

STUDENT HANDBOOK

2024-25



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CHAPTER ONE: STUDENT CONDUCT

Knowledge of Student Handbook

All students are charged with knowledge of the contents of this handbook and are responsible for complying with all of its requirements, rules, and regulations.

Students are also charged with knowledge of all information distributed by the *Daily Docket*; sent by mail to the student's address on file with Student Records; sent to the student's U of L email address (or other email addresses students use in communicating with law school staff or faculty); and appearing in course notes, course schedules, and registration materials.

While every effort is made to ensure the accuracy and currency of the information in the Student Handbook and the other modes of communication referenced above, students should contact the Office of Student Services and Diversity for clarification in the rare event of ambiguities or discrepancies in distributed information.

This handbook was last revised in August 2024. It contains degree requirements, academic regulations, information regarding student rights, responsibilities and discipline, and student-related University policies. The faculty reserves the right to change requirements, regulations, and procedures applicable to students.

The handbook has been prepared to help students understand the procedural aspects of the School of Law as well as the ethical obligations that bind law students. In order to maintain a level playing field in the interests of all, we try not to depart from the policies and procedures stated here. Exceptions are rare because procedural rules lose their force when they are disregarded arbitrarily or too often.

For this reason, the burden of justification and exception is on the individual seeking it. This may seem harsh, but it is essential if we are to be fair in treating all similarly situated students in a like manner. It is also important to recognize the practice of law is a profession. Lawyers are governed by a professional code of ethics. A similar code applies to law students. From your first day here until you graduate, you should conduct yourself not only as a conscientious law student, but as a member of a learned profession.

During orientation's oath signing ceremony, you recite the following:

I pledge, that as a student at the Brandeis School of Law at the University of Louisville, I will support and defend the Codes of Honor and Conduct of the Law School and the University.

I will neither take part in academic dishonesty nor allow academic dishonesty to take place and should I be aware of any such practice, I will inform the Honor Council.

Further, cognizant of the trust placed in me and the responsibility I carry as a student at the School of Law, I will conduct myself in all matters with courtesy, civility, and professionalism.

Finally, I will fully and conscientiously exercise the privileges given to me as a student of the law, to be prepared to assume my full responsibilities as a future member of the bar.

From the day you matriculate at Brandeis, you are building the reputation that you will carry with you throughout your professional life. Remember that today's classmates are tomorrow's colleagues. We expect you to abide by this oath, the Honor Code, and Code of Student Conduct throughout your tenure at the University of Louisville Brandeis School of Law.

This handbook is updated each academic year and occasionally during the school year if needed. Your graduation requirements are governed by the handbook published the year you entered Brandeis. If there are other policy changes during your law school tenure, you will be notified by publication in the *Daily Docket*.

Please familiarize yourself with the information in this Handbook. If you have questions, please feel free to contact the Office of Student Services and Diversity. This publication was prepared by the University of Louisville and printed with state funds pursuant to KRS 57.375.

The University of Louisville is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy or veteran status.

The University of Louisville Mission Statement

The University of Louisville pursues excellence and inclusiveness in its work to educate and serve its community through:

1. teaching diverse undergraduate, graduate, and professional students in order to develop engaged citizens, leaders, and scholars,
2. practicing and applying research, scholarship and creative activity, and
3. providing engaged service and outreach that improve the quality of life for local and global communities.

The University is committed to achieving preeminence as a nationally recognized metropolitan research university. The University of Louisville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor, master, specialist, doctoral, and first-professional degrees (D.M.D., J.D., M.D.).

Individuals who wish to contact the Commission on Colleges regarding the accreditation status of the university may write the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500.

The University of Louisville Brandeis School of Law is accredited by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS).

School of Law Honor Code

Explanation

The School of Law treats compliance with the Honor Code as each student's most serious obligation. Every student is responsible for being aware of the provisions of the Code. In familiarizing yourself with the standards to which you will be held, you should keep in mind that the University's [Code of Student Rights and Responsibilities](#) is an integral part of the School of Law's Honor Code; as set forth in the Preamble immediately below. For example, the Code of Student Rights and Responsibilities contains an explicit definition of what constitutes plagiarism, and a violation of that provision is, perforce, a violation of the School of Law's Honor Code. The Code of Student Rights and Responsibilities is available in this handbook and on the University's website.

Each year, the number of Honor Code proceedings varies. These matters include issues of:

- Students signing attendance sheets when they have not been in full attendance in class;
- Discussing assignments with classmates when they were instructed to work on their own; and
- Providing unauthorized assistance to other students, including collaboration on take-home exams.

Most Honor Code violations involve plagiarism, usually quoting passages from law review articles or other materials without proper attribution. Technology makes it readily possible for faculty members reviewing papers and other academic assignments (including exams) to identify such plagiarism.

Each situation is unique, and the sanctions vary accordingly. Sanctions in recent years have included a reprimand and probation, suspension, permanent expulsion, loss of scholarships, removal from leadership and membership in student organizations, deferral of graduation, and not being allowed to participate in the graduation ceremony. A finding of an Honor Code violation (no matter how minor) remains in the student's permanent record and will be reported to the board of bar admissions as part of the character and fitness documentation. **Some states require disclosure of Honor Code accusations even if the student is ultimately acquitted or charges are dropped. In Kentucky, if the Honor Council finds reasonable cause, regardless of the final outcome, it will be reported to the Office of Bar Admissions.**

In short, members of the legal profession hold a high position of trust. Their conduct—and yours, as you take your initial steps in joining the profession as students at the School of Law—must be at the highest level of integrity. That begins with the Honor Code.

Honor Code

Preamble

As members of the University community and as future members of the legal profession, we recognize the need to set and maintain the highest standards of conduct. The University has set minimum standards of student conduct in various policy statements including, but not limited to the [Code of Student Conduct](#) and the [Code of Student Rights and Responsibilities](#). The standards of academic conduct established by the University, as well as those established by Article I shall be applicable to the students in the Louis D. Brandeis School of Law at the University of Louisville.

Article I. Standard of Conduct

1. A student who knowingly does any of the following may be disciplined under this Honor Code:
 - a. Violating any standard of academic conduct established by University policy. See Appendix 4, Code of Student Rights and Responsibilities. Plagiarism is included in the Code of Student Rights and Responsibilities as one of several examples of academic dishonesty. It is defined as:
"Representing the words or ideas of someone else as one's own in any academic exercise, such as:

- i. Submitting as one's own a paper written by another person or by a commercial 'ghost writing service'.
 - ii. Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
 - iii. Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
 - iv. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are 'common knowledge'. Clear examples of 'common knowledge' include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as 'common knowledge': for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as 'common knowledge' within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used."
- b. Taking an exam in an unauthorized location.
 - c. Taking or using the notes, books, papers, or other materials of another student without permission.
 - d. Reporting false information for any academic exercise.
 - e. Misrepresenting or distorting academic or biographical data, either in writing or orally, in the employment search process.
 - f. Misrepresenting or distorting academic or biographical data in connection with an application for honors, scholarships, journal membership, or awards.
 - g. Misrepresenting class attendance.
 - h. Hiding library or placement materials for the purpose of obtaining an unfair academic or economic advantage for oneself and/or any other person.
 - i. Removing library or placement materials, except in compliance with established procedures, for the purpose of obtaining an unfair academic or economic advantage for oneself and/or any other person.
 - j. Using a student Westlaw or Lexis account for unauthorized academic purposes.
 - k. Taking an exam for or completing an assignment for another student.
 - l. Misrepresenting information to postpone exams or assignment deadlines.
 - m. Disclosing the content of an exam to a student who is scheduled to take the same exam.
 - n. Refusing an Honor Council request to appear as a witness before the Honor Council or refusing to produce materials to the Honor Council.
 - o. Failing to report a violation of the Honor Code of which one has actual knowledge.
 - p. Harassment of any reporting party or witness involved in an Honor Council proceeding.
 - q. Engaging in any other dishonest conduct involving academic endeavors, including but not limited to, intentionally making a false report of a violation of this Code.
2. "Knowingly" denotes actual knowledge of the fact in question. A person's knowledge may be inferred from circumstances.

3. University policies governing non-academic conduct are normally administered by the Vice President for Student Affairs, not the Honor Council, but the Louis D. Brandeis School of Law retains the right to determine whether a student who has violated these policies is fit to continue at the Louis D. Brandeis School of Law.

Article II. Enforcement

1. Enforcement Machinery

a. The Honor Council

The Provisions of this Honor Code shall be administered by the Honor Council.

b. Composition of the Honor Council

- i. The Honor Council shall consist of five members and four alternates.
- ii. There shall be three members and two alternates from the third or fourth year classes, and two members and one alternate from the second year class of the Louis D. Brandeis School of Law. The Honor Council shall elect one of the members to act as Chair.
- iii. If for any reason there is a permanent vacancy on the Honor Council, the first alternate shall become an active member. In the case of the two senior class alternates, the first alternate shall be the one with the most votes in the election in which the present Honor Council was elected, or otherwise determined by the remaining members of the Honor Council.

c. Selection of Members and of Alternates of the Honor Council

- i. All elections shall be by secret ballot and shall be conducted under the auspices of the Student Bar Association, subject to the election procedures of the Honor Council.
- ii. To be a candidate for the Honor Council, one must be in good academic standing.

d. Service of Members and of Alternates on the Honor Council

- i. Any student who is not enrolled in or is not in good academic standing at the Louis D. Brandeis School of Law during any fall or spring semester shall be terminated from the office of the Honor Council.
- ii. The five members shall serve as the body to hear matters brought before the Honor Council, and to recommend appropriate action to the Dean.

e. Disqualification and Substitution of Alternates in a Particular Case

- i. Any member who discovers a conflict of interest in a particular matter, or is unable to attend all of the hearings for that case shall recuse from that case. A member has a conflict of interest when the member discovers a significant risk of material limitation. A conflict of interest may occur when a member has a close personal relationship with the accused or complainant. The Special Counsel or the accused may also petition the Honor Council to disqualify a member for a particular case if a conflict of interest exists.
- ii. Upon disqualification, the alternate from the same class as the member shall serve in their place for the remainder of the sessions on the particular matter from which the member was absent or disqualified.
- iii. If the regular member is unable to serve for any reason in any case, one of the remaining alternates is to serve instead for that case.

f. Internal Organization and Operation of the Honor Council

The Honor Council shall have the power:

- i. To enact needed rules and regulations for the operation of the Honor Council which are not inconsistent with this Honor Code; and

- ii. To propose amendments to the Honor Code as it is determined necessary.

2. Enforcement Procedure

a. Report

- i. Anyone who obtains actual knowledge that a violation has occurred shall report the alleged violation to a member of the Honor Council, or the Assistant Dean for Student Affairs & Diversity in an oral or written report.
 - 1. A student report to any of the above entities fulfills the student's obligation to report a suspected violation of the Honor Code.
- ii. Except under extraordinary circumstances, the report shall be made within a reasonable amount of time not to exceed three weeks after gaining knowledge of the alleged violation(s). The reporting witness who made an oral report shall submit to the Assistant Dean a signed, detailed written report of the allegations.
- iii. The written report shall contain a statement of the facts forming the basis of the report including, but not limited to, the name of the accused, the time and place of the incident, and the name(s) of any witness(es).
- iv. After alleging a violation, any party with knowledge of the report shall avoid discussion of the alleged violation with persons other than members of the Honor Council, the Special Counsel, and the accused.
- v. The Assistant Dean will give the written report of the allegation to the Honor Council within five (5) days of receipt.

b. Reasonable Cause Determination

- i. The Honor Council shall meet to determine if there is reasonable cause to believe there has been a violation of this Honor Code. Prior to meeting to determine whether there is reasonable cause to believe that a violation has occurred, the Honor Council shall conduct an investigation including, but not limited to consulting with the affected faculty member.
- ii. Except in extraordinary circumstances, the meeting to determine reasonable cause shall be held within seven (7) days after receipt of the written complaint. In no event, however, shall the hearing be held later than thirty (30) days after the receipt of the written report.
- iii. The Honor Council shall determine if the accused, the reporting witness and /or any other witness(es) shall be present.
- iv. The Honor Council shall determine by majority vote whether reasonable cause exists to believe the accused violated the Honor Code.
- v. If the Honor Council determines no reasonable cause exists, it shall immediately dismiss the report. Notice of the dismissal shall be given only to the complainant, and, if the accused attended the reasonable cause meeting, to the accused.
- vi. Regardless of the determination of reasonable cause under the Honor Code, the Honor Council shall also consider whether the actions alleged may violate the University Student Code of Conduct. The Honor Council shall decide by a majority vote whether to submit a written report of any alleged non-academic misconduct to the Law School's Assistant Dean of Student Affairs and Diversity. This report must be submitted within

ten (10) days of the reasonable cause determination. The decision of whether to forward that report to any other University entity is at the discretion of the Assistant Dean of Student Affairs and Diversity.

c. Notice to the Accused.

- i. If the Honor Council determines that reasonable cause exists, it shall first notify, in writing, the Assistant Dean for Student Affairs & Diversity of the charges within five (5) days of the reasonable cause finding.
- ii. The Assistant Dean shall then schedule an in-person or virtual face-to-face meeting, within five (5) days of receipt of the reasonable cause finding, with the accused to inform them of the proceeding and to provide a physical copy of the notification. The Assistant Dean will provide the date and time of that meeting to the Honor Council.
- iii. The notification shall advise the accused of the hearing, as described in Article II (2)(d), of the confidential nature of the proceeding, and that they should not attempt to contact, influence, harass, or publicly disclose the name of the reporting witness.
- iv. On the same day of the notification to the accused, the Honor Council shall provide a copy of the report, any supporting documents, and the reasonable cause notice to the Special Counsel, Assistant Dean of Student Affairs and Diversity, and the accused.

d. Pre-Hearing Procedures

- i. Following a determination that reasonable cause exists, the accused, the Honor Council, the Special Counsel, and the Assistant Dean for Student Affairs & Diversity should be noticed on all correspondence between the parties.
- ii. Within ten (10) days following the receipt of such notice, the accused may:
 1. Move to dismiss the action;
 2. Request a more definite statement; and
 3. Stipulate to the Honor Code violation alleged in the report.
- iii. If the accused files a motion or request, the hearing shall be postponed at least five (5) days after the Honor Council rules on the motion or request. Upon receipt of a motion to dismiss, the Honor Council shall determine by majority vote whether reasonable cause still exists to believe that the accused violated the Honor Code.
- iv. The Special Counsel may move to dismiss the complaint at any time.
- v. Witnesses shall be notified no later than five (5) days before the scheduled hearing that they are being asked to appear and testify.
 1. A witness may request that they be allowed to testify virtually, and the Honor Council shall decide by a majority vote to allow or disallow the requested virtual testimony.
 2. Upon agreement of the Special Counsel and the accused, either party may make a joint request that a reporting witness not be required to testify in the hearing. The Honor Council shall decide by a majority vote to allow or disallow the joint request.
- vi. Throughout the pendency of an Honor Code proceeding, the Assistant Dean for Student Affairs & Diversity may provide general procedural advice to the Honor Council, the Special Counsel, any reporting witness, and the accused. The Assistant Dean for Student Affairs & Diversity may also generally advise the Honor Council, Special Counsel, and the

accused regarding sanctions in previous Honor Code proceedings, without disclosing any names.

e. The Hearing

- i. The hearing shall be conducted using the following procedure:
- ii. The Dean shall appoint a full-time member of the Louis D. Brandeis School of Law faculty or law library faculty as a Special Counsel to present the case to the Honor Council. Appointment of the Special Counsel may occur either before or after the case is commenced. The Assistant Dean for Student Affairs & Diversity shall take reasonable measures to avoid conflicts of interest.
- iii. The Assistant Dean and the Special Counsel shall not have any communication with the Dean, with reference to the case, so long as the case remains unresolved.
- iv. The accused may retain and be represented by counsel.
- v. The Honor Council shall hold the hearing between ten (10) and twenty (20) days after all necessary parties are notified unless the hearing is postponed under Article II (2)(e). The Chair of the Honor Council may set a later hearing date for good cause.
- vi. On the day of the hearing, the proceedings shall be conducted as follows:
 1. The Chair of the Honor Council or designate shall preside at the hearing and shall have discretion regarding the conduct of the hearing. Formal rules of evidence shall not apply.
 2. The Special Counsel shall present the case to the Honor Council. The accused shall have the opportunity to respond to the charges.
 3. The Special Counsel and the accused may call witnesses and cross-examine opposing witnesses. The Honor Council may question reporting witnesses, the accused, or any other witness.
 4. Upon its own initiative or upon request of either the Special Counsel or the accused, the Honor Council may request witnesses to appear before it or may request materials be produced to it.
- vii. The hearing shall be closed to all but those authorized by the Honor Council. Honor Council matters are to be treated as confidential for all individuals participating.
- viii. If the accused stipulated to a violation under Article II §2 d(ii), the Council shall hold a hearing to determine what sanction, if any, to recommend.

f. Determination of an Honor Code Violation

- i. At the close of the proceeding, the Honor Council shall vote by secret ballot to determine its recommendation(s).
- ii. A member shall vote that there has been a violation if he or she believes that such violation has occurred by a preponderance of the evidence.
- iii. If a majority of the Honor Council finds a violation, the Honor Council shall then recommend an appropriate sanction, if any.

g. Report to the Dean. At the close of the Honor Council hearing, the Honor Council shall have fourteen (14) days to report its finding to the Dean, which shall include the vote of the Honor Council and any dissenting opinions, and it shall recommend the course of action for the Dean to take. The findings shall be written, signed, and dated. A copy will be forwarded to the accused.

3. Decision of the Dean. The Dean shall review the findings and recommendations of the Honor Council and shall render a final decision within forty-five (45) days of receipt of the Honor Council's recommendations. The written decision shall be delivered to the accused and be made available to the Chair of the Honor Council, the Assistant Dean for Student Affairs & Diversity, and the Special Counsel. A file of record will be made of all Honor Council violations.
4. Sanctions. If the Dean determines that a violation has occurred, he or she may impose one or more of the following sanctions, as the Dean deems appropriate:
 - a. Noting the violation in the student's file;
 - b. Removing the student from organizations and extracurricular activities such as the Student Bar Association, law journals, Moot Court Board, skills competitions, the Honor Council, and the Brandeis Society;
 - c. Requiring law-related public service at an approved placement, as defined by and in addition to the graduation requirements of the Samuel L. Greenebaum Public Service Program.
 - d. Placing the student on probation for a time certain;
 - e. Suspending the student from law school classes for a time certain;
 - f. Dismissing the student; and
 - g. The Dean may impose any other sanction, so long as the Special Counsel and the accused have a reasonable opportunity to express their views on it.
 - h. If the Dean concludes that a violation occurred in connection with a specific law school course, the Dean shall notify the course instructor of the violation. The disposition of any Honor Code violation involving a law school course is independent from a student's grade in that course. The course instructor has the discretion to lower the accused's grade, including, but not limited to, changing the grade to an F in response to an Honor Code violation, regardless of whether the resolution of the Honor Code proceeding occurs after the ordinary time for grade changes under Chapter III, Part G of the Student Handbook. All violations of the Honor Code will be reported as part of the character and fitness certification in the bar examination process.
 - i. The Law School shall not award a degree while an Honor Code proceeding is pending.

Article III. Miscellaneous Provisions

1. Restriction of the Honor Council. The Honor Council shall under no circumstances individually engage in investigation or discussion concerning any case pending before it.
2. Public Notice of Violations and Sanctions

Without disclosing any names, the Assistant Dean for Student Affairs & Diversity shall be able to publish the findings of the Honor Council, as a notice contained only items (i)-(iii) of this subsection, for the student body at appropriate times and places, including orientation. For this purpose, the outgoing Chair shall distribute to the Assistant Dean for Student Affairs & Diversity the following:

 - i. The findings of reasonable cause of the violation of a specific section of the Honor Code;
 - ii. The findings of violation and recommendation by the Honor Council; and
 - iii. The final dispositions by the Dean.
 - iv. Without disclosing any names, the outgoing Chair shall prepare a report for the faculty that states only the following:
 - v. The number of complaints reported during the semester;
 - vi. The number of complaints that were resolved in a reasonable cause hearing;

- vii. The number of alleged violations that proceeded to hearing during the semester; and
 - viii. The number of violations that resulted in sanctions.
3. Upon request, the Honor Council shall appoint a non-voting member of the Honor Council as the “Student Liaison” in any individual Honor Council proceeding. This member will act as a neutral supportive entity with the purpose of providing general guidance and support to any student who is a participant in an Honor Council proceeding.
4. Severability. Invalidation of any part of this Honor Code for any reason shall not affect the validity of the rest of the Honor Code.
5. Effective Date. This Honor Code is effective as of November 16, 1999. Approved by the faculty on November 15, 1999. Italicized information is administrative clarification added August 22, 2003. Honor Code amended by the faculty on August 24, 2010, August 28, 2012, May 7, 2013, March 10, April 14, May 5, 2015, August 23, 2016, and March 8, 2024.

Law Student Rights, Responsibilities and Discipline Generally

Students of the School of Law are subject to all University regulations, including those relating to student rights, responsibilities, and disciplinary matters. In addition, students are subject to the special regulations of the faculty of the School of Law. The faculty reserves the privilege of amending or changing its regulations at any time, and of making such changes applicable to students previously registered in the School of Law.

Violations of the Honor Code, Code of Student Conduct or other applicable standards of student conduct will be reported to bar admission authorities as part of their character and fitness inquiry procedures. If a student knowingly makes a false statement or conceals material information on an application for admission, registration forms, or any other University document, or is otherwise guilty of dishonest conduct, the student's registration may be canceled and he or she will be ineligible (except by special action of the faculty) for subsequent registration.

The School of Law reserves the right to terminate the attendance, or to strike from the list of candidates for the JD degree, any student whom it deems unworthy because of neglect of study, incapacity for the law, or defect in conduct or character not in keeping with the standards of the School of Law and of the legal profession.

UofL Code of Student Rights and Responsibilities

The University of Louisville’s Dean of Students publishes the university’s Student Code of Rights and Responsibilities (<https://louisville.edu/dos/students/studentrightsandresponsibilities>). Please visit their website for detailed information.

UofL Code of Student Conduct

The University of Louisville's Integrity and Compliance Office provides independent oversight of the university's compliance programs (<https://louisville.edu/compliance/ico/code>). This includes the University's Code of Conduct. Please visit their website for detailed information.

UofL Discrimination and Sexual Harassment Policies

The most up-to-date version of the Student Sexual Misconduct Policy is available on the University's website

<https://louisville.edu/titleix>

Character and Fitness

Students must report any new or amended character and fitness disclosures to the Office of Student Affairs and Diversity. Disclosures pertaining to incidents that took place prior to a student's official matriculation at Louisville Law will be referred to the Office of Admissions and may require review by the Admissions Committee to determine the effect of such disclosures on a student's admissibility.

See Chapter 7 of this Handbook for details regarding the character and fitness reporting process.

Notice Concerning Cyber Communities

The Law School recognizes that participation in cyber communities can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. As future members of the legal profession, law students should conduct themselves in all matters with courtesy, civility, and professionalism.

Students should be aware that some online activities may give rise to a complaint under the [Student Code of Conduct](#) or the [School of Law Honor Code](#), or might be reported by third parties to relevant bar character and fitness authorities.

CHAPTER TWO: DEGREE REQUIREMENTS

The faculty of the School of Law will recommend for the degree of Juris Doctor (JD) only those candidates who have complied with the following requirements:

Credit Hours

In compliance with American Bar Association (ABA) Standard 310, “a law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.”

Definition of a Credit Hour

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

1. not less than
 - a. one 50-minute hour of classroom or direct faculty instruction, and
 - b. two (60-minute) hours of out-of-class student workper week for fifteen weeks, or the equivalent amount of work over a different amount of time for a total of 42.5 true hours (In a class with a final exam, the exam week can be counted as one of the fifteen weeks.); or
2. an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including
 - a. simulation activities,
 - b. field placements,
 - c. clinical activities,
 - d. co-curricular activities, and
 - e. other academic work leading to the award of credit hours.
3. some classes/credits will require time keeping by the student.

Credit Hour Limits

Each Juris Doctor candidate must complete at least 90 credit hours of course work. In satisfying this requirement, students may apply no more than 25 total hours earned in the following courses:

1. graduate courses in another college or school;
2. externships;
3. hours earned for extramural advocacy competitions;
4. independent studies;
5. hours earned for journal or law review;
6. hours earned participating in the Central High School program; and
7. clinics.

There are also specific maximum hours that can be applied to the degree from some of these activities, including independent studies and courses taken in another college or school. See individual topic sections for additional information regarding these programs and their credit hour limitations.

As per ABA Standards, no more than 30 credit hours may be taken through online or distance education. Similarly, all students who began their work toward the JD at the Law School may earn no more than 30 credit hours towards the JD degree outside the Law School. This includes credit hours from foreign institutions, other ABA-approved law schools as a visiting student, and graduate-level courses taken outside the Law School.

Transfer students (those who began their work toward the JD at another institution) must complete at least 45 of their credit hours at the University of Louisville. In addition, 30 of their last 36 credit hours must be completed at the University of Louisville. No credit will be given toward the J.D. degree for coursework completed prior to matriculating to a law school.

GPA Requirements for External Courses

Attainment of a cumulative grade point average of at least a C (2.0) in all graded courses taken, exclusive of courses transferred from other law schools, or taken in non-law graduate courses, is required for graduation. No grades from courses taken outside the Law School will be counted toward a student's law school grade point average or law school graduation honors.

Course Requirements for Graduation

All students must pass or satisfactorily complete the following courses:

1. All required courses in the basic full-time curriculum as set out below:

1L Required Classes

- Lawyering Skills I and II
- Property
- Contracts
- Torts
- Criminal Law
- Civil Procedure
- Constitutional Law I

Required Upper Division (2L and 3L) Classes:

- Professional Responsibility
- A Perspective Course
- An Upper Division Writing Requirement Course
- 18 Credit Hours of Core Courses from the following list:
 - Advanced Civil Procedure
 - Business Organizations
 - Commercial Law
 - Constitutional Law II
 - Criminal Procedure: Constitutional Issues
 - Criminal Procedure: Judicial Process
 - Decedents' Estates and Trusts
 - Evidence
 - Family Law
 - Products Liability
 - Real Estate Transactions

- 6 Credit Hours of Experiential Learning Courses, which includes 2 credit hours of live client externship or clinic courses
2. Additional Requirements:
- The Bar Admission Curriculum
 - Public Service Requirement

For students who matriculated before Fall 2024, courses that were part of the required curriculum before the 2024-25 Academic Year but are now part of the core curriculum are the following:

Torts II (now Products Liability)
Contracts II (now Commercial Law)
Property II (now Real Estate Transactions)
Civil Procedure II (now Advanced Civil Procedure)
Constitutional Law II (no name change)

Students who have taken the prior version of these courses may not take them again under their new names but will receive credit towards their required number of core courses. However, these students will receive no additional credit hours towards the 90 credits they must take to graduate.

Each semester, classes satisfying the above requirements are set out on the Law School's Intranet site .

Course-Specific Requirements

Perspective Courses

Students must successfully complete one perspective course in order to graduate.

A perspective course is intended to introduce the student to a broad array of diverse viewpoints, to enhance cultural competency skills, and to foster critical engagement with the diverse needs of clients that students will serve as lawyers. This includes individuals and groups who may have traditionally been disadvantaged by the operation of legal systems, historically disadvantaged groups, lawmakers themselves, those who seek fundamental change in the law, and others. It gives systematic, pervasive, and in-depth analysis of legal issues and institutions from one or more vantage points (perspectives) outside of society's current lawmakers in one of three categories:

1. Perspectives from legal systems outside the domestic U.S. legal system (e.g., international law or comparative law perspectives);
2. Perspectives from people and groups who are not lawmakers, often critical perspectives on dominant U.S. legal institutions (e.g., critical race perspectives; gender perspectives);
or
3. Perspectives from non-legal disciplines (e.g., economic analysis of law; legal history).

The Perspective requirement is the means by which all students develop the skills of cultural competence. All Perspective courses must include instruction in cultural competence skills, multiple opportunities for students to apply cultural competence skills with feedback from the instructor, and evaluation of every student on their mastery of cultural competence skills.

All Perspective courses must include one or more Student Learning Outcomes (SLOs) in the syllabus which describe specifically how diverse perspectives on or about area of law covered by the course will be addressed, how cultural competence skills will be developed and assessed, and how the students' enhanced understanding of those perspectives will be measured.

A course meeting the perspective course requirement may be one designated by the faculty because of its course description and inherent content, or may be a particular offering of a course designated by the Associate Dean for Academic Affairs. Perspective courses may be offered only for two or more credit hours. Perspective courses may also satisfy the writing requirement or the experiential requirement, but not both. The maximum enrollment for a Perspective course is 25 students, including students from other graduate and professional programs. Courses meeting the perspective requirement are designated on the class schedule every semester.

Upper Division Writing Requirement

All students must complete a substantial writing project after completing 19 hours or more of course work.

The writing requirement may be fulfilled by successfully completing a 1-credit Upper Level Writing and Research Course that is taken in conjunction with:

1. A 2-credit or 3-credit seminar that has been advertised in registration materials as Writing Eligible (WE) and has an enrollment cap of 18 students; or
2. Membership on the University of Louisville Law Review or the Journal of Animal and Environmental Law, with completion of a note meeting the standards outlined below; or
3. A 1-credit independent study supervised by a full-time faculty member.

For purposes of the Upper Level Writing Requirement, a substantial written product may include appellate briefs, trial court memoranda, or inter-office memoranda that meet the above-listed criteria, but does not include drafting documents, such as complaints, depositions, trial motions, or estate plans.

Other than an approved independent study as specified in item 3 above, papers in courses other than a writing eligible seminar will not fulfill the writing requirement.

Through the Upper Level Writing and Research course, the student must produce substantial written work products that meet all of the following standards:

1. selection of an appropriate topic with the instructor's active involvement and approval;
2. substantial legal research;
3. submission of at least two pieces of interim work product that allow meaningful practice of skills and written formative feedback, one of which must be a substantially completed draft of the final work product;
4. submission of a final work product that:
 - a. is at least 6,250 words exclusive of footnotes or endnotes (but supported by footnotes, endnotes, or other appropriate citations to authorities);
 - b. demonstrates sound legal analysis and reasoning;
 - c. is supported by significant legal research and proper citation to authorities;
 - d. communicates the student's analysis and research effectively and professionally;
 - e. has not been prepared in any other course or for any other publication; and
 - f. earns a grade of "C" or higher in the Upper Level Writing and Research course (which may be a different grade than the grade in the relevant seminar, as seminar grades will be based on evaluation other than the substantial writing paper).
5. A writing shall not satisfy the writing requirement unless the supervising faculty member awards it a grade of "C" or higher in the Upper Level Writing and Research course. The Upper Level Writing and Research course will be the means by which the Office of Admissions & Enrollment Management tracks students' fulfillment of the writing requirement.

Experiential Learning

All students must complete one or more experiential course(s) totaling at least six credit hours (replacing the Professional Skills Requirement). Each student must successfully complete at least six (6) credit hours in experiential courses, at least two (2) of which must be earned in live client courses. Experiential courses consist of simulation courses, law clinic courses, and externship courses. Live client courses include law school clinics and designated externships.

The Law School will identify courses that satisfy this requirement on the course schedule.

Externship and Clinic Rules

1. Students typically take no more than one externship per semester. A student may register for a second externship in the same semester if:
 - a. the field placement supervisors confirm that concurrent enrollment will not create conflicts;
 - b. the faculty supervisors and Associate Dean for Academic Affairs approve;
 - c. seats are available after the close of registration; and
 - d. the student's Supreme Court Student Practice Certification can be completed in a timely manner.
2. Participants in live client courses may be required to be certified under the Kentucky Student Practice Rule, which includes a requirement that the student have already completed 60 credit hours. Applications for certification must be submitted by the deadline established by Academic Affairs. The course instructor may refuse applications submitted after the deadline.
3. Refer to the Law School's course catalog for externship and clinic prerequisites.
4. Students earning credit through a judicial externship may not earn credit for a second semester judicial externship experience. Students earning credit through an externship other than a judicial externship may enroll in only one additional semester of externship work at the same placement site. Whenever a student enrolls for a second semester experience at the same placement site, the student, faculty, and field supervisor should consult about expectations to foster a meaningful learning experience.
5. Students enrolled in an externship or clinic will be required to keep track of time spent working on the externship or in the clinic.

Other Graduation Requirements

Public Service Requirement

Students must complete the public service requirement prior to graduation by engaging in at least 30 hours of law-related public service at an approved placement. The public service requirement must be completed before a student will be permitted to visit at another law school during the last semester, unless an exception is pre-approved by the Public Service Coordinator. Failure to complete the public service hours and/or failure to submit all required documentation by the published deadline will result in delayed graduation.

For purposes of the public service program, public service work is broadly defined as follows:

1. Primarily, for persons of limited means or for charitable, religious, civic, community, governmental and education organizations in matters which are designed generally to

- address the needs of persons of limited means and for governmental organizations in matters in furtherance of their organizational purposes.
2. Secondly, for groups or organizations seeking to secure or protect civil rights, civil liberties, animals, the environment, or public rights; or
 3. In special cases (not routine clerk work), in activities for improving the law, the legal system, or the legal profession, or educating the public about the law and the legal system.

Furthermore, the volunteer service must be unpaid, not for academic credit, and involve law-related work at an approved placement. No public service work credit will be received by a student who is currently in a paid employment relationship with the placement.

Bar Admission Curriculum

ABA Standard 301(a) requires that “a law school shall maintain a rigorous program of legal education that prepares its students upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession.”

The School of Law’s Bar Admission Curriculum helps prepare and inform students about the post-graduation bar admission process and issues of professionalism concerning law students and lawyers. Students are required to attend one program in each of their 1L, 2L, and 3L/4L years.

The Director of Academic and Bar Success, in consultation with the Associate Dean for Academic Affairs and the Curriculum Committee, may modify the substantive programming as needed, but over the course of three years, students will learn, generally, about the bar admissions process, the character and fitness inquiry process, and the bar exam.

Alternative arrangements will be made for students who have an unavoidable conflict with any required session.

Completion of Studies

A student must complete their course of study no sooner than 24 months and not longer than 84 months after a student has commenced law study at the School of Law or a law school from which the School has accepted transfer credit. Ordinarily, a full-time law student will complete the degree in three academic years; students taking a reduced load of classes will complete the degree in four or five years. The School of Law discourages the acceleration of completion of requirements for graduation.

Degree Requirements

At the beginning of the semester or summer session in which a student expects to graduate, the candidate for the degree must fill out a degree application online. The degree application process will be available on the Web through ULink. All candidates for degrees, whether or not participating in Commencement, must apply for degrees according to the deadlines published by the University.

Graduation Audit

All students must complete a graduation audit and assessment prior to registering for their final semester. The assessment will be conducted by a member of the Office of Academic Affairs.

Students can access their unofficial transcripts via Ulink.

CHAPTER THREE: ACADEMIC POLICIES

The faculty of the School of Law reserves the right to change the schedule of classes, the program of instruction, the requirements for degrees, and any other similar rules or regulations.

Credit Load Per Semester

As used in this section only, “credit hours” includes all classes the student takes at the University of Louisville, regardless of whether the credit will be applied toward the student’s degree. Extramural advocacy competitions and journal credit also count as hours in this calculation.

Unless explicitly authorized by the Associate Dean for Academic Affairs, no student will be permitted to register for more than 16 credit hours per Fall or Spring semester; and no student may enroll in more than 9 credit hours in a Summer semester.

Under extraordinary circumstances, a student may enroll in up to 12 credit hours in the Summer with permission of the Associate Dean for Academic Affairs.

With permission of the Associate Dean of Academic Affairs, a student may register for a maximum of 18 credit hours in a Fall or Spring semester.

No more than two seminars may be taken in any semester without the permission of the Associate Dean of Academic Affairs.

Accommodations for Students with Disabilities

The Law School follows University policies regarding disability accommodations. Those policies may be found on the University’s website.

Accommodations

In recognition of disability as an important part of the diversity of our community, Brandeis fosters an inclusive campus climate. Brandeis coordinates its support for students with documented disabilities through the UofL Disability Resource Center (DRC). Accordingly, all requests for accommodations must go through the DRC. Information regarding the process for requesting accommodations and the work of the DRC can be found on the DRC’s [website](#).

Exam Accommodations

The Academic Affairs unit coordinates exam accommodations based on information from the DRC. Students must have an accommodation on file with the DRC in order to have an exam accommodation. Accommodated students will receive a supplementary exam schedule, designated alternate rooms, and other information as appropriate ahead of exam weeks. Accommodated students are responsible for attending all exams according to their supplementary schedule or scheduling a makeup exam as described below.

Examinations

Students are not permitted to take examinations in courses for which they have not registered. Students may take exams only in authorized locations. The faculty policy regarding in-class examinations is as follows:

1. In order to avoid any appearance of impropriety, all in-person exams must be taken in the classrooms of the School of Law or other specially designated rooms. A student who is taking an exam in an approved alternate location may close the door.
2. All other areas of the school, including but not limited to the library, student offices, restrooms, and faculty offices should not be used to take in-class exams. Under special circumstances, including accommodated exams, the Associate Dean for Academic Affairs may authorize a student to take an exam in an area not normally permitted.
3. If sickness or other adjudged good cause results in a student's failure to take the regularly scheduled examination in any subject, the student must contact the Associate Dean for Academic Affairs as soon as possible. The Associate Dean may authorize a make-up examination during the regularly scheduled exam period, or in exceptional circumstances, after the exam period. All make-up exams and incomplete or deferred grades must be approved by the Associate Dean of Academic Affairs by the last day of class for the applicable semester, except when the basis for the request occurs later, e.g., illness on the day of the exam.
4. A student has an exam conflict and may reschedule an exam if he or she has more than one examination scheduled to begin within 12 hours of another exam, or if the student has an exam at 6:00 p.m. with another exam the next morning at 9:00 a.m. Three exams in three days do not qualify as a conflict. In the event of an "exam conflict," the student shall notify Academic Affairs, which will schedule a make up exam for the student. All rescheduled and make-up examinations must be approved by the Associate Dean for Academic Affairs.
5. Make-up examinations must be scheduled after the regular examination date. In no event will a student be permitted to take a make-up examination prior to the regular examination time as reflected in the examination schedule.

Reviewing Prior Exams

Examination booklets and papers are retained by faculty for one (1) year. Students are encouraged to seek review of their examinations in a timely manner. No grade may be changed after the earlier of (a) one year after it is released, or (b) the JD degree has been posted on the student's transcript, unless such change is the result of an Honor Code proceeding.

Anonymous Grading for Exams

Brandeis typically employs blind grading for final exams and midterms. This ensures all exams are graded as anonymous submissions rather than being submitted with students' names.

For all assignments with anonymous grading, students will be sent via email an anonymous grading number. This will be in addition to any information you receive from IT concerning exam software.

Mandatory Grading Median and Grading Scale

The grade point average (GPA) of a student will be calculated by dividing the number of quality points earned by the number of semester hours attempted for all courses in which they receive grades of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", and "F".

The Law School has no required grading curve for any classes. Instead, beginning in Fall 2024, for all first year, core and required courses, as well as all elective courses with enrollment exceeding 25 students (calculated after the add/drop period has ended), the median grade in such courses shall be a letter grade of "B," which on our grading scale is a 3.0. The mandatory median shall apply to the final grades assessed by the faculty member and submitted/posted in the grading system, after any class participation or other adjustments have been applied to student scores in such class.

"Median" in this context is understood to be the grade earned by the student representing the middle of the grade distribution in a class if the number of students in the class is an odd number, or the lowest grade in the top half of the class if the number of students is an even number. No mandatory mean (average), nor any mandatory curve or set grade distribution, shall be required apart from the mandatory median grade. The Associate Dean for Academic Affairs shall monitor compliance and work with the faculty to facilitate compliance with this rule. If any deviation occurs, the Associate Dean must report such deviation to the faculty at the next regularly scheduled faculty meeting.

Students can access their unofficial transcript through ULink. The following method of grading will be used for all courses:

Grade Quality Points per Semester Hour

A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
D- 0.7
F 0.0
I 0.0
W 0.0
P/F 0.0

Grade Quality Points per Semester Hour

X 0.0
AU 0.0
CR 0.0

Pass/Fail Classes

The law school faculty has adopted a policy whereby certain courses are available on a pass/fail basis only. They include externships, work done for the law journals, Extramural Advocacy Competitions, and other designated courses that do not lend themselves to traditional evaluation.

In addition to the above, upper-level students may elect to take a seminar or independent study on a pass/fail basis with the permission of the instructor and the Associate Dean for Academic Affairs if there is substantial basis for assessing the student's performance.

Students must obtain approval and register for pass/fail grading no later than the last day to add a class. Students may apply no more than two pass/fail seminars or independent studies under this subsection toward graduation.

A grade of "C" (2.0) must be earned in order to receive a pass in a pass/fail class.

Good Standing and Probation

Any student whose cumulative grade point average at the end of any semester is 2.0 or better on a 4-point scale shall be in good standing.

Any student whose cumulative grade point average at the end of any semester is less than 2.0 shall be placed on probation for one semester, the "probation semester." A student on probation is not in good standing.

After all grades are finalized and released, a student being placed on academic probation will receive official notice from the Director of Academic and Bar Success and Associate Dean of Academic Affairs. The notice will be sent through official University email and will contain the student's status.

Students placed on probation must schedule a time to meet with the Director of Academic and Bar Success prior to resuming law school classes.

During the probation semester, a student:

- Shall register for a full load of classes as defined by the rules of the School of Law.
- May not, ordinarily, enroll in an independent study.
- Is subject to Academic Success and Legal Methods Program conditions listed below.
- Shall not hold any elected or appointed office in a student organization, including the Student Bar Association and Honor Council. If such a position is already held by a student when the student's cumulative grade point average drops below a 2.0, the student shall resign such position(s) immediately.

Students on probation may attend summer school, but that summer semester is not the equivalent of the "probation semester." Grades earned during that summer semester while on probation are part of the student's cumulative GPA.

Any student on probation who does not raise their cumulative GPA to at least a 2.0 by the end of the probation semester shall be academically dismissed with the right to petition for reinstatement and a second probation semester. Students must have at least a 2.0 cumulative GPA in order to graduate. If a student is already on academic probation in their final semester and does not raise their GPA above a 2.0, they will be academically dismissed with the right to petition for reinstatement and a second probation semester. Students who were not on academic probation but have a cumulative GPA below a 2.0 after their final semester will be given an additional semester to raise their GPA to at least a 2.0. If this student does not raise their GPA to at least a 2.0 after this additional semester, they will be academically dismissed with the right to petition for reinstatement and a second probation semester.

Academic Notice

Students with a cumulative GPA of 2.0 or higher but less than 2.5 are considered on “academic notice.” A student on academic notice but not on academic probation is in good academic standing and is not at risk of academic dismissal at the end of that semester. However, the student on academic notice will otherwise be subject to the same rules and restrictions as a student on academic probation. Specifically, the student:

- Shall register for a full load of classes as defined by the rules of the School of Law.
- May not, ordinarily, enroll in an independent study.
- Shall not hold any elected or appointed office in a student organization, including the Student Bar Association and Honor Council. If such a position is already held by a student when the student’s cumulative grade point average drops below a 2.50, the student shall resign such position(s) immediately.
- Must satisfactorily participate in Academic Success programming, as outlined below.

A student on academic notice who does not satisfactorily participate in Academic Success programming as determined by the Director of Academic and Bar Success and the Associate Dean of Academic Affairs and does not raise their Cumulative GPA to 2.5 or above will be placed on academic probation in the following semester. A student on academic notice who satisfactorily completes Academic Success Programming will remain in good standing so long as the student maintains a cumulative GPA of 2.0 or higher. A student who completes Academic Success programming but fails to raise the cumulative GPA above 2.5 will continue to be on academic notice in the following semester. If the student later satisfactorily completes the Academic Success programming, the note will be removed from their file.

Any student on academic notice who does not satisfactorily participate in Academic Success programming as determined by the Director of Academic and Bar Success and the Associate Dean of Academic Affairs, regardless of cumulative GPA at the end of the semester, will receive an academic sanction. A note will be placed in the student’s permanent record and will be included in the character and fitness report sent to the board of bar admissions. The student will be required to amend their law school student record and disclose the sanction when applying for bar admissions. If the student later satisfactorily completes the Academic Success programming, the note will be removed from their file.

The required Academic Success programming for students on academic notice will be as follows:

1Ls and 2Ls must:

- meet and review all exams with their professors
- meet with the Academic and Bar Success Director to develop an academic plan, and
- satisfactorily complete the steps outlined in that plan.

Academic Plans will be tailored to the individual student's needs, but will always require additional Academic Success follow-up and meetings and will usually include other requirements, such as but not limited to, the following: attending Academic Success workshops or classes; sharing and reviewing answers to practice questions and study materials with the Director of Academic and Bar Success; sharing and reviewing with the Director of Academic and Bar Success assignments from doctrinal classes, such as answers to ungraded practice questions and grades or feedback received on formative assessments; meeting with faculty or attending office hours; and attending course review sessions.

3Ls must

- meet with the Director of Academic and Bar Success Director in their fall semester to discuss plans for the bar exam and
- in the Spring Semester must satisfactorily complete Bar Exam Skills.

The Director of Academic and Bar Success may also require a 3L on academic notice to attend other Academic Success programs.

Academic Success Mandatory Programming

The following conditions apply to students who, at the end of their first semester of law study, fall within the bottom quartile of their class, as designated by the Director of Academic and Bar Success.

Course Enrollment:

Students will meet with the Director of Academic and Bar Success each semester to develop an academic plan that will help the student achieve law school and bar exam success. The Director of Academic and Bar Success will contact students subject to this requirement by email each semester, outlining specific steps to fulfill this requirement.

Legal Methods Program

The Legal Methods Program is a program of academic skills workshops that take place regularly throughout the spring semester. Legal Methods is open to all 1L students. To learn more or sign up, students should contact the Director of Academic and Bar Success.

Students whose cumulative grade point average places them in the bottom quartile at the end of the first semester of law school are required to participate in the Legal Methods program. This program is administered by the Director of Academic and Bar Success who will determine whether the students has satisfactorily completed its requirements.

Dismissal and Reinstatement

The Academic Standards Committee has jurisdiction and final authority over all reinstatement matters.

Any student on probation who fails to register or withdraws without a leave of absence shall be academically dismissed from the School of Law.

After all grades are finalized and released, a student academically dismissed from the law school will receive official notice from the Associate Dean of Academic Affairs and Director of Academic and Bar Success. The notice will be sent through official University email, and will contain the student's status, a copy of the full Procedural Rules of Reinstatement after Dismissal, and a form to petition for reinstatement with detailed instructions and specific deadlines for petitions.

The Academic Standards Committee will ordinarily consider reinstatement petitions two times per year: in early summer following spring term and in winter, within the first two months of spring term.

A successful petition for reinstatement must present clear and convincing evidence of a compelling reason for the grade deficiency and that the difficulty which led to dismissal no longer exists. Students dismissed will not ordinarily be reinstated.

First year students may qualify for an expedited hearing before the Academic Standards Committee in certain circumstances. A student granted an expedited hearing will be readmitted upon showing a substantial likelihood of success. An expedited hearing will be granted to a student who:

1. was placed on probation at the end of their first semester,
2. earned a semester grade point average of 2.0 or greater during the probation semester, and
3. petitions for reinstatement within ten (10) days after the notice of dismissal is sent.

The Academic Standards Committee is authorized to grant or deny relief incident to reinstatement, including an extension of time to complete studies for the JD degree. The decision of the Committee shall be final.

If the Academic Standards Committee finds a compelling reason to justify reinstatement, it may grant the petition and set any conditions to reinstatement deemed appropriate, except a student shall not be allowed more than two additional probation semesters to remove any grade point deficiency.

A student who is granted an additional semester of probation but does not raise their cumulative GPA to at least a 2.0 by the end of the probation semester(s) shall be ineligible for reinstatement.

In extraordinary circumstances, the Committee may grant academic bankruptcy for one semester to any first-year student dismissed at the end of the first year. The Committee shall not have the power to change or eliminate grades. A student granted academic bankruptcy is thereafter ineligible to petition for an additional semester of probation if a cumulative 2.0 grade average is not achieved.

Honors and Awards

The School of Law grade point average and honors are based on grades received at the University of Louisville Brandeis School of Law only. Grades received from schools outside the University of Louisville Brandeis School of Law are not included in a student's Law School grade point average. This includes other University of Louisville colleges, other ABA approved law schools, study-abroad programs, and courses taken in other schools as part of a dual degree program.

1. CALI Awards. CALI awards are given each semester to the student or students who receive the highest grade in a letter-graded course. Once grades are received, students who will receive CALIs will be notified by the Department of Academic Affairs.
2. Dean's List. All full-time and part-time students who complete 8 or more letter-graded credits in a semester at Brandeis School of Law will be awarded Dean's List recognition for each semester their semester grade point average is in the top 20% of their respective class. It is not based on cumulative grade point average, only semester grade point average.
3. Graduation Latin Honors. For students who matriculated before Fall 2024, the Latin Honors policy is the following: The degree of JD will be granted summa cum laude to those who have a cumulative GPA between 3.8 and 4.0, magna cum laude to those who have a cumulative GPA between 3.5 and 3.799, and cum laude to those who have a cumulative GPA between 3.2 and 3.499. Calculations for May graduation honors are based on the student's cumulative grade point average after the penultimate semester. Diploma honors are based on final cumulative grade point average. For students who matriculated Fall 2024 or later, the Latin Honors policy is the following: The degree of JD will be granted summa cum laude to those students who have a cumulative grade point average in the top 5% of the class, magna cum laude to those who students who have a cumulative grade point average between the top 15% to the top 5.01% of the class, and cum laude to those who have a cumulative grade point average between the top 25% and 15.01%. None of these percentages shall be calculated using any method of rounding. Honors announced at the May graduation ceremony are based on the student's cumulative grade point average after the penultimate semester. Diploma honors are based on final cumulative grade point average.
4. Brandeis Society. The University of Louisville Brandeis School of Law recognizes students who have excelled academically by offering membership in the Brandeis Society. Any law student who has completed 45 hours but not more than 60 semester hours at the University of Louisville School of Law whose grade record ranks in the top 5% of students shall be eligible for membership. Any law student who has completed 60 or more hours at the University of Louisville School of Law whose grade record ranks in the top 10% shall be eligible for membership.

Continuous Enrollment and Leaves of Absence

The maximum elapsed time permitted between first matriculation and graduation, including, but not limited to, any time spent on leave of absence, shall be eighty-four (84) months. A student who does not remain continuously enrolled, excluding summers, must obtain a leave of absence in order to return to the School of Law.

Leaves of absences are granted for extraordinary circumstances and must be approved by the Associate Dean for Academic Affairs.

A student on probation who takes a leave of absence will remain on probation when he or she returns from leave.

The student taking leave must petition the Registrar's Office for any tuition refund that requires an exception to the Tuition Reduction Deadline.

The student taking leave must understand the leave's impact on loans, financial aid, and scholarships. For further information, the student is advised to consult the Financial Aid Office.

School of Law scholarships do not automatically renew for a student who takes a leave. In addition, in most instances, a student taking a leave must repay any scholarship money awarded by the Law School during the semester(s) in which the student is on leave. The student must submit a "Petition for Continuation of School of Law Scholarship" form no later than one week after approval of the leave of absence.

Grading policies

Minimum Grade Requirements

In order to receive credit in any course, the student must attain a grade not lower than "D-". Credit will not be given for any course unless the examination or other evaluative mechanism is passed. Additionally, special rules apply to the writing requirement, the experiential learning requirement, pass/fail courses, courses taken at other law schools, and graduate courses taken in other units of the University.

Incompletes

All incomplete (I) grades will automatically convert to failing grades (F) unless the work in the course is completed and an actual grade is substituted within one semester after the completion of the semester in which the course was taken, not including the summer term.

Repeating a Failed Course

A student receiving a failing grade (F) in a required course must repeat the course. The repetition of the course does not remove the prior grade from the student's academic record. Students who fail a first year course must retake the course at its next offering.

A student may not retake any course in which the student received a passing grade. Other than required courses, a student may elect to repeat a course in which he or she earned a failing grade (F). The repetition of the course does not remove the prior grade from the student's academic record.

A student who has received a failing grade in a course may not register or be assigned to retake that course with the same professor. A student requesting an exemption from this rule must submit a written request to the Associate Dean for Academic Affairs showing compelling circumstances.

Official Withdrawal Required

The academic calendar each semester specifies a last day to withdraw from a class. Requests by upper-level students to withdraw after this date must be accompanied by a timely statement of compelling circumstances to justify why the student should be withdrawn rather than receive a failing grade. The Associate Dean for Academic Affairs, in consultation with the Assistant Dean for Student Affairs & Diversity, as well as appropriate faculty, shall determine whether to grant the request.

To officially withdraw, the student should meet with the Associate Dean for Academic Affairs. A student who ceases to attend a class, but who does not officially withdraw from the class, will receive a grade of F.

Auditing a Class

Current Students

A current Brandeis Law student (or other UofL graduate or professional student) may audit a class under the following conditions:

1. There is room in the class and no one is on the waiting list;
2. The instructor agrees to let the student audit the class; and
3. The total semester credit hours do not exceed 18 when including the auditing credits.

A student taking a reduced load of classes who is eligible to audit will have to pay the per-credit tuition rate for the audited credits up to a total of credit hours of 10. Once he or she has reached 10 credits, the full-time tuition rate is applied, rather than the per-credit tuition rate.

Auditing students are held to the same attendance rules as a graded course. The work and participation required by the auditing student will be determined by the instructor of the course. Current students may not sit in a class without registering.

Current Attorneys

Current attorneys may audit a class as a non-degree student under the following conditions:

1. If there is room in the class after Brandeis Law students register;
2. The instructor gives specific permission for the outside student to enroll, the Associate Dean for Academic Affairs approves; and the outside student registers for the class and pays tuition at current rates.

Auditing attorneys are held to the same attendance rules as a graded course. The work and participation required by the auditing student will be determined by the instructor of the course.

Current attorneys may not sit in a class without registering.

Current attorneys should contact the Associate Dean for Academic Affairs if interested in auditing a course. They will have to make a formal application through the Law Admissions Office.

Independent Studies

An Independent Study may be for one (1) or two (2) credit hours.

With the permission of the Associate Dean for Academic Affairs and a supervising faculty member, a student may take an independent study on a pass/fail basis. Students may apply no more than two pass/fail independent studies or seminars toward graduation.

Only students having a 2.0 or better average and having completed at least 19 hours may register for an independent study.

Students may apply no more than four (4) credit hours of independent studies toward graduation, unless the Associate Dean for Academic Affairs grants a hardship exception.

An independent study paper does not satisfy the perspective requirement, but may satisfy the writing requirement.

All independent studies must be supervised by a full-time School of Law faculty. However, the faculty member does not have to be the sole supervisor.

To enroll in an independent study, the student must submit to Academic Affairs a completed Independent Study Form, which requires the supervising faculty member's signature. This completed form must be submitted prior to the last day to add a class, so that the Associate Dean of Academic Affairs may approve the Independent Study in time for the student to register.

Students enrolled in an independent study will be required to keep track of time spent working in the course.

Attendance and Classroom Performance

In accordance with ABA Standard 308(a), the right to take examinations, as well as the privilege of continuing as a student in the School of Law, is conditioned on regular attendance and satisfactory participation in class work.

Absence Limitation: There are no excused absences except as mandated by university policy. With respect to any course, a student is allowed to miss up to the "Absence Limitation" for that course. The Absence Limitation shall mean 15% of the total minutes of instruction required for the credit amount of the course and is defined by the table below.

Credit Hours/Semester	Absence Limitation/Semester
2-credit course, meets once a week	220 minutes of class, or up to two class meetings
2-credit course, meets twice a week	220 minutes of class, or up to four class meetings
3-credit course, meets once a week	330 minutes of class, or up to two class meetings
3-credit course, meets twice a week	330 minutes of class, or up to four class meetings
3-credit course, meets three times a week	330 minutes of class, or up to six class meetings
4-credit course, meets twice a week	440 minutes of class, or up to four class meetings
4-credit course, meets three times a week	440 minutes of class, or up to five class meetings

To obtain a waiver from this rule, a student must submit a petition to the Associate Dean for Academic Affairs. The Associate Dean will only grant the petition if:

1. the petition shows an extraordinary and unavoidable circumstance, and
2. the instructor believes that the amount of absence will not unreasonably alter the level of engagement expected of all students in the course.

Intensive Courses (anything less than the traditional 14-week semester): A faculty member may designate a course as an “intensive course,” if that course has a limited number of class meetings or meets for less than the traditional 14-week semester. In a course so designated, there will ordinarily be no Absence Limitation. Students are expected to attend all class meetings in intensive courses. An absence or significant tardiness in an intensive class will result in the student being excluded from the course. Alternatively, a faculty member may designate a specific number of absences that are acceptable, using as a guide 15% of the total course minutes.

Externships and Clinics: Regular and punctual attendance is also required in externship and clinical courses. Participation in an externship or clinical program is a professional commitment. All students are expected to adhere to a high standard of responsibility, competence, and dedication with regard to all work assigned.

Sanctions: Unsatisfactory attendance or unsatisfactory classroom performance may result in lowering of a final grade for the course, involuntary withdrawal from the course, failing the course, or other resolution.

Reporting Absences to the Instructor: Any absences within the Absence Limitation should be addressed consistent with the instructor’s policy. Any absences in excess of the Absence Limitation or any absences of more than three consecutive school days shall be reported to the Associate Dean for Academic Affairs by the student as soon as practicable.

Reporting of Excess Absences: The instructor of a course shall notify the Associate Dean when a student has been absent for more than the Absence Limitation, excluding any covered absences. The instructor's communication to the Associate Dean should include the dates or number of class absences. Once it is determined that the student is to be excluded from the course, the Associate Dean, in light of applicable circumstances, will consult with the reporting instructor.

The Associate Dean and instructor shall determine whether:

1. to allow the student to withdraw from the course; or
2. to exclude that student from the course and to award a grade of F for the course.

Absences Beyond the Absence Limitation: The Associate Dean does not manage absences that fall within the Absence Limitation. However, the Associate Dean, in consultation with the course instructor, may make a determination that, on account of extraordinary circumstances affecting an extended period of time, a student may be granted absences beyond the Absence Limitation. Such extraordinary circumstances must relate to health, bereavement, family, military, or significant personal issues. Additional absences will not be granted for vacations or on-going conflicts resulting from the student's normal employment commitments. In addition, exceptions will not be granted to relieve students of the limitation on employment set by the law school.

The Associate Dean for Academic Affairs may not allow additional absences for more than one week's worth of classes beyond the Absence Limitation or in circumstances where a student would miss more than 10 consecutive days of classes during a semester regardless of the circumstances. Students who have circumstances causing them to be absent for more than these specified periods shall consult with the Associate Dean for Academic Affairs regarding a Voluntary Leave of Absence or course withdrawal.

Faculty Responsibilities: Faculty will take attendance and monitor absences. Faculty must provide notice of the attendance policy in their syllabus. If the faculty policy deviates from the law school policy (by being more restrictive), the syllabus must note the differences.

Student Responsibilities: Students are expected to keep a personal record of all absences. In courses where the instructor requires the students to sign an attendance sheet (or otherwise mark themselves as present), it is the student's responsibility to ensure that this is done in a timely manner for each class. Students who mark or sign as present a classmate who is absent shall be subject to disciplinary action.

Tardiness and Early Departures: Excessive tardiness or early departures from class may be counted as an absence and may result in exclusion from a course under this policy. Tardiness or early departures for normal and foreseeable commutes or work schedules are not considered extraordinary circumstances.

Religious Observances: Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate

students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term.

Rescheduled Classes: Students who do not attend a rescheduled class will be counted as absent. In a course where a professor cancels and reschedules more than one class, a student should not be counted as absent if he or she does not attend any rescheduled classes after the first rescheduled class.

Enrolling in Non-Law Classes

The Law School believes that some students may benefit by taking courses offered in departments other than the Law School. Such courses may be taken in accordance with the following guidelines:

1. The student must earn at least 19 credits from the law school before taking an outside course.
2. The law student may apply up to six hours of credit toward the JD under this policy.
3. The course offered outside the law school must be one offered at the graduate or professional level and must enhance the student's legal education.
4. The instructor and department for the course must agree to the participation of the law student before the student may register for the course.
5. Prior to registration, the law student must submit to the Associate Dean for Academic Affairs the official description of the course along with a written statement describing why the student believes the course would be beneficial to the student.
6. The law student must obtain the approval of the Associate Dean for Academic Affairs before the student may register for the course. The administration of the law school may exercise its discretion in determining the propriety of the course for the law student's course of study.
7. To be applied as credit for the student's JD, the student must earn at least a B for the course. The grade will not count toward the student's law school grade point average or graduation honors.
8. The law student must not be on probation during the semester in which the graduate credit is earned.
9. This policy does not apply to the law student who is participating in a dual degree program. Such a student may not use this policy to take courses offered by other departments and which would be in addition to the courses required as part of the dual degree program. Students who withdraw from a dual degree program may not use this policy to apply towards graduation the courses already taken in the other department.

Grievance Procedure

Introduction

This procedure is designed to provide fair means for dealing with a student's complaints regarding a specific action or decision made by the law school administration, the faculty, or a faculty member. Any students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance. (Redbook, Article 6.8)

A grievance filed under this Part is in addition to, and not in lieu of, a complaint involving an ABA standard, which is discussed separately below.

There shall be a School of Law Student Academic Grievance Committee, hereinafter referred to as the Committee, which shall have the power to hear all grievances involving academic matters other than (a) substantive grade appeals and (b) matters falling within the jurisdiction of the Reinstatement and Probation Committee. Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instructions or affecting academic freedom. (Redbook, Article 6.8.3). The Committee may review allegations that a grade has resulted from an unfair procedure, but it shall not render a judgment contrary to that of the faculty member on the substantive merits of the grade. Where the dean agrees with a Committee determination that procedural irregularities have occurred, the dean shall consult with the faculty member involved and the Reinstatement and Probation Committee as to the grade to be recorded in the student's official transcript.

To assist the student, a Student Grievance Officer shall be provided who is responsible for informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Student Grievance Officer shall seek to resolve informally as many grievances as possible. (Redbook, Article 6.8.2). Students are encouraged to seek the assistance of the Student Grievance Officer at any stage of the grievance process. The Associate Dean for Academic Affairs is the contact person in the law school.

School of Law Student Grievance Committee

The Committee shall be composed of five (5) members selected as follows: One (1) student selected by the Student Bar Association and four (4) faculty members appointed by the dean. The dean shall select the chair of the Committee. In a situation where the student member is involved in the grievance or removed because of challenge, the Student Bar Association shall appoint an alternate student member for that grievance. When a faculty member of the Committee is involved in the grievance or removed because of challenge, the dean shall appoint an alternate faculty member to serve on the Committee for that grievance.

Preliminary Steps

In pursuing a grievance concerning academic matters within the law school, a student shall follow this procedure:

1. The student shall first discuss the grievance with the person or persons grieved against (hereinafter referred to as the respondent), and shall attempt to resolve it through informal discussion. This discussion should take place not later than thirty (30) days after the date on which the student first learned, or may reasonably have been expected to have learned, of the cause of the grievance.
2. If there is no resolution, and if the grievance is not against the law school administration, the student shall discuss the grievance with the Associate Dean for Academic Affairs, who shall attempt to mediate a resolution.
3. If the student still has not been able to obtain a resolution, the student may request the Student Grievance Officer to attempt informal mediation of the grievance.
4. If the grievance has not been satisfactorily resolved through the informal process, the student may submit a written statement of the grievance to the Committee through the Office of the Associate Dean for Academic Affairs. This statement shall not be submitted later than one year after the date on which the student first learned, or may

reasonably have been expected to have learned, of the cause of the grievance. The statement shall contain: (a) a brief narrative of the condition giving rise to the grievance; (b) a designation of the respondent; and (c) a statement of the remedy requested.

Committee Action

Upon receipt of a written statement of a grievance, the chair of the Committee shall:

1. Consult with the student, the respondent, the Associate Dean for Academic Affairs, and the Student Grievance Officer to obtain assurance that all steps of the informal process were completed and that the issues in the statement were discussed at all levels.
2. Send a copy of the statement to the respondent and to all Committee members.
3. Notify the grievant and the respondent of their right to make one (1) peremptory challenge to a Committee member and to challenge Committee members for cause. The Committee's notice shall include: (a) the names of the Committee members; and (b) a request that any challenges be made promptly to expedite the grievance procedure.
4. Call a meeting of the Committee to be held within twenty (20) days after receipt of the written statement to review and consider it and to decide whether the grievance states grounds sufficient to warrant a hearing.
5. Notify the grievant and the respondent of the Committee's decision and its reasons therefore in writing.
6. If a hearing is to be held, notify in writing all parties, and any witnesses, of the date, time, and place of the hearing. The notice shall be sent at least ten (10) days prior to the hearing date.
7. In its notice of hearing, request in writing from the grievant and the respondent any pertinent material that the Committee shall require for its review prior to the hearing. The respondent may submit to the Committee a written statement outlining issues from the respondent's perspective. The statement and materials either party chooses to submit shall be submitted to the Committee not later than four (4) days prior to the hearing. Committee members shall make every effort to maintain confidentiality throughout the entire grievance process.

Hearing and Reporting Process

All Committee hearings and reports thereon shall be conducted confidentially in the following manner:

1. The grievant and the respondent must be present during the information-gathering portion of the hearing. Witnesses will be available and called when needed. The Committee may allow the presence of a secretary or technical assistant.
2. All statements made during the information exchange phase of the hearing shall be tape-recorded (or video-taped). This record shall be preserved in the University Archives for a minimum of five (5) years and shall be confidential.
3. Any Committee member may question any of the participants at the hearing.
4. The grievant shall be afforded the opportunity to present statements and to have witnesses testify before the Committee.
5. The respondent shall have the opportunity to question the grievant and the grievant's witnesses about their statements.
6. The respondent shall be afforded the opportunity to present statements and to have witnesses testify before the Committee.

7. The grievant shall have the opportunity to question the respondent and the respondent's witnesses about their statements.
8. After all information is exchanged, all persons, other than Committee members and the recording secretary, shall leave the committee room. The grievant, respondent, and witnesses shall continue to be available to the Committee should further information be needed.
9. The Committee shall meet in closed session to decide upon its recommendations to the Dean. If the grievance directly involves the Dean, the report and recommendations of the Committee shall be referred for decision to the Provost.
10. The Committee shall submit its report with recommendations and reasons therefore to the grievant, the respondent, and the Dean (or Provost).
11. The student's grievance shall be included in the student's record.
12. Until the grievance is resolved, the student may continue the student's natural academic progression through the academic unit, subject to the requirements of Redbook, Article 6.6 (Academic Review, Advancement, Probation, and Dismissal of Students) and Article 6.7 (Nonacademic Disciplinary Procedures).
13. The burden of proof shall be on the grievant. The grievant shall establish his right to relief by clear and convincing evidence.

Final Decision

The Dean (or Provost) shall approve or reject the Committee's recommendations within twenty-eight (28) days after they are received. If the decision of the Dean (or Provost) is in accord with the Committee's recommendations, the recommendations shall be implemented. If the decision is not in accord with the Committee's recommendations, the Dean (or Provost) shall state the reasons for that decision, in writing, to all persons directly involved in the grievance and to the Committee. That decision shall be implemented after the time for appeal has elapsed.

Rehearing Before the Committee

Within 21 days after delivery of its report, the grievant or the respondent may petition the Committee to reconsider its report. The petition must be based upon evidence of misrepresentation of material facts or upon newly discovered evidence clearly not available at the original hearing.

Appeal to the University Student Grievance Committee

Any party to the grievance may appeal to the University Student Grievance Committee within 21 days from the date of the final decision of the Dean (or Provost) if the decision does not accord with the recommendations of the Committee. The appeal shall be in accordance with Articles 6.8.11, 6.8.12, and 6.8.14 of Redbook.

Student Complaints per ABA

The University of Louisville's Brandeis School of Law is accredited by the American Bar Association's Section of Legal Education and Admissions to the Bar. Law School students who are aware of a problem that directly implicates the Law School's compliance with the ABA's Standards for Approval of Law Schools should direct their communication to the Dean of the Law School. All such communications must be in writing and must state with specificity both the ABA accreditation standard or standards at issue and the factual circumstances that suggest noncompliance.

The Dean may refer the matter to other personnel within the Law School or at the University. Within 30 days of receiving a written communication identifying a problem that directly implicates the Law School's program of legal education and its compliance with the ABA's Standards for Approval of Law Schools, the Dean shall respond in writing to the student(s) who submitted the communication. That response may take the form of a request for further information enabling the Dean to address the Law School's compliance with the ABA standards at issue. In all events, the Dean's determination shall be final.

The Law School shall maintain a record of all communications received under this policy, including the resolution adopted by the Law School in response to those communications. This record shall be maintained throughout each period of accreditation by the American Bar Association.

Student Records Policy

The School of Law maintains records on each student. These begin with the student's application and supporting materials and also include the student's transcript. Other documents relating to the student's education here (e.g., letters of recommendation requested from a member of the faculty; records of disciplinary proceedings; notations of awards or commendations, etc.) may also be included. It is our policy to safeguard the privacy of these records in accordance with University regulations and the Family Educational Rights and Privacy Act of 1974 (FERPA).

Information regarding FERPA can be found on the University's FERPA website.

Each semester, awards and other academic recognitions will be published within the Law School community. A student must complete a Request to Withhold Disclosure of Directory Information if they do not want any information published or released.

Outside Employment

The law school offers a rigorous program of legal education that prepares students, upon graduation, for admission to the bar and for effective, ethical, and responsible participation as members of the legal profession. Achieving these objectives requires students to make a significant commitment of time to law school course work. For every credit hour earned, the law school expects students will devote at least three to four hours per week on course work (assuming the work is spread over a 14 week period). Devoting the expected hours to course work is integral to solid professional formation.

Students should not allow employment to undermine their professional formation. The following policies are designed to help students maintain an appropriate balance between course work and employment.

Students who need financial assistance should pursue external loans or scholarship opportunities rather than impair the quality of their law school experience.

20-Hour Policy

It is the policy of the law school to prohibit a student from working for compensation in excess of twenty (20) hours per week during any week of a semester in which the student is enrolled in 12 or more credit hours of coursework, regardless of whether the credit will be applied to the student's law degree.

First Year Students

Because the first year presents demands and methods of study which most first year students have not experienced, it is strongly recommended that first-year students not engage in outside employment. For first-year students who find it necessary to work, a reduced course load option has been provided in order to permit the students to divide their time between the study of law and their employment. Students who choose to work during the first year are encouraged to inform their employers of their class schedules and that they are obligated to attend law school classes during these times throughout the academic semester. Students occasionally will be required to attend other special classes, meetings, or programs and must be able to take off work or otherwise make arrangements to attend these functions.

Upper Level Students

After the first year, some work in legal practice settings may help students develop skills and values needed for competent and ethical participation as a member of the legal profession. Nonetheless, appropriate attention to law school course work requires a commitment of time that effectively precludes substantial employment for full-time students. For example, a student earning 15 credit hours ordinarily would be expected to devote to law school course work 45-50 hours per week. Therefore, upper level students are subject to the 20 hour work policy, except as provided below.

Exceptions from the Policy

With the approval of the Associate Dean for Academic Affairs, a student may request an exception to the 20-hour policy. On a case-by-case basis, the Associate Dean will ordinarily consider the student's grade point average, total credit hours being taken in a semester, the content of the hours, the type of work being performed and other variables. However, in no instance will the Associate Dean approve a student to work more than thirty (30) hours per week while enrolled in 12 or more credit hours of coursework. A student needing to work more than 30 hours can reduce their course load to 11 hours or fewer in order to do so.

Violations of this Policy

Violations of the work and class hours limits, as set out in the above paragraphs, may result in adverse disciplinary action, reporting to the Character and Fitness Committee of the Board of Bar Examiners, or exclusion from school. All students are required to report their employment to the Student Records Office each semester. Also, if there are any changes to a student's work scheduling during the semester, the student must report it immediately to Academic Affairs.

Credit for Coursework at Another ABA Accredited Law School

Students may, with the advanced approval of the Associate Dean for Academic Affairs, earn a maximum of thirty credits outside of the Law School, including credit hours earned at another ABA accredited law school. This may be done by visiting another school for one or two semester(s) or a summer term, or by participating in an approved international program.

Credit will be given only in courses approved by the Associate Dean for Academic Affairs and in which the student earns a grade of C or higher. Grades in these courses will not be counted in the student's Brandeis grade point average and will not impact graduation honors. Neither the course name nor the grade will be posted on the student's official transcript. Note that transfer students must complete at least 30 of their last 36 credit hours at the University of Louisville.

Admission to the Bar

As soon as possible after deciding to study law, a student is urged to investigate the rules governing admission to the bar in the state in which he or she intends to practice. The rules of many states require registration upon beginning the study of law. Compliance with bar admission requirements is the sole responsibility of the student.

There are generally multiple steps for admission to the bar in any US jurisdiction, including, but not limited to: graduation from an accredited law school, taking and passing a Bar Examination, submitting to and passing a Character and Fitness Inquiry, and taking a course or test over law specific to that jurisdiction.

To learn more about the requirements in each US jurisdiction, refer to the NCBE Bar Admission Guide, found at <https://reports.ncbex.org/comp-guide/>.

Most jurisdictions also require the Multistate Professional Responsibility Exam (MPRE) for admission. Students should be familiar with the timing and passing score requirements for jurisdictions where they might apply.

The National Conference of Bar Examiners provides information about the MPRE and bar exam on their website: <https://ncbex.org/>.

Rules for Admission to the Practice of Law in Kentucky are set forth in Kentucky Supreme Court Rule 2. These Rules, and additional information about the Kentucky Bar Exam and Admissions process, can be found on the Kentucky Office of Bar Admissions website, <https://www.kyoba.org/>.

For specific questions about applying for bar admission, character and fitness, and bar exam study, see the Director of Academic and Bar Success.

CHAPTER FOUR: BRANDEIS TECHNOLOGY POLICIES AND PROCEDURES

Law School Information Technology Department

The Brandeis School of Law Instructional Technology Department is here to support all students, faculty, staff, and guests of the Brandeis School of Law. If you need support, please contact the following:

Steven Durm – Room 115, 852-6084, Book a visit @ bit.ly/DurmVisit

Blake Stevens – Room 119, 852-2560

ullawit@louisville.edu

The Brandeis School of Law IT Department provides support for the following resources or services, which are administered by University of Louisville Information Technology:

- Microsoft 365 applications, including email accounts
- Adobe Creative Cloud
- ULink password issues
- Secure wireless network [access](#) (*ulsecure/eduroam*)

The Brandeis School of Law IT Department does not support resources or services provided by third parties, such as Westlaw, LexisNexis, Bloomberg Law, CALI (consortium for Computer-Assisted Legal Instruction) and Symplicity. Students needing assistance with legal research services or CALI should contact the Law Library at lawlibrary@louisville.edu. Students needing assistance with Symplicity should contact Jina Scinta, in the Office of Professional Development, at jina.scinta@louisville.edu or 502-852-6368.

Printing

Brandeis School of Law students must use UofL Print powered by Canon. UofL Print powered by Canon is a cloud-based printing management system. Instead of traditional network printing, in which one sends a print job to a specific printer, cloud-based printing provides a queue from which one may retrieve one's print jobs at any connected device. In the School of Law, Canon multifunction devices are located in the Law Library main reading room and outside room 175 in the Classroom Wing.

In order to use Canon printing and copying services, students must have Cardinal Cash on their Cardinal Card. The student cost for black-and-white printing and copying is 10¢ per impression, and color printing and copying is 15¢ per impression. Note: There are no color printers available to students in the School of Law building, but others are located around campus. Scanning is free.

For printing support, students must contact the University ITS Help Desk at helpdesk.louisville.edu or 502-852-7997.

Examinations on Computer

Each student **will need the following:**

1. A personal computer (**Mac or PC not Chromebook**). The computer must meet or exceed Exam4's hardware and software requirements, which are updated regularly and posted at Exams on Computer on the Brandeis Law Intranet.

2. Students also **need to** successfully complete a practice exam using the appropriate version of Exam4.

A new version of Exam4, for both Mac and PC, will be available at least once each semester, and each student is responsible for obtaining, installing and testing the most recent version available for exams by applicable deadlines, which are published on the Brandeis Law Intranet and in the Brandeis Docket.

Requirements for Taking an Exam on a Computer

Mandatory Training for All Students

1. First-year students must attend an information, training and policy session on the use of computers on exams. This session will be scheduled before their first exam each fall semester.
2. Visiting and transfer students first enrolled in any fall semester must also attend the 1L training session. Visiting and transfer students first enrolled in any spring semester must arrange with the Assistant Dean for Information Technology to receive this training.
3. Any first-year or fall semester transfer student who is unable to attend the mandatory training session will need to attend the make-up training.
4. Any student who cannot attend the mandatory fall semester session because of a foreseeable but unavoidable conflict must notify the Assistant Director for Information Technology and the Associate Dean of Academic Affairs in advance. The Assistant Director for Information Technology shall make reasonable efforts to accommodate any such student and provide training before their first exam.

Practice Test Requirements

Each semester, in advance of exams, the Brandeis School of Law IT Department will publicize Exam4's availability to students and publish instructions for obtaining, downloading, installing and testing Exam4.

Each student **needs to do the following to prepare for exams:**

1. Download Exam4;
2. Install Exam4;
3. Properly complete a practice test using Exam4; and
4. Submit the practice test by the applicable deadline for doing so. Practice test deadlines each semester will be posted on the Brandeis Law Intranet and in the *Brandeis Docket* email newsletter.

A properly completed practice test is one on which the student has self-identified using their ULink username (e.g., *ldbran01*).

Any student who experiences difficulty downloading, installing or testing Exam4, submitting a practice test, or otherwise complying with these requirements by any published practice test deadline must notify the Assistant Director for Information Technology on or before the date by which any practice test must be submitted. The IT Department shall make reasonable efforts and/or recommendations to assist the student in complying with the practice test requirement and deadline.

Exemptions, Extensions and Modifications

Exemptions from or extensions or other modifications to the practice test requirement may only be made for cause by the Director for Instructional Technology upon petition from the student seeking such exemption, extension or modification. The student requesting such exemption, extension or modification must meet all of the following conditions:

1. The student has submitted a petition for an exemption, extension or modification to the Director for Instructional Technology on or before the applicable practice test deadline;
2. The student has made a good faith effort to comply with applicable practice test requirements; and
3. Reasonably unforeseeable circumstances prevented the student from complying with the applicable practice test requirements.
4. If any student's only exam(s) in a particular semester are unscheduled, multi-day exams (i.e., those traditionally characterized as "take home" exams), that student is not required to submit an Exam4 practice test, even if those exams are administered using Exam4. However, such students are still strongly encouraged to take and submit a practice test to ensure software compatibility and functionality.

Exam Day Procedures and Support Before Exams

Brandeis School of Law IT Department staff will provide technical support for all exams. Each student taking an exam using Exam4 must bring

1. The computer on which he or she has successfully installed and tested Exam4, along with the computer's AC adapter/power supply and fully charged battery or batteries.
2. A functioning USB flash drive (recommended).

Each student taking an exam using Exam4 must:

1. Report to their assigned exam room;
2. Set up and boot up their computer and log on to the University's secure wireless network (ulsecure or eduroam)
3. Start up Exam4, provide the assigned exam number and other information at the appropriate prompts, stop at the screen that says "Wait!" in large red letters
4. Click "Begin Exam" only when instructed by the professor that they may begin the exam.

An Exam4 file is not like a conventional word processing document. It is encrypted and cannot be modified once the student has ended an Exam4 session. Therefore, it is extremely important that each student:

1. Correctly self-identify using their assigned exam number;
2. Correctly provide any other information, such as a pledge, as instructed by the professor; and
3. Do nothing that will disclose the student's identity to the professor or otherwise compromise anonymity.

No member of the Law School IT Department may correct students' mistakes or make other modifications to any Exam4 exam.

Troubleshooting Procedure

Any student whose computer exhibits a problem or irregularity in anticipation of taking, while taking, or having immediately taken an exam using Exam4 must bring the computer and AC adapter/power supply immediately and directly to an on-duty member of the Brandeis School of Law IT Department and describe the problem(s) in as much detail as possible.

The IT staff member on duty will complete an Exam4 Incident Report, noting:

- The time the student arrived;
- The student's name, exam number, exam and professor;
- The nature of the problem;
- Steps taken to resolve the problem and whether the problem was resolved; and
- The time the student leaves.

The IT staff member will transmit the Exam4 Incident Report to the Dean on Duty.

The student must next visit the Dean on Duty, who will determine whether to allow the student additional time, and if so, how much.

The Dean on Duty will discharge the student to resume the exam, noting additional time or other consideration the student shall be afforded to complete the exam.

Following Exams

Upon the student completing and electronically submitting an exam, Exam4 will confirm that the exam was successfully submitted. However, students may further confirm their exam submission on the monitor in the Mosaic Lobby.

Any student who cannot successfully submit an exam electronically must save the exam to a USB flash drive and immediately bring the flash drive to an on-duty member of the IT Department, who will copy the encrypted exam file and return the flash drive to the student.

CHAPTER FIVE: FIRST YEAR STUDENTS

First-year students follow a specific curriculum, designed to provide a strong foundation for the rest of their law school education. All first-year courses are required. In addition, all first year students must attend any Orientation sessions required through the Office of Student Affairs and Diversity. All students, regardless of course load, are required to complete any training that is required of all UofL students.

First-year students who take a reduced course load for one or both semesters and who therefore do not take the entire standard curriculum during their first year of law study must complete the remainder of their first-year courses by the end of their second year of enrollment. Any student who receives a failing grade in one or more first-year courses must re-take and pass those courses by the end of their second year of enrollment and must have their course schedules approved by the Associate Dean of Academic Affairs. Students taking first-year courses in their second year of enrollment may include upper-level courses in their schedules, depending on prerequisites of the specific course.

Students may, however, take other courses in any semester when there is no first-year course offered that the student is not currently taking or has not already passed depending on prerequisites of the specific course. Any student who has not passed all first-year required courses must have a schedule approved by the Associate Dean of Academic Affairs.

First-year students, whether taking classes on a full time or reduced course load basis, ordinarily may not drop a course once the semester has begun. If, however, a first-year student demonstrates, in a timely manner, compelling circumstances that require a course-load reduction, the Associate Dean for Academic Affairs may authorize an appropriate schedule adjustment if it is in the best interest of the student's law school education.

CHAPTER SIX: LAW SCHOOL PROGRAMMATIC OPPORTUNITIES

Study Abroad

General Rules

The faculty of the Law School reaffirms that study of the legal systems and cultures of other countries enhances students' legal education. Students in good standing at the Law School may spend no more than two semesters of study at any foreign institution after successful completion of 19 hours in the Law School.

A proposed course of foreign study must be approved in advance by the Associate Dean for Academic Affairs, and must comply with the ABA Criteria for Accepting Credit for Student Study at a Foreign Institution (the ABA Criteria).

Students may earn no more than 30 credit hours towards the JD degree outside the Law School. This includes credit hours from foreign institutions, other ABA-approved law schools as a visiting student, and graduate-level courses taken outside the Law School. Credit will be given only for approved academic coursework at foreign institutions, and not for foreign externships.

In order to count credit hours earned under this rule toward the JD degree, students must earn grades of the equivalent of C or higher. Credit hours will be applied towards the JD degree on a pass-fail basis, and grades earned will not be reflected in a student's GPA or class rank and will not affect graduation honors.

Courses taken at a foreign institution may, in appropriate circumstances and with the prior approval of the Associate Dean for Academic Affairs, satisfy the Perspective Course requirement. They may not satisfy the student's Upper Division Writing Requirement or other specific graduation requirements of the School of Law.

Ordinarily, foreign courses of study will only be approved at institutions with which the Law School has an existing working relationship or for programs hosted at other Law Schools which have already been approved by the ABA.

To study abroad at a foreign institution, students must obtain permission from the foreign host school; a faculty contact at the host school must be provided; and the curriculum and proposed course of study must be approved in advance by the Associate Dean for Academic Affairs. While international course work is generally elective in nature, the perspective requirement may be met through international course work. Student study at foreign institutions must also comply with all other rules promulgated from time to time by the Law School administration for purposes of compliance with the ABA Criteria.

Students must contact the University of Louisville International Center, and complete all paperwork and other requirements established by the International Center in a timely manner.

University Exchange Programs

Brandeis School of Law has specially arranged programs with several universities abroad. The Law School has developed relationships with certain foreign law schools, which allow students to attend the foreign school while continuing to pay tuition only to the University of Louisville. Students are responsible for their own travel, living, and other related costs. Students who wish to participate in an exchange must contact the Associate Dean of Academic Affairs well in advance of any application deadlines in order to be nominated for the program.

More information about the School of Law's exchange programs are available on the intranet: <https://louisville.edu/law/experiences/international-opportunities>.

Dual Degree Programs

In recognition of the interdisciplinary nature of law, the law school offers a number of dual degree programs providing students an opportunity to earn two degrees in a reduced period of time. Students interested in any of these programs should consult the Associate Dean for Academic Affairs.

Generally, law students must apply to a dual degree program prior to completing 45 hours of law school course work. Applicants must be admitted independently to both schools and must be accepted for the dual degree program by both schools. The JD degree will not be awarded before the other degree. Students must complete the requirements for both degrees before the JD is awarded. No credit will be given toward a J.D. degree for coursework completed prior to matriculating to law school. Further, in the first year of law study, the participating student must take law classes only.

The Associate Dean of Academic Affairs must approve dual degree students' course schedules each semester. All credits transferred into the JD program for a dual degree program will be as credits only, and will not count toward the student's law school grade point average or graduation honors. Additionally, if a student withdraws from the dual degree program, the student may not use courses earned in the second degree towards the completion of the JD.

More information on dual degrees is available at this website: <https://louisville.edu/law/academics/degree-programs/dual-degree-programs>.

Journals

Students may earn credit for work in connection with one of the journals sponsored by the Law School. To be awarded academic credit, the student's work must be of sufficient quality to merit a grade of "C" or better, as certified by the student's faculty advisor for the course. The amount of credit for various activities and for publication is indicated on the course schedule. Students enrolled in a journal will be required to keep track of time spent working on their assignments.

Extramural Advocacy

Students who participate in extramural advocacy competitions must enroll in the associated Extramural Advocacy course. Each competition must consist of a rigorous educational experience under the guidance and support of a qualified coach and/or faculty advisor which places emphasis on

the development of professional legal skills. In order to receive academic credit for extramural advocacy competitions, a student must participate in an adequate number of meetings and preparation sessions, and communicate regularly with the team coach and/or faculty advisor.

The coach and/or faculty advisor must provide the competitors with training in the skills that are the subject of the competition, multiple opportunities to practice those skills, and detailed, in-depth feedback.

Such competitions must require that competitors apply and demonstrate specific professional legal skills, such as written and oral advocacy at appellate or trial levels, arbitration, negotiations, or client interviewing and counseling. So much as competition rules permit, students must perform under substantial, continuous supervision and instruction by (1) a full time School of Law faculty member or (2) an adjunct or other individual who has been appointed as the team's coach, working with a fulltime School of Law faculty member.

The faculty members and other instructors shall evaluate the students' written and oral performances and determine the number of credits each student has earned. Students may earn no more than two (2) hours credit for participation in a single competition and may apply no more than six hours of Extramural Advocacy Competition (934) credit toward the ninety hours necessary for graduation.

Students may receive credit for no more than one extramural advocacy course per semester and ordinarily may participate in no more than one per semester. For a student to participate in more than one in the same semester, the Associate Dean for Academic Affairs, faculty members, and other instructors must first approve. Students who have not successfully completed the first-year curriculum are ineligible to compete in moot court competitions. First year students may try out for a team if the competition will take place during their second year, participate in the first-year oral argument competition, and participate as witnesses in mock trial competitions.

Students enrolled in an extramural advocacy competition will be required to keep track of time spent working on the competition.

CHAPTER SEVEN: OFFICE OF STUDENT AFFAIRS AND DIVERSITY POLICIES

Orientation Week and Mandatory ABA Sessions

- **1L Orientation Week**

All days and sessions within 1L Orientation Week are **mandatory** for incoming students. These include all pre-Orientation Week readings, on-site workshops, the day of service, signing of the law school oath and all sessions outlined in the schedule that is distributed in July. Students should adjust their personal schedules to ensure they complete all Pre-Orientation and Orientation Week sessions.

- **1L Mandatory Monthly Enrichment Sessions**

Each month, 1Ls will meet for required sessions that will cover a range of topics from exam preparation to financing the bar exam. These sessions include important information and are considered integral to the first-year curriculum. All sessions will be held in room 275.

- **2L Mandatory Enrichment Sessions**

All 2Ls will meet with the Deans and other law school leadership in the fall, for a session that reviews critical bar exam and professionalism information.

- **3L/4L Mandatory ABA Session**

All 3Ls/4Ls will meet with the Deans and other law school leadership in the fall, for a session that aligns with policies and standards of conduct for the Brandeis School of Law and the American Bar Association. This session will include pertinent information about graduation, the bar exam, and completing the law school journey.

Character and Fitness Amendments

Applicants to the JD program at Brandeis Law were asked a series of questions with respect to their character and fitness to study and practice the law. In addition to a bar examination, there are character and fitness qualifications for admission to the bar in every U.S. jurisdiction, and many jurisdictions, including Kentucky, require a copy of your law school application to accompany your petition for admission to the bar, so failure to answer the character and fitness questions on your application truthfully and completely could affect not only your application for admission to Brandeis Law but also your petition for admission to the bar.

If you answered “Yes” to any of the character and fitness questions on your application, you were required to provide a written explanation for each affirmative answer, including all relevant details, dates and outcomes. You were also required to certify (1) that the information provided in your application was truthful and complete and (2) that you understood that as a Brandeis Law student, you remain under a continuing obligation to disclose pertinent character and fitness information. The character and fitness questions, as phrased in the current JD program application, are reprinted below for convenience:

- Have you ever been arrested, charged or cited for any criminal offense? *This includes all felony, misdemeanor and juvenile offenses, even if you were acquitted, the case was dismissed or the record was sealed or expunged. This does not include speeding or other minor traffic violations, unless resulting in suspension or revocation of driving privileges.*

- Have you ever been a named party in any civil, family court, administrative or other nonmilitary, noncriminal legal proceeding? *Named parties include plaintiffs, defendants, petitioners and respondents but do not include witnesses.*
- Have you been discharged from any branch of military service under less than honorable conditions, or have you ever been subject to court martial or other military administrative proceeding?
- Have you ever been terminated for cause, asked to resign or otherwise formally disciplined by any employer?
- Have you ever been placed on academic warning or probation, charged with or sanctioned for conduct or honor code violations, suspended, dismissed or otherwise formally disciplined by any undergraduate or graduate institution?

For the purposes of the remainder of this section, the following definitions are in effect:

“Incident” refers to any circumstance that would give rise to an answer of “Yes” to any of the character and fitness questions included in the application for admission to the JD program at Brandeis Law.

“Pre-Matriculation Incident” refers to an Incident that took place any time on or before October 5 of a student’s first creditable semester in the JD program.

“Post-Matriculation Incident” refers to an Incident that took place any time on or after October 6 of a student’s first creditable semester in the JD program and prior to their graduation therefrom.

“Amendment” refers to the written disclosure of new information or correction of previously provided information with respect to an Incident.

Amendments regarding **Pre-Matriculation Incidents** must be reported to both the Office of Admissions (lawadmissions@louisville.edu) and the Office of Student Affairs & Diversity (lawstudentaffairs@louisville.edu). Amendments regarding **Post-Matriculation Incidents** should be reported only to the Office of Student Affairs & Diversity (lawstudentaffairs@louisville.edu).

All Amendments must include, at a minimum, the following information:

1. A description of the Incident and the circumstances in which the Incident arose, including all details relevant to understanding the Incident.
2. The date of the Incident and the dates of any significant procedural milestones with respect to the Incident (e.g., court dates, whether past or anticipated).
3. The resolution of the Incident or, if not yet resolved, the current status of the Incident.
4. *For any Pre-Matriculation Incident not disclosed immediately after the Incident:* An explanation of why you did not disclose the Incident on your application or otherwise immediately after it took place.

Example of an insufficient Amendment: “Last year, before I applied, I got a DUI. I’m sorry that I did not disclose it on my application.”

Example of a sufficient Amendment: “On July 3, 2016, I was pulled over and arrested for driving under the influence after consuming excess alcohol at a friend’s Fourth of July party and swerving on a limited access highway while driving home. No other vehicles were involved in the incident. I was arraigned on July 5, 2016, and pled guilty, resulting in a six-month suspension of my license and enrollment in a 90-day outpatient treatment program. The suspension concluded in January 2017, and my driving privileges were fully reinstated. I entered the treatment program on July 9, 2016, and successfully completed the program on October 7, 2016. I take full responsibility for my choices, and since the incident, I have maintained a clean driving record. I have also significantly limited my intake of alcohol, abstaining entirely at any event to which I have driven. I also apologize and take full responsibility for my failure to disclose the incident on my application to Brandeis Law. At the time of my application in December 2022, I consulted with an attorney who knows my family, and the attorney advised that since the incident was over five years old, it did not need to be disclosed. Despite that the application does not state any such limitation on incidents to be disclosed, I followed the attorney’s advice. I understand now that the advice was improper and that I should have disclosed the incident in my application.”

Registered Student Organizations (RSOs)

1. Registration

All Registered Student Organizations (RSOs) MUST be registered through the Engage portal through the University of Louisville Office of Student Involvement

Office of Student Involvement — Student Involvement (louisville.edu)

Organizations may NOT hold meetings or events until they are fully registered.

2. Constitutions

All Registered Student Organizations must have a recent copy of the organization's Constitution on file with the UofL Office of Student Involvement. Organizations may not have formal meetings or events without a Constitution on file and all registration requirements completed through UofL and the law school.

3. Elections

Election or appointment policies and procedures should be outlined within an organization's Constitution. All elections or appointments should be completed BEFORE March 31. If an organization retains its officers, the Office of Student Affairs and Diversity and the UofL Office of Student Involvement should be notified. The use of EnGage is the preferred method for elections to allow a smooth process of anonymity that is free from errors.

4. Office Space

Brandeis Law has limited office space so multiple RSOs may share an office. We endeavor to fulfill RSO requests as best we can. We do ask that RSOs keep their office clean. . Please do not leave food, open containers, wrappers on the desks or on the floor of offices. We do not want vermin in the building. If the Building Supervisor sees open food left overnight, they will dispose of it immediately and the organization will be contacted. The organization may lose the office space for repeat offenses.

Even though our building is locked 24/7, we have had unfortunate incidents of food theft. We recommend that students NOT store boxes of food and packs of water bottles, etc. in the office unless you have a locked filing cabinet. We cannot control the many outside businesses that come into our law school for cleaning, maintenance, etc. Although unfortunate, we have had theft and RSO's are **on notice** to not store food items or valuables in an office space

Student-Led Event Policy

To foster a supportive environment and allow students to attend as many events as possible, Brandeis Law will not schedule more than one **event** per time slot each day, except in extreme circumstances.

**The administration reserves the right to call a special or mandatory gathering that may conflict with a scheduled event or meeting.*

A. **Meetings** are for standard business practices. Meetings involve organization members and no outside guests unless the guests are faculty or staff members sharing a business meeting report. Meetings can be scheduled almost any day at any time, even during an event. **If an RSO has an outside guest (even one person,) who is there for a lecture that is open to students outside of the organization, it is an "event" and not a meeting.** One or two guests for an internal closed business meeting falls under "meeting."

B. **Events** are led by Registered Student Organizations (or RSOs). These involve internal or outside guests. An organization will not be able to schedule an **event** during the exact day and exact time slot if there is another event taking place during that exact day and exact time slot, except in *extreme circumstances*. Slight overlaps

with time may be permitted with the approval of the Assistant Dean for Student Affairs and Diversity.

C. All student-led events must be through Registered Student Organizations. Students may not hold personal events or events for others.

Student-Led Event Procedures

1. Step #1 - An RSO's executive board member must reach out to the Assistant Dean for Student Affairs and Diversity for event approval.

2. Step #2 -Once the Assistant Dean has granted approval for the event, an RSO member must **request** a location for the event through 25Live: <https://25live.collegenet.com/pro/louisville#!/home/search/event/list>

A. Note: Requesting a room in 25Live is not a confirmation and guarantee for the event. It is a "request" for the time and space.

B. Students should not contact guests until the time and space have been confirmed.

3. Step #3 – The RSO will wait for the Law Resource Center to send an email PDF confirmation or a message that the room and time are unavailable. If the room and time are unavailable, the Assistant Dean for Student Affairs and Diversity and the Law Resource Center will work with the organization to identify a different day or a different time for the event on the requested day.

4. *In 25Live, organizations may request two different days and times with locations for the same event if the organization needs time to think about the event details. However, **after two weeks**, a staff member may reach out and let the organization know that one of the two dates will be released if the organization does not choose one of the requested dates. An RSO member should contact the Assistant Dean for Student Affairs and Diversity if the organization needs an extension. *If an organization wants to have specific guests and the organization wants to see if guests are available, the organization may ask POTENTIAL guests for dates they are available. **HOWEVER**, organizations are NOT allowed to make arrangements or promise guests, organization members or the Brandeis Law community anything until the student who made the 25Live request receives a PDF confirmation in their email. **Until an event request is confirmed, the planning process should not begin.** Until the "event request" in 25Live is confirmed as a PDF "reservation," there is no event.

5. **ALL EVENTS SHOULD CONCLUDE WITH SPACES CLEARED AND CLEANED AT LEAST 10 MINUTES BEFORE CLASS BEGINS.** Event times should be adjusted to make sure a professor can walk in ten minutes before their class begins. This involves wiping down any area where food was placed and any area where students or guests were speaking, e.g. podiums and desks.

Finances and Fundraising

1. Finances for Organizations: All expenses for an event are paid by the organization(s) hosting or co-hosting the event. These expenses will come from their gift accounts or other financial resources. If there is a hardship, the organization can seek funding from the Student Bar Association or the UofL Student Government Association's resources. Law school organizations may also seek assistance through the law school's Fiscal Office. Venmo is NOT supposed to be used as a source for collecting dues and purchasing merchandise. Seek assistance from the Fiscal Office for appropriate ways to handle expenses.
1. If students need additional funding, they may consult with the Senior Development Director for assistance. **Students should NOT attempt to fundraise from law firms, alumni, or other entities without first informing the Assistant Dean for Student Affairs and Diversity and then consulting with the Senior Development Director.**

2. COMMERCIAL ACTIVITY POLICY: “Commercial transactions and the display of property or services for sale on campus are prohibited unless proper written permission has been obtained from the Dean of Students or the Dean’s designee in the Office of Student Involvement, as described herein.”

Freedom of Speech and Expression, Student Conduct, Civility – UofL and Brandeis

The Louis D. Brandeis School of Law values the First Amendment and Freedom of Speech and Expression. The University of Louisville policy is as follows:

“Students or student organizations have the right of freedom of expression to the extent allowed by law. The University reserves the right to make reasonable restrictions at to time, place, and manner in certain situations as outlined in the Code of Student Rights and Responsibilities.” This UofL Code includes the Cardinal Principles. Respect is a principle that embodies civility and respectful communications with peers, faculty and staff. “We respect each other’s humanity and dignity, no matter what our positions in the organization are. We also respect our right to differing and conflicting positions on issues...”

Any [perceived] unprofessional conduct may be reported to the Assistant Dean for Student Affairs and Diversity to address. Reporting of this behavior will be taken seriously and it will be addressed. **NOTE:** “Addressed” may or may not include, speaking to students, faculty, staff, the accused, law enforcement and UofL conduct officers. “Addressed” may include utilizing an outside third-party mediator. A pattern of behaviors could give rise to UofL conduct sanctions. The Assistant Dean for Student Affairs is a “mandatory reporter” for Title IX and Title VII incidents.

Displays:

This policy is intended to allow student organizations to promote the exchange of information and events for educational purposes within the Law School community. Displays include, but are not limited to: paper or digital signage, flyers, posters, flags, banners, and other materials that display information inside the Law School’s Brandeis Law Building and must be confined to the designated areas listed below. Displays can only advertise student organizations or related events and job opportunities. Displays improperly placed in other locations, without prior approval, or that otherwise do not comply with this policy will be immediately removed. For the purpose of this policy, an “event” is defined as: a planned gathering or activity hosted or organized by a student organization that requires preplanning, uses on-campus space, services, or external vendors, and can be open or closed to group members only. Events may also include a student organizations’ recognition of national holidays such as Veteran’s Day and Women’s History Month.

1. Flyers:
 - A. A student organization may print up to six copies of a flyer that does not exceed 8.5 X 14 inches. They should be hard copies that are delivered to the Office of Student Affairs and Diversity. The flyers must include the organization’s name. The dates they are delivered should be clear and printed on the back of each flyer. University offices do not print or make copies of flyers for student organizations.
 - B. Staff will post the flyers before the event and the staff will remove the flyers after the event.
 - C. Flyers may only be posted in designated areas. The designated areas within Wyatt Hall include: the Mosaic Lobby door entering the Office of Professional Development area; the Mosaic Lobby door

entering the hallway towards the Breit Courtroom; the classroom doors for LL75, 175, 275; and the second-floor bulletin board.

2. Digital Displays:

A. A student organization may have an event flyer placed on the digital displays.

B. The student organization should request that the flyer be displayed digitally when it drops the flyer off with the Office of Student Affairs and Diversity. The Office of Student Affairs and Diversity will work with the Office of Law Communications and Marketing to display the image. Digital displays will run prior to the event and conclude after the event.

3. Banners:

A. Guidelines for banners are designed to ensure fairness and equity among student organizations so they may have the opportunity to promote events. Banners may promote an organization's event and must be no larger than three (3) feet high and five (5) feet wide.

B. Banners must be made of flame-retardant or flame-resistant material. Synthetic fibers like nylon and polyester materials are considered flame resistant. Evidence of flame-retardant or flame-resistant material must be provided to ensure environmental health and safety standards are maintained.

C. Banners must prominently display the organization name(s) that is sponsoring the event.

D. Banners and appropriate documentation must be dropped off at the Office of Student Affairs and Diversity **at least one full week in advance of the event**. Banners will be hung in the designated locations.

E. Banners will be displayed up to 3 days before an event. Banners will be removed by the Office of Student Affairs and Diversity within a reasonable time at the close of the event.

F. Banners will be hung on one of the Mosaic Lobby doors or on one Mosaic Lobby wall at the discretion of the Office of Student Affairs and Diversity. Banners cannot extend below the edge of the lobby doorways nor cover any emergency exit doors or signs. Unclaimed banners will be discarded after two weeks if the organization does not arrange a time to retrieve the banner from the Office of Student Affairs and Diversity.

4. Additional Guidelines

All requests for displays must also comply with University-wide policies and procedures, as applicable. **No commercial postings are permitted.** The Office of Student Affairs and Diversity will review each request and determine whether the request for display complies with University policies and procedures to approve requests before they are displayed. Approval or denial of displays does not constitute endorsement by or reflect a position of the University of Louisville Brandeis School of Law related to the content of the displays. For additional information or questions, please contact the Assistant Dean for Student Affairs and Diversity.

5. Violation of Policy

Unless by authorized staff, the removal, defacing, destroying, or postering over of an existing display is prohibited. Violation of this policy may result in an organization's loss of official recognition and/or other

sanctions consistent with the University of Louisville Brandeis School of Law Honor Code and University of Louisville Code of Student Conduct. Individuals may also be subject to discipline pursuant to the University of Louisville School of Law Honor Code and University of Louisville Code of Student Conduct for violation of this policy. Individuals or organizations may be subject for costs in removing improperly posted materials and repairing any damage to property as a result.

Law students are free to express themselves and their personal beliefs in accordance with UofL policies for freedom of speech.

Lockers

Student lockers (with locks) are offered for rental. These are in the basement near the Student Lounge.

A. The rental fee is \$15 per academic year. [Student Locker Rental Form — Brandeis Law Intranet \(louisville.edu\)](#)

B. Within the first few weeks of the Fall semester, students can pay the fee and then visit the Law Resource Center (LRC) to receive their locker number and lock.

C. Personal locks are not permitted.

D. At the end of each academic year, students will be asked if they wish to keep their lockers the following year or choose to discontinue use. Those who choose to keep their lockers must pay the annual \$15 rental fee. Those who choose not to keep their lockers must clean their lockers by June 1st and leave the lock on the locker.

E. Close to fall and spring graduation months, the pending graduates should clean their lockers and leave the lock on their lockers. Materials left after July 1st will be thrown out or given to the Law Resource Center. Items at the Center more than 30 days will be discarded.

Docket and Email Messages

1. The Docket serves as the primary resource of information for students, faculty and staff. The Docket should be reviewed every week!
2. After approval from the Assistant Dean for Student Affairs and Diversity, and room reservations have been confirmed by the Law Resource Center, RSO's may [USE THIS LINK](#) to request an announcement of the event for the *Docket*. The Office of Law Communications and Marketing manages the Docket. The Docket is the proper channel to announce and advertise the event and guidelines are on the page.
3. Docket requests should be sent at least three days before an organization wants the announcement to post. Send announcements well in advance of the event for maximum impact.
4. Make sure to confirm the last day the announcement should be posted.

Graduation and Bar Certifications

1. During the 3L year, students will receive many communications from UofL and the law school regarding graduation. Students should regularly check their UofL email accounts to not miss pertinent information. **NOTE:** All May and Summer graduates, whether walking in a graduation ceremony or not, are in the University system as a person who should receive graduation information upon applying for graduation. The degree application process will be available on the Web through ULink (ulink.louisville.edu) All candidates for degrees **must apply** for the degree **regardless of whether or not the candidate participates in a fall or spring Commencement ceremony**. The mailing of degrees is handled by the UofL Registrar. They are mailed 6-8 weeks after graduation. The law school does NOT handle diplomas.

NOTE: All pending graduates must fill out the survey that is required for ABA information. Students expecting to graduate should look for the link and messaging when these become available during their final year of law school. Students will have several “surveys/questionnaires” that must be completed.

2. Students will find that when they are applying to the bar, Brandeis is required to fill out certification forms. At Brandeis Law, they are primarily handled by the Office of Student Affairs and Diversity and completed by the Assistant Dean for Student Affairs and Diversity. Students should send forms to the Administrative Associate for the Office of Student Affairs and Diversity. If the bar is sending forms, then the student should direct the bar to send forms to the Office of Student Affairs and Diversity. The OSAD will then complete the form and send them to the bar within 5-7 business days. Students will be notified when forms have been sent to the bar.

CHAPTER EIGHT: BUILDING OPERATIONS INCLUDING SECURITY PROTOCOLS & VISITORS

Common Areas

1. Student Lounge

The Student Lounge is the primary gathering space for law students. Microwaves, seating areas, games, and a refrigerator are for all students to use. The cleaning supplies are in the lounge areas to be used after each use of the appliances and spaces. Please keep the microwaves, refrigerator, tables, chairs and counters clean. This requires a student community effort. If the Student Lounge spaces are not respected, the appliances and materials are subjected to being removed. Brandeis Law does not support any use of spaces that cause any vermin to invade the location.

2. Classroom Spaces

A. For educational purposes and advocacy.

B. In light of the designation of classrooms and other instructional spaces on campus as limited public spaces dedicated to speech for teaching, learning, and research, distribution of literature and posting of announcements in those spaces is restricted to material posted on behalf of a University of Louisville office, department, or Registered Student Organization. Postings and distributions must not interfere with the orderly conduct of classes, research, and other academic activity in the space. Literature and postings must clearly display the name of the UofL entity, The Office of Student Affairs and Diversity is responsible for posting and removing RSO event materials after an approved event.

C. As stated under the aforementioned "Event procedures," all classrooms must be cleaned and cleared immediately after an event. This involves wiping down any area where food was placed and any area where students or guests were speaking, e.g. podiums and desks. Invited and approved guests should not linger outside of a classroom. All invited guests should be escorted to the Mosaic Lobby at the conclusion of an event if they wish to continue the visit and conversation. **ALL EVENTS SHOULD CONCLUDE AND SPACES CLEARED AT LEAST 10 MINUTES BEFORE A CLASS BEGINS.**

3. Faculty Areas

The **Cox Lounge**, **Faculty/Staff Kitchen** and **Faculty/Staff Restrooms** are designated as the spaces for faculty and staff usage. Students should respect these three areas. The furniture, facilities, appliances, etc. are for faculty and staff unless there is an emergency. Use of the Cox Lounge for a **special event**, requires permission from the Assistant Dean for Student Affairs and Diversity. The Cox Lounge is NOT a study space.

Student Office Spaces

1. Please note that student organizations are not guaranteed office space
2. All office spaces should not have food stored overnight. The law school is not responsible for any missing cases of beverages or food items. Many people have access to office spaces

3. Office spaces are to be kept clean. The Building Operations team will contact organizations that have open food containers on desks, chairs and the floor. With repeated violations, the organizations may lose the use of an office space.
4. Organizations may hang displays on the walls with “Command Strips” and blue or green “Painter’s Tape.” Please do not use any nails or scotch tape on the walls.

Building Security

Faculty, staff and students should never prop a door open, hold a door open or allow someone to enter the building behind them if they do not recognize the visitor. When unsure, ask for identification or immediately contact the closest law school administrator. Safety within our community is paramount.

Personal Guests and Pets

Any student who wants to bring a guest visitor, even a child, should contact the Assistant Dean for Student Affairs and Diversity as quickly as possible. **All students need permission from the Assistant Dean for Student Affairs and Diversity for class visits with guests.** A student should never arrive at class with a random guest or with a child, thus putting the professor in an awkward situation. A guest including children are **not permitted to sit through class without prior authorization from the Assistant Dean for Student Affairs and Diversity.** The university policy about service animals and personal pets can be found here: [Pol-Use of Service and Emotional Support Animals on Campus — Policy and Procedure Library \(louisville.edu\)](#)

CHAPTER NINE: STUDENT TRAVEL POLICY AND FUNDING REQUESTS

The following outlines policies regarding law student travel. **All travel requests must be approved in advance by the Law School Funding & Grant Committee.** Contact the Law School Business Office if there are questions about these procedures.

You must complete the **Request for Travel Funds Application Form** at least 30 days in advance of your departure. Once reviewed by the Committee, you will be notified if the travel funds are approved. If the travel request is approved, you must complete the **Student Travel Expense Form** as soon as you return from the trip. This form must be completed *within 30 days of your return* in order to receive your travel reimbursement. Reimbursement usually takes 4-6 weeks from the time of the expense form submission. The University of Louisville travel policies and procedures are updated as needed. UofL travel policies and procedures can be found here: <https://louisville.edu/finance/controller/acctops/travel>.

GUIDELINES:

- All requests must be made at least 30 days in advance of your trip.
- First priority will be given to Moot Court members attending competitions and those students in leadership positions who attend their organization's state, region, or national meeting or conference, especially if they are presenting at that meeting or conference.
- **Students will be eligible to receive up to \$400.00 per trip.**
- Three or more students from one group/organization will be eligible to receive no more than \$1,200.00 per trip.
- Students must apply for travel funding on their own. Each student must handle business travel as an individual. All travel-related business is the responsibility of each student who wishes to travel. One or two students cannot "speak" on behalf of other students or make travel arrangements for other students.
- Funding is available for international travel as well, but specific international travel approval paperwork must be submitted in order to be approved for funding. All international travel requires approvals well in advance of travel. Students must read the protocols for international travel.

Before making any travel arrangements for a conference or competition, please be sure to read the information below. If you have any questions about travel to competitions, reach out to the Associate Dean for Experiential Learning. Contact the Law School Business Unit Administrator I at (502) 852-1669 with any questions about domestic or international travel to conferences/meetings.

The University will reimburse reasonable travel and business expenses duly authorized and incurred for the conduct of University business by employees/students according to this policy which shall apply to all departments regardless of the source of funds, and in all affiliated and related organizations.

Conference Registration

Conference registration must be paid for with a university procurement card prior to the conference. **The university will not reimburse students for any conference registrations.**

Receipts

Only travel expenses that cannot be handled prior to departure and expenses actually incurred will be reimbursed. All receipts must be in the traveler's name. Original receipts must be detailed vendor receipts with the date of the service.

Transportation

1. **If airfare is most cost effective and the student drives, the university will only reimburse up to the amount of the projected airfare cost.** Mileage claims, based on official mileage maps, must be more economical than the airfare available, except when the use of a vehicle is necessary. In the case that an employee/student decides to drive rather than fly to a destination that would typically be more cost effective to fly, please provide a copy of quote, dated at least two (2) weeks prior to the departure date, from the University's contracted travel agency. The most economical airfare available at the time of the trip must be evident. A student will not be reimbursed the full value of mileage charges if that amount exceeds the allowable amount. If mileage is reimbursed, fuel charges cannot be reimbursed. Use of privately owned vehicles may be reimbursed at the prevailing IRS rate.
2. For travel at the destination, including to/from the airport, claimants are encouraged to use shuttles or mass transit. Ride share fare, taxi fare and tip are allowed when more economical transportation is not provided.

Lodging

All lodging must go through the university travel agency.

Rental Vehicles

All rentals must go through the university travel agency.

Financial Aid

All expenses that are paid on behalf of a student or reimbursed to a student must be approved by the Financial Aid Office **in advance**.

Travel Expense Report

Reimbursement will be made after a ***travel expense report*** is filed with the Controller's Office. The Travel Expense Report shall include the expenses of only one traveler. This Travel Expense Report will be completed by the Law School Administrative Associate or designee.

In order to comply with IRS requirements, the University uses the IRS standards for establishing reasonable time limitations for determining the tax treatment of reimbursements: "All travel reimbursements should be submitted immediately after your travel. University policy states any travel submitted after 60 days, the reimbursement must be reported to the IRS as taxable income paid to the individual."

CHAPTER TEN: UofL POLICIES

Bad Weather Policy

<https://louisville.edu/policies/policies-and-procedures/pageholder/pol-inclement-weather-and-emergency-closure-or-delays>

FERPA

<https://louisville.edu/oapa/consumer-information-1/ferpa>

Drug-Free Schools

<https://louisville.edu/dos/students/drug-free-schools-and-communities-act>

Work-Restricted Holidays

<https://louisville.edu/calendars/work-restricted-religious-holy-days-pdf>

Financial Aid

<https://louisville.edu/financialaid/>

Directory Information

Faculty Directory

<https://louisville.edu/law/faculty-staff/faculty-directory>

Staff Directory

<https://louisville.edu/law/faculty-staff/staff-directory>

Law Library Directory

<https://louisville.edu/law/library>