective course which has not been re-taken and passed need not repeat that course.
  2. A student who has received a failing grade in more than one elective course must repeat and successfully complete all but one of the failed elective courses.
  3. The grade earned upon repetition of a course supersedes the previous grade in the course for the purpose of determining whether the course has been passed, but all grades are used to determine the student's cumulative weighted grade point average.

### **302.7 Reduced Course Loads**

A student who wants to take fewer than twelve (12) credit hours in a semester must first obtain permission from the Associate Dean for Academic Affairs.

### **302.8 Course Loads Exceeding 17 Credits**

- a. A student who wants to take more than seventeen (17) credits in a semester must first obtain written permission from the Associate Dean for Academic Affairs. Permission may be granted or denied on a case-by-case basis. Factors impacting permission to take more than seventeen (17) credit hours include, but are not limited to, the student's academic status and GPA, the proposed course combination, and the extent of the student's obligations beyond course work.
- b. The maximum credits allowable in a semester is 20.
- c. The student should note that financial aid only covers up to 16 credits a semester. Thus, the student will be charged on a per credit basis for credits in excess of sixteen (16) in the semester in which the excess credit is taken.
- d. However, for purposes of this rule, a student may enroll in seventeen (17) credits in regular courses and may, in addition, enroll in a co-curricular course (i.e., law journal or one of the moot court competition teams) without obtaining prior approval. Reminder that the student will be charged an additional per-credit charge for each credit over sixteen credits.

#### Examples:

If, during the fall semester of the third year, a student enrolls in a co-curricular course in addition to 17 credits, the student will incur a charge for each additional credit over 16 even though the student will not earn the co-curricular credit until completion of the spring semester.

If, during the spring semester of the third year, a student enrolls in a co-curricular course in addition to 17 credits, the student will incur a charge for only one additional credit even though the student may be earning two credits (or four, five, or six for publications) for completion of the entire year (or two years in the case of Journal and Law Review). Reminder that the student will be charged an additional per-credit charge for each credit over sixteen credits.

### **302.9 Irregular Program Schedules**

- a. A juris doctor student who either already is on or desires to take an irregular program schedule (as a result of transfer, readmission, reduced loads or overloads, or for any other reason) must secure approval of the student's academic program at the beginning of each semester from the Associate Dean for Academic Affairs.
- b. A student whose academic program schedule was irregular, but no longer is, need not secure approval of those semesters in which a regular academic program is being pursued.

### **302.10 Six-Semester Residency Requirement**

- a. ABA accreditation standards require that juris doctor students complete six semesters either in residence at an ABA-approved school or at a law school program administered by an ABA-approved school (e.g. foreign study program).
- b. A semester in residence is to be calculated in accordance with the ABA Standards.

### **302.11 Grade Point Average**

- a. At the end of each academic semester, an official cumulative weighted grade point average shall be calculated for every student registered in the School of Law.
- b. This weighted average serves as the basis for each student's academic status, e.g. the student's

classification and whether the student meets the applicable retention standards.

### **302.12 Class Rank**

Class Rank for juris doctor students and J.D./M.B.A. students, will be determined once each year after the conclusion of the spring semester and the submission of grades.

- a. Stand-Alone GPA and Stand-Alone Rank
  1. A student's "Stand-Alone" GPA refers to the student's grade point average for the term referenced.
  2. A student's "Stand-Alone Rank" refers to the student's rank for the term referenced. The Stand-Alone Rank is based on the Stand-Alone GPA.
- b. Cumulative GPA and Cumulative Rank
  1. A student's "Cumulative GPA" refers to the student's overall grade point average based upon all courses taken from the time the student entered the law school through the last term in which the student took classes.
  2. A student's "Cumulative Rank" refers to the student's overall rank based upon all courses taken from the time the student entered the law school through the last term in which the student took classes.
- c. Transfer Grades Excluded

A student's grades accepted by the law school for transfer credit are not included for purposes of calculating the student's grade point average.

#### Examples:

##### **Stand-Alone GPA and Rank**

A student's stand-alone GPA and rank for the second year would be based upon the student's grades earned in the fall and spring semesters of the second year, excluding all grades earned during the first year.

A student's stand-alone GPA and rank for the spring semester of the second year would be based upon the student's grades for the spring semester of the second year, excluding all grades earned during the first year and the fall semester of the second year.

##### **Cumulative GPA and Rank**

A student's cumulative GPA and rank at the end of the second year would be based upon all the student's grades earned in the fall and spring semesters of the first year and the fall and spring semesters of the second year.

#### d. Note Regarding First-Year GPA and Rank

At the end of a student's first year, the student's stand-alone GPA and rank are the same as the student's Cumulative GPA and Rank.

## **303 Registration, Add/Drop, Leave of Absence, Withdrawal from School**

### **303.1 Registration Procedures and Requirements**

- a. The details of registration procedures and requirements are established by the School of Law and University administrators.
- b. This Handbook describes the registration process in general and establishes certain regulations regarding registration.
- c. Students are cautioned to obtain all necessary information and forms needed for registration and to follow the procedures established by the School of Law administration.
- d. JD students have registration priority over LLM students.

### **303.2 First-Year Students**

- a. Each first-year student must register for and attend all the prescribed first-year courses, except in a rare case presenting special or unusual circumstances.
- b. Requests under this provision are to be made in writing to the Associate Dean for Academic Affairs who has final authority to act on the request.

### **303.3 Approval of Academic Programs for the Student's Second Year**

- a. A first-year student must obtain approval of the student's first-semester second-year academic program from a faculty advisor prior to registration in accordance with the dates prescribed on the academic calendar.
- b. The student is required to meet with a faculty advisor at least once before or during the registration period. Approval by the faculty advisor does not constitute a waiver of the requirements for graduation.

### **303.4 Approval of Academic Programs for the Student's Third Year**

- a. Each second-year student must complete a degree program self-audit and secure approval to register from the Associate Dean for Academic Affairs prior to or during the spring registration period for the first semester of the student's third year.
- b. The purpose of the self-audit is to help ensure that all requirements for graduation have been or will be met. Responsibility for compliance with the requirements for graduation rests on the student and cannot be waived by administrative approval of the student's academic program.

### **303.5 Add/Drop Period**

- a. For fall and spring semesters, the Add/Drop Period is generally set in accordance with the Howard University schedule. It is announced on the HUSL Academic Calendar.
- b. Courses cannot be added after the Add/Drop Period at the start of each semester.
- c. Withdrawing from Courses after the Add/Drop Period:
  1. After the end of the Add/Drop Period, an upper-division student may withdraw from a course or courses and receive a grade of "W" up to the end of period established by the University.
    - The University establishes the deadline for withdrawing from a course.
    - The student must obtain permission from the Associate Dean for Academic Affairs to withdraw from the course. Students must complete withdrawal forms and seek the signature of the Associate Dean for Academic Affairs.
  2. Absent extraordinary circumstances, permission generally will not be granted if withdrawal from the course will reduce the student's course-load below the minimum required credits to remain a full-time student.
- d. An upper-division student may not drop a first-year course in the absence of special or unusual circumstances. A request to drop a first-year course is to be made in writing to the Associate Dean for Academic Affairs, who has final authority to act on the request.
- e. A first-year student may not drop a first-year course, except as provided above.

### **303.6 Auditing Courses**

- a. A student may audit a course only with the express permission of the instructor.
- b. A student who attends a course or section in which the student is not duly registered shall not receive credit for that course.
- c. For further restrictions of auditing a course, please contact the Associate Dean for Academic Affairs.

### **303.7 Leave of Absence**

- a. A student who wants to take a leave of absence must request the leave from the Office of Academic Affairs. The request for the leave must be made in writing and must include an explanation of the reasons for the request.
- b. A leave of absence without the need to apply for readmission will be granted for no more than two semesters, excluding the summer semester.
- c. If a student intends to be absent from school for more than two semesters, the student must withdraw from the school and then apply for readmission in accordance with the rules for readmission.
- d. Once a student has been granted a one- or two-semester leave of absence, the student must complete the University's total withdrawal process.
- e. The student's failure to complete this process can result in adverse financial consequences to the student.

### **303.8 Total Withdrawal from School**

- a. A student who seeks to formally withdraw from school must comply with the rules of Howard University and of Howard University School of Law.
- b. See the process below for more information. Failure to comply with the procedures may preclude the student from being considered for readmission.

Students who find it necessary to withdraw from all their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available online. See the Office of Academic Affairs for more information.

Students who are physically unable to complete the withdrawal in person, students who are administratively withdrawn, and students who have special needs due to extenuating circumstances should contact the Office of Academic Affairs or Office of Student Affairs for assistance.

#### **Students considering a total withdrawal should note the following:**

- The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of "W" for each course.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.

- Students who complete a total withdrawal from the University must apply for or request readmission to the University by published deadlines. The procedure for readmission depends on the length of the student's absence from the University.

Students should go to the Office of Academic Affairs or the Office of Student Affairs and/or review online to obtain a Total Withdrawal Request Form, and to discuss the reasons for and the implications of the withdrawal. Students who decide to continue with the withdrawal process should have the withdrawal form signed by the Associate Dean of Academic Affairs; obtain readmission instructions, and then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Student Services. More information can be found at <https://studentaffairs.howard.edu/departments/office-student-services>
- International students must report to the Office of International Student Services in Blackburn Center
- Students who reside in University housing must report to the Office of Residence Life
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid over payment
- All students must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account.
- All students must report to EM/Records, Rm. 104 Administration Building to submit the completed Total Withdrawal Request form and surrender their Capstone Card.

### **303.9 Readmission after a Total Withdrawal**

See below for the process to seek readmission after a total withdrawal. Contact the Office of Academic Affairs if you need further information.

## **304 Credit for Courses Taken at Other Law Schools**

### **304.1 Prior Approval Required for Transfer Credit**

- a. Credit toward the juris doctor degree from Howard University School of Law will be granted for a course or courses taken at another law school only if the student has obtained the written approval of the Academic Affairs Committee prior to taking the course or courses.
- b. Transfer credits will be granted only for a course in which the grade earned was at least a "C" (or a 70 on the Howard University School of Law grading scale).
- c. Upon completion of the course(s), students are responsible for requesting that the host institution send an official transcript of the grades earned to the School of Law Records Office.

### **304.2 Limit on Transfer Credits**

- a. A student may not receive credit for more than thirty (30) hours taken at other institutions.
- b. Effect of Transfer Credits on GPA  
Approved transfer credits will be applied toward the credit and course requirements for the degree but will not be considered for the purpose of determining cumulative weighted averages.
- c. Transfer Credits for Required Courses  
Permission to take any required course for transfer credit must be obtained from the Academic Affairs Committee.
- d. Permission will not be given unless each of the following conditions is met:
  1. the course is not being offered that semester at Howard University School of Law or there are extraordinary circumstances that prevent the student from taking the course at Howard University



School of Law;

2. the student cannot take the course the next time it is offered without undue hardship;
3. the student has an extraordinary excuse for not taking or not passing the course prior to the petition;
4. the course as offered at the other school is at least equivalent in subject coverage and hour content to the course offered at Howard University School of Law; and
5. the course is being taught at or through an ABA-accredited law school.

### **304.3 Transfer Credits for Elective Courses**

- a. A student seeking transfer credit toward graduation for an elective course must submit a written request for permission to do so to the Academic Affairs Committee.
- b. Permission to receive transfer credit toward graduation for an elective course will usually be granted if each of the following conditions is met:
  1. a student petitioning to take a course at another law school must have a minimum cumulative weighted grade point average of 78.00 at Howard University School of Law at the time of the student's petition; and
  2. the school where the class is to be taken must be ABA-approved.
- c. The above provisions may be altered or waived at the discretion of the Academic Affairs Committee.

## **305 Retention Standards**

These retention standards govern all Juris Doctor students.

### **305.1 First-Year Juris Doctor Students**

- a. Limit on Failed Course
  1. A juris doctor student completing the first year of residence in the School of Law is ineligible to continue in the school if the student fails three or more first-year courses.
  2. A student who becomes ineligible to continue under this rule may seek readmission in accordance with the rules regarding readmission to the School of Law.
- b. Minimum G.P.A. Required
  1. A juris doctor student who has a cumulative weighted average of less than 72.00 at the end of the second semester of their first year is ineligible to continue at the School of Law.
  2. A student who becomes ineligible to continue under this rule may seek readmission in accordance with the rules regarding readmission to the School of Law. See Section 307.
  3. Students at risk of having below the required minimum GPA at the end of the first year are advised not to enroll in summer school after their first year, as their dismissal may result in loss of financial aid. If students have questions or concerns, they are welcome to visit the Associate Dean for Academic Affairs.
- c. Second-Semester Academic Support Program (1L ASP)
  1. During the second semester of the first year, the five (5) students with the lowest cumulative grade point averages in each of the three first-year sections must participate in the 1L ASP.
  2. Participants in the program do not receive any course credit for ASP requirements.
  3. Participation in the program is a condition of continued enrollment at the School of Law for all students placed in the program.
  4. Students who participate in this program remain anonymous to the rest of the first-year class and will earn the same number of credit hours as their classmates.
  5. Failure to participate will lead to dismissal. Successful participation and completion mean

- no more than three unexcused absences or missed appointments, timely submission of assignments, and otherwise complying with the requirements set forth by the program director.
6. For more information regarding the ASP, contact the director of the program and/or the Office of Academic Affairs.

### **305.2 Upper Division Students and Transfer Students**

#### **a. Limit on Failed Courses**

1. An upper-division juris doctor student, including a transfer student, who fails courses totaling six (6) or more credit hours in any one semester is ineligible to continue at the School of Law.
  2. A student who becomes ineligible under this rule may seek readmission in accordance with the rules regarding readmission to the School of Law.
- b. An upper-division juris doctor student, including a transfer student, who has failed three (3) or more courses, including both first-year courses and upper-division courses, is ineligible to continue at the School of Law.
- c. For purposes of this rule, each failing grade counts as a failing grade even if the same course is failed two or more times. For example, a student who fails Evidence once and fails Corporations twice would violate this rule.
- d. A student who becomes ineligible under this rule may seek readmission in accordance with the rules regarding readmission to the School of Law.
- e. See above rules regarding the effect of failing grades on student status for graduation.

### **305.3 Minimum G.P.A. Required**

- a. A juris doctor student who has a cumulative weighted average of less than 75.00 at the end of the fourth semester (which does not count summer semesters) or thereafter is ineligible to continue at the School of Law.
- b. A transfer student who has a cumulative weighted average of less than 75.00 at the end of any semester is ineligible to continue at the School of Law.
- c. A student who becomes ineligible under this rule may seek readmission in accordance with the rules regarding readmission to the School of Law.

### **305.4 Probation after the End of the First Year**

#### **a. Definition**

1. A juris doctor student who has a cumulative weighted grade point average between 72.00 and 74.99 after the end of the second semester of the first year is on probation and must comply with the requirements of the third-semester (upper-class) Academic Support Program (2L ASP).
  2. Probation shall terminate during the semester in which the student obtains a cumulative GPA of 75.
- b. Third-Semester Academic Success Program (2L ASP)
1. Students on probation must participate in and successfully complete the provisions part of a non-credit, Academic Support Program beginning in the fall semester of the second year.
  2. When placed on academic probation, students should promptly contact the Associate Dean of Academic Affairs, the Director of the ASP, and the Director of Student Affairs to learn more about the requirements and prohibitions related to probation status.
  3. Participants in the program do not receive any course credit for ASP.
  4. Participation in the program is a condition of continued enrollment at the School of Law for all students placed in the program.
  5. Students who participate in this program remain anonymous to the rest of the first-year class and will earn the same number of credit hours as their classmates.

### **305.5 Restriction and Requirements for Students on Probation**

- a. Restrictions and requirements apply when a student is placed on probation.
- b. A student on probation may not:
  1. participate in co-curricular activities such as law journal and the moot courts;
  2. participate in extracurricular activities such as the Student Bar Association, other student organizations, and volunteer work;
  3. enroll in courses exceeding 13 credits in the fall of the second year; or
  4. participate in an externship.
- c. Probation Advisory
  1. Students on probation should be advised by the appropriate administrative official that engaging in outside work during that semester will make it difficult, if not impossible, to bring their averages up to 75.00 by the end of four semesters.

## **306 Discipline and Termination for Failure to Meet Retention Standards**

### **306.1 Automatic Termination for Failing to Meet Retention Standards**

- a. A student who is ineligible to continue at the School of Law for failing to meet retention standards is automatically discharged from the School of Law effective as of the end of the semester for which the disqualifying event occurred.
- b. For example, if the student's grade point average falls below the retention standard as result of courses taken in the Fall semester, the student will be discharged from the School of Law as of the end of that fall semester.
- c. This rule applies regardless of when grades or grade point averages are calculated or posted, and regardless of when the student is notified of the student's grades, the disqualifying event, or of the disqualification itself.

### **306.2 Discipline and Termination on Other Grounds**

- a. A student may be disciplined, including being dismissed from the School of Law, if he or she violates a policy or rule of Howard University or of the School of Law.
- b. A student may also be disciplined or dismissed if the student engages in other unethical or unprofessional or illegal conduct.
- c. Termination or other discipline on these grounds will be determined in accordance with the School of Law and University procedures for such matters.

## **307 Readmission**

### **307.1 Eligibility for Readmission of a Student Who Voluntarily Withdrew**

- a. A student who has voluntarily withdrawn from the School of Law may seek readmission by filing a petition for readmission with the Academic Affairs Committee.
- b. The petition must provide the following information:
  1. The starting date, withdrawal date and reason(s) the student withdrew from the School of Law;
  2. The reason(s) the student is applying for readmission;
  3. What efforts have been made by the student and/or what changes have occurred which makes the student more likely to succeed upon readmission.

The petition should be emailed to the Associate Dean of Academic Affairs.

### **307.2 Eligibility for Readmission of Dismissed Students**

A student who was dismissed from the School of Law under any of the provisions of this Handbook or other applicable rules and regulations of the School of Law or the University may seek readmission by following the procedures and meeting the standards established below.

### **307.3 Process for Readmission after Dismissal from the School of Law**

- a. A student seeking readmission after dismissal must submit a written petition to the Academic Affairs Committee.
- b. The petition must provide the following information:
  1. The date and reason(s) the student was dismissed from the School of Law;
  2. The reason(s) the student is applying for readmission;
  3. What efforts have been made by the student and/or what changes have occurred which makes the student more likely to succeed upon readmission.

The petition should be emailed to the Associate Dean of Academic Affairs.

### **307.4 Timing of Readmission after Dismissal**

- a. A student dismissed from the School of Law may not be readmitted until that student has not been enrolled for at least two full semesters from the end of the semester in which the disqualifying event occurred.
- b. For example, the period would run from the end of semester in which a third failing grade was received, not from the semester in which the student learned of the disqualification.
- c. A student may reapply before the time has passed provided the start date for readmission would be after the student has sat out the required two semesters.
- d. Summer semesters are not included in the calculation of the two semesters.

### **307.5 Criteria for Readmission**

- a. There are no required criteria for readmission, and each case is to be decided upon its individual merits.
- b. The following factors, though not the only factors, are relevant in deciding whether to readmit the student:
  1. The likelihood that the student could raise his/her/their grades to meet the retention standard in one semester;
  2. The efforts undertaken by the student to correct academic deficiencies or other problems or life circumstances that may have contributed to his/her/their past performance at the School of Law (e.g., taking tutorial courses in reasoning and writing, more secure financial arrangements); and
  3. Prior readmission.

### **307.6 Review by Full Faculty**

The Faculty, upon request of one or more members of the Academic Affairs Committee, may review and act upon an application for readmission that the Academic Affairs Committee has rejected.

### **307.7 Conditions Applicable to Students Readmitted After Academic Dismissal**

- a. The following conditions, restrictions, and requirements shall apply to a student who has been granted readmission after academic dismissal:
  1. All grades previously received by readmitted students (including failing grades) will be counted in their cumulative weighted average, except grades received in Pass/Fail courses.
  2. When the readmitted student has a cumulative weighted average of less than 75.00 at the time of readmission, that student has two semesters from the time of readmission in which to raise his or her average to 75.00 or better.
  3. A student who has a cumulative weighted average of less than 75.00 at the end of two semesters after readmission is ineligible to continue at the School of Law.
- b. A readmitted student shall be on probation.
- c. Probation shall terminate during the semester in which the student obtains a cumulative GPA of 75.
- d. The following conditions shall apply to a readmitted student on probation. A readmitted student on probation may not:
  1. participate in co-curricular activities such as law journal and the moot courts;
  2. earn a grade below 70 in any course while on probation, or
  3. participate in externship; and
  4. other conditions on readmission and remaining in good standing at the School of Law may be imposed.
- e. Earning a grade below 70 while the readmitted student is on probation under this provision shall result in immediate dismissal from the law school.

## **308 Attendance Policy**

### **308.1 Statement of Policy**

Regular and punctual attendance is an important part of a student's legal education. In addition, a student's participation in class affects other students. As a prospective attorney, a student should develop strong habits of regular attendance. For these reasons, the American Bar Association and the Howard University School of Law require regular and punctual class attendance. In addition, some Bar examiners require the Dean to certify that a student has regularly attended classes before they allow a graduate to sit for a bar examination.

"Regular attendance" in a course means attending at least 85 percent of scheduled classes during the semester. The percentage of absences is intended to account for the range of minor illnesses, family obligations, interviews, and unplanned events that occur.

Clinics and externships may define "regular attendance" as requiring more than 85 percent of scheduled classes if that definition is clearly set forth in the course syllabus.

Absences due to curricular and co-curricular requirements will not be counted if the absence is due to an unavoidable scheduling conflict which neither the professor nor the student controls and the notice requirements set forth below are satisfied. Examples of curricular and co-curricular requirements that might cause the type of conflict to which this provision applies include, *inter alia*, emergency court appearances, moot court competitions, and mock trial competitions. If an absence is due to a scheduled curricular or co-curricular requirement, then the student must ask the professor of record for the class with the curricular or co-curricular requirement to notify the professor of record for the missed class in writing before the absence. If an absence is due to an unscheduled or emergency curricular or co-curricular requirement, then the student must ask the professor of record for the class with the curricular or co-

curricular requirement to notify the professor of record for the missed class in writing within 48 hours of the absence.

Absences due to religious holidays will not be counted if the student notifies the professor(s) before the absence(s) of the student's intention to miss class because of a religious holiday.

Absences on the day of the Multistate Professional Responsibility Exam (MPRE) will be excused. The excuse will be for the day of the test. To have the absence excused, the student will show proof of the test confirmation (i.e., that they took the test on the test day) to their professors of the class(es) that they missed on test day.

### **Covid-19 Amendment as of Fall 2023**

The Howard University School of Law is conducting courses fully in-person. There is no remote option to attend classes unless otherwise noted on the course schedule. Thus, "Attendance" means attending a class in person, except for the documented circumstance when a student is approved for Alternate Attendance due to a positive Covid diagnosis.

When a student is confirmed as approved for alternate attendance, the student may be granted permission to:

- (i) attend class remotely (e.g., via synchronous Zoom) if the professor has made that option available; or
- (ii) satisfy the attendance requirement by viewing/listening to a class recording; or
- (iii) satisfy the attendance requirement by receiving class notes and assignments from a classmate; or
- (iv) another method as determined by the professor.

The mode of how the material is provided is at the discretion of the professor and is subject to the approval of the Associate Dean for Academic Affairs. Faculty members are not authorized to grant any additional exceptions to the Attendance Policy absent prior written approval from the Associate Dean for Academic Affairs.

In order for a student to be approved for Alternate Attendance, the student must:

1. Provide as much advance notice as possible and request for approval to attend in one of the above modes. (The faculty member will determine the mode(s) of alternative attendance.)
2. The student must provide this notice and request to their professor(s) via direct email and to the Covid policy administrator ("the Administrator") via the [COVID-19 Alternate Attendance Request Form](#).
3. The student must provide dated evidence of the positive Covid diagnosis in the form of:
  - a. clinic or doctor's note,
  - b. an online positive test confirmation from an external source, or
  - c. dated photos of an at-home positive Covid test.

All students are held to the University Code of Conduct regarding submission of documents under this policy.

Note that there are no excused absences or a right to an alternative mode of attendance; the request may be denied if not documented or credible; and the request may be limited to a certain time period and/or other conditions. It is the responsibility of the student to ensure that they provide the necessary documentation and quickly reply to any further inquiry. The Administrator or other designee will make

the result of the request available to the student and to the professors if approved.

## **309 The Grading System**

### **309.1 Finality of Grades**

- a. Grades are final when submitted to the Records Office for recording. There shall be no change or revision of final grades, except for good cause shown acceptable to the Associate Dean for Academic Affairs.
- b. For purposes of this section, good cause includes, but is not limited to, computational error, failure to grade a portion of an examination, failure to credit a student for completion of work in circumstances such as an instructor or proctor or other agent misplacing a paper or other required product, and such other compelling reasons under which fundamental fairness requires a revision of the grade.

### **309.2 Numerical Grades**

- a. The School of Law uses a numerical grading system with grades ranging from 50 to 100.
- b. The letter grade equivalents of the numerical grades are as follows:

A=	90-100
B=	80-89
C=	70-79
D=	60-69

### **309.3 Pass/Fail Grades**

- a. A course may be designated by the Faculty as a Pass-Fail course in which either the grade of “P” (Pass) or “F” (Fail) will be awarded.
- b. Grades earned in Pass-Fail courses will not be included in the computation of the student’s weighted grade point average.
- c. An “F” received in a Pass-Fail course does count for all other purposes including retention standards (other than overall grade point average) and requirements for the degree.
- d. Students should consult the professor’s syllabus to determine the minimum requirements to earn a passing grade.

### **309.4 Anonymous Grading**

- a. All end of semester examinations shall be graded anonymously to the extent possible.
- b. Work other than final examinations and mid-year examinations in year-long courses need not be graded anonymously even though that work is counted in determining the final grade.
- c. Work which often is not graded anonymously includes research papers, skills exercises, oral presentations, and other projects.

### **309.5 Timing of Final Written Examinations**

- a. For each course in which a final written examination is given, the final examination shall be given after the end of classes at the time and place scheduled by the Associate Dean for Academic Affairs.

#### Exam Conflict Accommodation

An upper-level student may seek an exam conflict accommodation if the student has two final exams scheduled on the same day. In this case, the student may contact the Associate Dean for Academic Affairs to take an exam on an alternative date. The student must submit the request by the deadline



set by the Associate Dean for Academic Affairs, which is noted in the Academic Calendar.

### **309.6 Excuse for Not Taking an Examination**

- a. A student will not be excused from taking a final examination in any course, unless the student has been excused from taking the examination by the Associate Dean for Academic Affairs, or their designee.
- b. A student will be excused from taking an examination at the regularly scheduled time or, in appropriate cases, at the scheduled makeup time for students with exam conflicts, only under special or unusual circumstances.
- c. The student must obtain permission before the examination date to take the examination at a time other than at the regularly scheduled time.
- d. A student who fails to appear for an examination when it is scheduled and who has not received prior permission to be excused from the examination must report to the Associate Dean for Academic Affairs or their designee as soon as possible after the examination was given and explain why the examination was missed.
- e. If the Associate Dean for Academic Affairs or their designee is satisfied that the absence is due to illness or some other special or unusual circumstances, the student may be given permission to take a deferred examination. The makeup examination must be taken in enough time to comply with the rule on incompletes.
- f. Employment will not be considered a special or unusual circumstance.

### **309.7 Effect of Absence from the Examination**

A student who is registered in a course and fails to take the final examination for the course will automatically receive a failing grade of fifty (50), unless the student has been excused from the examination under the rules above.

### **309.8 Re-examination**

- a. A student may be given only one final examination in each course each time the student takes the course.
- b. A student may not be re-examined for a course for the purpose of raising the grade awarded on the first final examination.
- c. If a student fails a course and retakes the course, the final examination given in the course when the course is retaken is not a re-examination in the same course within the meaning of this rule.

### **309.9 Final Papers and Final Projects**

- a. Subject to the rule on granting extensions for incompletes in seminars and other courses, the final paper or other project in a course is due on the last day of the examination period, unless the professor has shortened the time period.
- b. If the professor sets a due date before the last day of the examination period, the professor must announce the date at the beginning of the semester and should state the date in the course syllabus.
- c. Graduating Students
  1. Final papers or other projects for all graduating students, including both juris doctor and LL.M. students, are due not earlier than the last day of classes, nor later than the last day of the first week of the 2L/3L examination period.
  2. If the professor sets a due date before the last day of the examination period, the professor must announce the date at the beginning of the semester and must state the due date in the course syllabus.
- d. Papers other than final papers and work other than final papers are due in accordance with the requirements of the professor in the particular course as set forth in the course syllabus or on the

course web page.

### **309.10 Effect of Failure to Submit Papers or Other Work on Time**

- a. A professor may treat a final paper or other final project or work not submitted on time the same as missing a final examination, and/or the professor may impose any lesser penalty for lateness.
- b. A professor may, in the discretion of the professor, penalize other papers or other work not submitted on time by lowering the grade (including assigning the paper or other work an “F”) on that individual paper or other work.

### **309.11 Incompletes**

- a. Incomplete grades may be assigned ONLY to students who, as a result of circumstances beyond their control (e.g., illness or family emergency) are unable to complete their coursework.
- b. Although the student initiates the request for an incomplete grade, the decision to assign an incomplete grade rests solely with the instructor. If the student’s request is approved, the instructor establishes and submits specific “make-up” conditions on an Incomplete Grade Processing Form (IGPF).
- c. Each incomplete designation (“I”) must be accompanied by an alternative grade.
- d. Typically, the alternative grade will be an “F”, especially in cases where the final examination is the main determinant of the course grade. In such a case, the instructor of the record shall assign a grade of “I/55”.
- e. The alternative grade will become the permanent grade, if the incomplete is not removed.
- f. All incomplete grades must be completed by the student no later than the last day of classes of the semester in which the student is next in residence.

## **310 Grade Normalization**

### **310.1 Grade Normalization Policy**

- a. Howard University School of Law has a policy of standardized grading based on approximately a B-curve for the first year and a B/B- curve for upper division courses.
- b. The policy has both arithmetic mean requirements and grade distribution requirements.
- c. The arithmetic mean and the grade distribution requirements are set according to the type of class (first year or upper division) and the number of students enrolled in the class. For smaller upper division classes, there are no distribution requirements.

### **310.2 General Applicability of Grade Normalization Policy**

- a. This system is mandatory; it applies to all grades given to students in the J.D. and J.D/M.B.A. programs, but does not apply to students in the LL.M. program.
- b. This system includes new retention standards and a modified degree requirement.
- c. The system includes a modified honors requirement; students with cumulative School of Law grade point averages in the ranges specified herein- below shall be awarded honors, as indicated:

89.00 -91.99 -- cum laude

92.00 -95.99 -- magna cum laude

96.00 -100.00 -- summa cum laude

### **310.3 First Year Required Courses—Grade Normalization**

- a. The arithmetic mean for all grades in first year courses must fall in the following range:

81.00 - 83.00.

b. All grades in first year courses must meet the following grade distribution standard:

	MIN	MAX
	%	%
90-100 (A)	10	15
80-89 (B)	35	50
70-79 (C)	20	35
60-69 (D)	10	20
50-59 (F)	0	5

c. Teachers of the same subject are encouraged, but not required, to collaborate in determining the mean and the distribution of grades.

### **310.4 Evidence, Constitutional Law II, and Professional Responsibility**

a. The arithmetic mean for all grades in the foregoing courses must fall in the following range:

82.00 - 85.00

b. All grades in these courses must meet the following grade distribution standard:

	MIN %	MAX %
90-100 (A)	10	20
80-89 (B)	35	60
70-79 (C)	20	40
60-69 (D)	0	15
50-59 (F)	0	5

c. Teachers of the same subject are encouraged, but not required to collaborate in determining the mean and the distribution of grades.

### **310.5 Upper Division Elective Courses with 30 or More Students**

a. The arithmetic mean for all grades in the foregoing courses must fall in the following range:

83.00-88.00

b. The following grade distribution standard is recommended but not required:

	MIN %	MAX %
90-100 (A)	10	25
80-89 (B)	30	65
70-79 (C)	15	35
60-69 (D)	0	15
50-59 (F)	0	5

c. Teachers of the same subject are encouraged, but not required to collaborate in determining the mean and the distribution of grades.

### **310.6 Upper Division Courses with Fewer than 30 but more than 10 Students**

- a. The arithmetic mean for all grades in the foregoing courses must fall in the following range:

83.00 - 88.00.

- b. There is no grade distribution standard for these courses.

### **310.7 Upper Division Courses with 10 or Fewer Students, Clinic Courses and Externship Courses**

There is neither a grade distribution standard nor an arithmetic mean requirement for grades in upper division courses with 10 or fewer students, Clinic Courses and Externship Courses.

### **310.8 Grade Normalization Rounding Rules**

- a. In cases where the arithmetic calculation of distribution ranges produces a fraction, a fraction equal to or greater than one-half (*0.50*) is to be rounded up to the next higher whole number.
- b. A fraction less than one-half (*0.50*) is to be rounded down to the next lower whole number.

### **310.9 Exclusion of LL.M. Students from Normalization Standards**

The work product of LL.M. students shall not be considered in applying the principles and rules of the normalization policy.

## **311 Review of Final Assessments and Verification of Grades**

- a. A student may review the student's final assessment (assessments include final examinations, papers or other final assessments) with the course instructor. Generally, fall semester assessments may be reviewed in the next spring semester and both spring and summer semester assessments may be reviewed in the next fall semester. Assessment reviews are done for educational and pedagogical purposes only; they are an opportunity for students to continue their learning.
- b. Each instructor may set reasonable limits on reviewing assessments such as requiring that they be reviewed in the first 30 days of the next semester or setting specific times and dates for reviews.
- c. Because professors are generally not available to review assessments in the summer, students who have a reasonable belief that there may have been a computational error in the grading of their spring semester assessments may request a "grade verification." Such grade verification requests must be submitted in writing to the relevant professor within 15 days of the grade being posted on Bison Web. Professors will make diligent efforts to respond to requests for a "grade verification" within 15 days of the receipt of such requests. Professors may verify the grade in whatever manner they wish (e.g. an independent review of the exam, verification with the Records Office that the grade was properly entered into Bison Web, etc.).
- d. If the student has completed the above steps regarding reviews and grade verification but has not received a response from the professor, the student may reach out to the Associate Dean for Academic Affairs for assistance.

## PART 400—ACADEMIC CODE OF CONDUCT, POLICIES AND PROCEDURES

### 400 Policy

- a. Law students are subject to the Howard University Academic Code of Student Conduct and to these rules.
- b. The following provisions are primarily an adoption and elaboration of certain core provisions of the University Code for the School of Law context.
- c. Every student must be aware of and act in accordance with notions of scrupulous honesty in taking tests, in researching and writing papers, and in all aspects of the study and practice of law.
- d. Any student who cheats or plagiarizes is subject to discipline by the University, as well as by the School of Law.

#### 400.1 **Discipline for Violations**

A student who violates a rule or rules of the University Academic Code of Conduct or these rules may be disciplined by being subject to one or more sanctions including, but not limited to, reprimand; failure of the affected work, exam, or paper; failure of the course; notation in the student's file; notice to bar examiners; and expulsion.

#### 400.2 **Cheating**

- a. Academic cheating is any intentional act of dishonesty in the fulfillment of academic course or program requirements.
- b. Cheating includes, but is not limited to, using the assistance of any person, document, or other aid not explicitly authorized by the instructor or program involved.

#### 400.3 **Plagiarism**

- a. The full scope of cheating, plagiarism, and deceit cannot be clearly delineated.
- b. Nonetheless, the central tenet is articulable and understandable: One must never present the work of another as one's own.
- c. Copying from another in an exam, on a paper, or in other work violates this core principle.
- d. Quotations from and citations to cases, statutes, treatises, law review articles, and other sources are common examples of using ideas and expressions from others.
- e. The source of the quotations or paraphrase or idea must be properly credited.
- f. One common problem area arises from paraphrasing.
- g. Lengthy paraphrasing should be avoided.
- h. Reordering paraphrased paragraphs does not shield one from the necessity of giving proper credit to the source of the ideas.
- i. A single general citation at the end or beginning of a lengthy paraphrase does not adequately credit the source, although such a citation for a single sentence or proposition often will be adequate.
- j. If a lengthy passage of a student's writing was largely inspired by and/or dependent on and/or consists of essentially a paraphrase of another's work, the student's citation should so disclose.
- k. Another common problem arises from the use of certain ideas and terms that are so common in legal discourse (or general discourse) that no citation is needed.
- l. For example, one need not use a citation for the proposition that the freedom of speech is one of our most cherished and important liberties. Nonetheless, a citation to some authority that discusses

the point at greater length would be appropriate.

- m. When there is the slightest doubt about the need for citation, the citation should be included.

#### **400.4 The Use of Artificial Intelligence (AI)**

- a. To ensure all students have an equal opportunity to succeed and to preserve the integrity of the coursework, students are not permitted to submit text that is generated by artificial intelligence (AI) systems, including but not limited to ChatGPT, Bing Chat, Claude, Google Bard, Lexis+AI and Westlaw Precision with Gen AI, or any other automated assistance, for any coursework. This includes submitting assignments, exams, or projects in which the text in whole or in part was generated using AI.
- b. Students are encouraged to use AI as part of their learning and research in ways similar to search engines such as Google, for correction of grammar, and for other functions attendant to completing an assignment.
- c. Any student using AI must disclose the system used and cite the source and content obtained.
- d. However, AI systems may not be used to compose any part of the submitted assignment.
- e. Students should be aware that using AI may undermine your ability to develop critical thinking, writing, or research skills that are essential for completing coursework and for your academic success. Students should also be aware of the potential risks and limitations of using AI as a tool for learning and research. AI systems can provide helpful information or suggestions, but they are not always reliable or accurate. AI systems are also vulnerable to leaks of users' sensitive and confidential information. Students should critically evaluate the sources, methods, and outputs of AI systems.
- f. Instructors may authorize the use of AI as an appropriate resource for academic work or exams in the instructor's course, provided the instructor does so in writing and with appropriate notice.
- g. Instructors permitting use of generative AI outputs may require students to disclose or certify the generative AI outputs relied upon, and further show exactly how and where AI was used.
- h. If not expressly authorized by the instructor, any use of AI will be considered academic dishonesty and not the student's own work in violation of this policy. Violations of this policy will be treated as academic misconduct.

#### **400.5 Seriousness of Academic Purpose**

- a. To achieve its educational purposes Howard University School of Law must maintain an environment conducive to learning and to scholarly endeavors by both faculty and students.
- b. Seriousness of academic purpose requires students to prepare daily, to complete assignments in a timely fashion, to attend class, to be punctual, and to participate in class.
- c. Unexcused failure to meet one or more of these basic requirements may indicate a lack of seriousness of purpose and may subject a student to discipline.
- d. Seriousness of academic purpose also encompasses appropriate conduct throughout the School of Law, the University, and the community.

#### **400.6 Employment**

- a. The study of law, especially in the first year, is a full-time endeavor. Experience has proven that it is in the best academic interest of the student not to undertake a part-time job, especially during the first year of study. Students are asked to commit to not working in the first year.
- b. The Faculty reserves the right to require any student engaging in outside employment to either reduce or terminate the employment if, in the judgment of the Faculty, acting through the Student Affairs Committee, such reduction or termination is warranted considering the student's academic performance. Non-employment may be a specific condition of readmission of discharged students.

## **401 Grievance and Disciplinary Procedures Under Academic Code of Conduct**

### **401.1 Coordination with Procedures Specified Rules**

All matters for which a specific body is identified, or a specific procedure is provided within these rules, shall be handled according to that specific rule or the rules and the procedures of that particular body.

### **401.2 Procedures under the University Academic Code of Student Conduct**

- a. These procedures apply to allegations of academic violations.
- b. For allegations of other types of student misconduct, the procedures specified in the University Student Code of Conduct and Judiciary apply.
- c. Any faculty member or School of Law administrator who believes that a student has violated the Academic Code of Conduct (e.g., by cheating or plagiarizing) shall assemble supporting evidence and identify additional witnesses to the infraction.
- d. The faculty member or administrator shall report that information to the Dean of the School of Law and to the director, if any (e.g., LRRW Program, Clinic, or LL.M.), of the program in which the infraction incurred.
- e. The report shall be made as soon as practicable after discovery of the infraction.
- f. Action by the Dean
  1. Upon being notified of the alleged infraction, the Dean or, if the dean designates another person to review the matter, the Dean's Designee (e.g., Associate Dean for Academic Affairs) shall, as soon as is practicable, consider the weight of the assembled evidence.
  2. If after reviewing the information and after consulting with the applicable program director, if any, the Dean or Dean's Designee believes that the matter should proceed further, the Dean or Dean's Designee shall take further action.
  3. The Dean or the Dean's Designee (1) shall notify the accused student of the charge(s) against him/her/them; (2) shall, set a time for a hearing before the Student Conduct Committee; (3) shall notify, in writing, the student and the committee members of the time and place of the hearing; (4) shall notify the committee members of the identity of the accused student and of the nature of the charges; and (5) shall notify the affected faculty member(s), including in particular the faculty member reporting the possible infraction.
  4. If the Dean or Dean's Designee believes the matter should not go further, the Dean or Dean's Designee will so notify the person reporting the infraction.
- g. The Hearing of the charge(s):
  1. At the hearing, the accuser and the student shall be allowed to present their evidence, including documents and witnesses.
  2. The committee members may ask questions of the student and the accuser as well as of the witnesses.
  3. This is an informal hearing at which no legal counsel is allowed for either side. The standard of proof shall be substantial evidence with the burden of persuasion on the accuser.
- h. Action following the Hearing:
  1. After the hearing, the committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s).
  2. If the charges are sustained, the committee shall then consider and recommend to the Dean the disciplinary penalty.
- i. The Dean's further action:
  1. As soon as practicable after receipt of the results of the hearing, including the committee's recommendation, the Dean shall notify the student, the accuser, and any program director

- involved of the results.
2. The Dean shall notify the said persons of the following: (1) the results and recommendations; (2) the student's right to appeal directly to the Dean to contest any disciplinary penalty recommended by the committee; and (3) the time by which the appeal to the Dean must be taken (five business days from the date of receipt of notification).
- j. Action following the appeal:
1. After hearing the appeal, if any, from the student, the Dean shall determine the appropriate penalty.
  2. The Dean may accept, reject, or modify the recommendation of the committee. The Dean's decision is final. The decision shall be communicated to the student as soon as practicable.
- k. The Penalty:
1. The minimum penalty shall be no credit for the course assignment or examination.
  2. A more severe penalty such as failure of the course or suspension or expulsion from the University may be imposed in appropriate cases.

## **402 Student-Initiated Academic Grievance Procedure**

### **402.1 Statement of Applicability**

- a. The student grievance procedures of the University are to be followed when applicable.
- b. For purposes of applying those grievance procedures within the School of Law, program directors (e.g., LRRW Program Director, Clinic Director, and LL.M. Program Director) will be treated as department chairpersons.
- c. The University procedures are reproduced immediately below with minor adaptations to the School of Law situation.



## **402.2 The Informal Process to Address Student-Initiated Academic Grievances**

- a. A student who believes he/she/they has been aggrieved must first seek resolution of the dispute through an informal process with the other party involved in the dispute. For example, a student concerned about a grade should first meet with the instructor who graded the student's work.
- b. If the student is unable to resolve the dispute with the other party directly, then the student must bring the matter to the attention of the director of the program or department, if applicable (e.g., LRRW Program, Clinic Program, Library, or LL.M. Program), or to the Associate Dean for Academic Affairs if there is no appropriate director. The Director should attempt to resolve the dispute informally through meeting(s) with the parties involved individually, jointly, or both.
- c. Disputes not resolved by the relevant directors and disputes, which arise concerning matters for which there is no director who would be responsible, are to be brought to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs or other Dean's designee will seek to reach an informal resolution through mediation between the parties.
- d. If the mediation by the Associate Dean for Academic Affairs or Dean's designee fails, then the matter is to be referred to the School of Law Grievance Committee for review through the formal process.

## **402.3 The Formal Process to Address Student-Initiated Academic Grievances**

- a. Student grievances, which are consigned to the Student Grievance Committee, must be specified in writing and given to the Dean or the Dean's designee.
- b. A student's written statement, along with supporting evidence, constitutes a case document, which will be submitted to each member of the committee.
- c. The second party to the dispute is also requested to provide the Office of the Dean with his/her/their account of the matter in dispute, which becomes a part of the case document that is forwarded to the committee.
- d. The Student Grievance Committee is required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
- e. After the date has been set, each party to the dispute is sent a letter via certified mail, which informs of the charges and date of the meeting as well as a statement requesting the party's presence.
- f. During the hearing, the student presents his/her/their case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
- g. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
- h. The committee's decision is sent to the Dean of the School of Law in the form of a recommendation.
- i. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it. The Dean may accept, reject, or modify the recommendation of the Committee. The Dean shall then provide written notice of the decision to the following: the student, the other party, the Committee, the relevant program (if any).

## **403 Grievances Relating to Faculty**

All matters involving allegations of faculty misconduct (as distinguished from an academic grievance) shall be presented to the Dean of the School of Law or the Associate Dean for Academic Affairs or their designee for further handling in accordance with applicable University and School of Law procedures.

## 404 Student Complaint Policy

- a. Any student with a complaint or concern, that implicates one or more of the Standards for Approval of Law Schools (i.e., the ABA Standards), should bring the complaint or concern to the attention of the Associate Dean for Admissions and Student Affairs.
- b. The Student Complaint Form must be completed to initiate a complaint for investigation.
- c. If the complaint concerns the actions or behavior of the Associate Dean for Admissions and Student Affairs, then the matter will be brought to the attention of the Associate Dean for Academic Affairs.
- d. If the complaint is to be filed with the Associate Dean for Academic Affairs, then the responses set forth below will be provided by the Associate Dean for Academic Affairs.
- e. Upon receipt of a formal complaint, the Associate Dean for Admissions and Student Affairs shall contact the student who filed the complaint, and the Associate Dean shall initiate an investigation.
- f. For the purposes of this Policy, the “initiation of an investigation” may include directing the student’s complaint to an existing Law School or University complaint or grievance procedure.
- g. If the complaint is re-directed, the student’s completion of the form shall suffice to initiate the student’s complaint or grievance under such existing Law School or University complaint or grievance procedure.
- h. If there is an existing complaint or grievance procedure, and such procedure contains a provision for the appeal of the student’s complaint or grievance, that appeal, if any, shall apply to a complaint or grievance initiated under this Policy.
- i. This policy, however, shall not create any new complaint or grievance procedure; nor shall this policy add to, delete, or modify any existing Law School or University complaint or grievance procedure.
- j. The Associate Dean for Admissions and Student Affairs or their designee shall provide a written response to the complaint within 30 days, unless notice of a need for additional time is provided to the student.
- k. If the Associate Dean finds that the complaint or grievance is covered by an existing Law School or University complaint or grievance procedure, the written response to the student will be in accordance with the procedures of that existing complaint or grievance procedure.
- l. The Associate Dean’s response to a complaint or grievance filed pursuant to this policy shall, in any case, inform the student of the next step(s) in the process to resolve the complaint or grievance. In addition, the written response shall convey the relevant facts and circumstances discovered thus far during the investigation.
- m. In no case shall a complaint or grievance be deemed untimely because the complaint or grievance was initiated by the student pursuant to this policy rather than through an existing Law School or University complaint or grievance procedure.

## PART 500 The J.D. /M.B.A. PROGRAM

### 501 The J.D./ M.B.A. Dual Degree Program

#### 501.1 General

The Howard University School of Law and the Howard University School of Business offer a J.D./M.B.A. dual degree program. The dual degree program is designed to permit a candidate to complete both degrees in 3 ½ to 4 years instead of the 5 years required to complete the programs separately.

### 502 Applying for the J.D./M.B.A. Dual Degree Program

- a. Prospective students must apply to and be accepted into both the J.D. and the M.B.A. programs. Each application must be made separately according to the requirements of the School of Law and the School of Business.
- b. The specific requirements for applying to the School of Law and the School of Business are as follows:

School of Law	School of Business
Graduate from an undergraduate institution	Graduate from an undergraduate institution
Complete the LSAT	Complete the GMAT/GRE
Submit all required documents to the School of Law: <ul style="list-style-type: none"><li>- College Transcript</li><li>- Personal Statement</li><li>- Resume</li><li>- 2 Letters of Recommendation</li></ul>	Submit all required documents to the School of Business: <ul style="list-style-type: none"><li>- College Transcript</li><li>- Personal Statement</li><li>- Resume</li><li>- 2 Letters of Recommendation</li></ul>

- c. Current J.D. students are not eligible to apply for the M.B.A. program if they have completed more than 51 J.D. credits. There are no exceptions to this rule. Consequently, students are urged to begin to consider the J.D./M.B.A. dual degree program during their 1L year. Moreover, current J.D. students should apply no later than the Fall of their 2L year.

### 503 Allocation of Credits

To receive the J.D. and M.B.A. degrees, a student must complete a total of 110 semester hours. This total includes all the separate degree requirements for both the J.D. and M.B.A. programs.

## 504 The J.D./MBA Curriculum

Traditionally, students complete their first two years of the J.D. /M.B.A. dual degree program as full-time law students. The third year is spent at the School of Business as a full-time business student, and the fourth year is spent completing the remaining J.D. and M.B.A. requirements simultaneously. The J.D. /M.B.A. curriculum is as follows:

J.D./M.B.A. – 110 credits (71 J.D. credits/39 M.B.A. credits)<sup>3</sup>

### 504.1 First Year J.D. Course Requirements:

#### 1L Required Courses (Total Credits: 30)

##### 1L Fall Semester (16 credits)

Civil Procedure I (4 credits)

Contracts (3 credits)

Legal Research, Reasoning and Writing I (2 credits)

Legal Research, Reasoning and Writing I – Research Lab (0 credits)

Legislation/Regulation (3 credits)<sup>4</sup>

Torts (4 credits)

##### 1L Spring Semester (14 credits)

Constitutional Law I (3 credits)

Contracts (2 credits)

Criminal Law (3 credits)

Legal Research, Reasoning, and Writing I (2 credits)

Property (4 credits)

### 504.2 Upper Division Requirements

#### 2L Fall Semester

Constitutional Law II (3 credits) \* Prerequisite Constitutional Law I

Legal Writing II (2 credits) [surname starts with a letter from the 1<sup>st</sup> ½ of alphabet]

#### 2L Spring Semester

Legal Writing II (2 credits) [surname starts with a letter from the 2<sup>nd</sup> ½ of alphabet]

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<sup>3</sup> Students entering the J.D. program before Fall 2016 – Refer to the information regarding experiential course requirements.

Students entering the J.D. program in or after Fall 2016: As noted, 71 J.D. credit hours are required to earn the J.D.-M.B.A. 39 M.B.A. credit hours are required to earn the J.D.-M.B.A. Thus, a total of 110 credit hours are required.

**For those students who plan to sit for the NY Bar, be advised that:**

- The New York Bar allows a maximum of 12 credit hours of non-J.D. coursework (e.g., M.B.A. coursework) to be counted towards the total minimum number of credit hours required for the New York Bar.
- Of the 71 J.D. credit hours, at least 64 credit hours must be earned in “classroom study.”
- “Classroom study” includes clinics.
- “Classroom study” does not include co-curriculars.
- “Classroom study” includes up to 1 hour of externship classroom credit.
- Of the remaining 7 hours (i.e., 71 hours – 64 “classroom study” hours) externship and co-curricular credits may be counted.

<sup>4</sup> Legislation/Regulation is required only for J.D. and J.D./M.B.A. students who entered the School of Law either in or after the Fall 2017 semester.

### **504.3 Additional Upper-Division J.D. Requirements**

Evidence (4 credits)

Professional Responsibility (3 credits)

Legal Writing III (2-4 credits in a LWIII eligible seminar, law journal/review, or Independent Study]

Experiential (minimum 2 credits)<sup>5</sup>

Experiential (minimum 6 credits)<sup>6</sup>

### **504.4 Required M.B.A. Courses**

#### **3L Fall Semester**

Economics for Global Leaders

Organizational Management

Statistics & Business Analytics

Financial Accounting

Concentration/Elective

#### **3L Spring Semester**

Financial Management

Marketing Management

Productions/Operations Management

Project Management

Concentration/Elective

a. Additional Required Courses (to be taken before the 4<sup>th</sup> year)

Students must also take Management Accounting and Principles of Information Systems. These courses can be taken at any point before completing the fourth year of the program. In addition, students are permitted to enroll in elective courses of their choice.

b. 4<sup>th</sup> Year - 3L & M.B.A.

Strategic Management must be taken in the last semester of the M.B.A. portion of the dual degree program.

### **505 Transferability of Grades**

a. The credits for approved courses taken at the School of Business transfer and count toward meeting the School of Law graduation requirements.

b. The grades received from the School of Business Administration are not used for determining class rank, honors, GPA, entitlement to grants and scholarships, etc.

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<sup>5</sup> All J.D. and J.D./M.B.A. students who entered the School of Law before the Fall 2016 semester must have a minimum of 2 credit hours of experiential coursework.

<sup>6</sup> All J.D. and J.D./M.B.A. students who entered the School of Law either in or after the Fall 2016 semester must have a minimum of 6 credit hours of experiential coursework.

## PART 600 MASTER OF LAWS PROGRAM

### 601 General

The School of Law offers a Master of Laws (LL.M.) degree for law graduates.

### 602 Governing Rules

Unless the context otherwise requires, LL.M. students are subject to all rules and regulations contained in other parts of this Guide as well as all university rules and regulations.

### 603 Purposes

The LL.M. Program is designed:

- a. To offer outstanding lawyers and law graduates an opportunity to expand their knowledge of the law and legal processes and to engage in legal research;
- b. To enrich the School of Law by exposing its community to non-American lawyers and legal cultures as well as American law graduates from other schools, and to contribute to the ongoing re-examination and reinforcement of American law through such comparisons;
- c. To bring domestic and international acclaim and repute to the School of Law and the University;
- d. To contribute to the training for developing nations of judges, legal counselors, government officials, professors of law and private practitioners;
- e. To afford the University the opportunity to translate on a global scale its commitment to the training of people who will be the leaders in the development of those who are the underdeveloped and dispossessed;
- f. To afford the School of Law the opportunity to provide its inimitable training in the uses of law for the political, social and economic advancement of underdeveloped groups and states;
- g. To prove in-depth comparative legal perspectives on all law courses; and
- h. To transmit a working understanding of the fundamental of private (commercial) and public international law as well as domestic and international law protecting civil and human rights and human rights.

### 604 Degree Requirements

To receive the Master of Laws (LL.M.) degree, a student must meet the following requirements within three years of the student's initial enrollment:

- a. Successfully complete 24 credits in approved courses;
- b. Successfully complete the course titled "Introduction to the U.S. Legal System" unless the LL.M. is a domestic LL.M. student, in which case, this requirement can be waived;
- c. Successfully complete a Graduate Thesis;
- d. Achieve a cumulative weighted average of at least 77.00 at the time of graduation;
- e. Be certified by the faculty as having satisfied the academic requirements of the University and the School of Law;
- f. Have completed one academic year in residence as a graduate student at the School of Law. This residency requirement must be fulfilled during the first year of the student's enrollment; and
- g. Settle all financial and other obligations to Howard University and the School of Law.

## **605 LL.M. Course of Study**

### **605.1 LL.M. Required Coursework**

In addition to the requirements set forth above:

- a. LL.M. students must successfully complete 24 semester hours (credits) of coursework, including one required course in the introduction to U.S. law for international students, and a graduate thesis writing requirement for all LL.M. students. Students are advised that, as of 2019, the District of Columbia Bar requires that LL.M. students who wish to sit for the bar exam must complete 26 credit hours of student. Thus, if the LL.M. student seeks to take the DC bar exam, the student should endeavor to take 26 credits. Importantly, it is the responsibility of the student to confirm any and all bar exam requirements.
- b. The required courses for the LL.M. international students are LL.M. Seminar and the Graduate Thesis; for domestic students, the Graduate Thesis alone.
- c. Students must earn the remaining credits from among those courses offered by the School of Law that are open to graduate students. All courses must be approved by the director of the LL.M. program.

### **605.2 LL.M. Writing Requirement**

The writing requirement is a graduate thesis of three, four, or five credits that is supervised by the Director of the LL.M. program, or with the Director's approval through an independent study with an identified faculty member. The writing requirement may also be satisfied through the completion of two written papers in seminar courses.

### **605.3 Other LL.M. Requirements**

#### a. Minimum grade for credit

In order to get credit in any course, a candidate must earn a grade of no less than 70.00 in that course. Any grade below 70.00 will be considered a failing grade.

#### b. Limit on Failed Courses

1. An LL.M. candidate who fails two or more courses in one semester is ineligible to continue at the School of Law.
2. An LL.M. candidate who has received three (3) or more failing grades during his/her/their entire School of Law time, including failing the same course more than once is ineligible to continue at the School of Law.
3. If a student has passed a previously failed course, the original failure still counts toward the three-failed limit.

#### c. Viability of Courses

Except upon written recommendation of the Director, based upon special examination of the candidate, no course that was pursued more than three years prior to the term in which the student presents herself/himself/themselves for the final examination will be credited toward the fulfillment of the requirements for the degree.

## **606 Registration and Other Formal Requirements**

### Registration

- a. Each student is responsible for properly registering for courses. The student must obtain the approval of the Director of the LL.M. program for the proposed registration before or during the registration period.
- b. All courses must be approved by the LL.M. program Director.

**607 LL.M. Program Formalities**

- a. Each international LL.M. student may be expected to meet with an official from the Office of International Student Services.
- b. Students are responsible for ensuring that all required forms are up to date and that they are on track to earn the degree through, for example, a degree audit meeting with the LL.M. director.
- c. Students are responsible for familiarizing themselves with these, and other, regulations of the graduate program.



## **PART 700 CONSTRUCTION, INTERPRETATION, AND AMENDMENT**

### **701 Construction**

- a. All rules and regulations are to be read and construed in conjunction with all other rules and regulations in or referred to in this Handbook and with University regulations and rules.
- b. In the event of a conflict between a rule or regulation or standard in the Handbook and the University's Academic Code of Student Conduct, the University's Academic Code of Student Conduct shall control.

### **702 Authority to Interpret**

Subject to the authority of the Board of Trustees, the School of Law faculty has final authority on matters of interpretation of this Handbook.

### **703 Amendments**

- a. Except for matters relating directly to degree requirements, this Handbook may be amended and revised by a majority vote of the full-time faculty of the School of Law subject to the approval, when necessary, of the president of the University.
- b. Prior to any regular meeting, or any special meeting of the faculty called to consider any proposed amendment or revision, a copy of the proposed amendment or revision shall have been sent to the president of the University, each member of the faculty and the president of the Student Bar Association at least fifteen (15) days in advance of the meeting.
- c. Amendments to or revisions of degree requirements require the approval of the Board of Trustees.

## **APPENDIX A**

### **TITLE IX STATEMENT**

Howard University is committed to providing students with educational opportunities free from sexual harassment, sexual violence and discrimination based upon gender, gender expression, gender identity, sexual orientation, or marital status.

In furtherance of this commitment, the University strives to maintain an environment in which all members of the University Community are: (a) judged and rewarded solely on the basis of ability, experience, effort, and performance; and (b) provided conditions for educational pursuits that are free from gender-based coercion, intimidation, or exploitation.

All students, staff and faculty are required to review the Howard University Title IX policy in its entirety which can be found at <https://www2.howard.edu/title-ix> .

## **APPENDIX B**

### **STUDENT COMPLAINT FORM**

Please use the following link to fill out the Student Complaint Form:

[Howard University School of Law Student Complaint Form](#)