

University of Louisville Brandeis School of Law

Student Handbook

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(Revised August 2019)

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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 e-mail address (or other e-mail 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 for clarification in the rare event of ambiguities or discrepancies in distributed information.

This handbook was last revised in August 2019. 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 you 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 – which is included as an Appendix to this handbook – 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 will be 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. 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 \(AALS\).](#)

Chapter 1. Directory Information

Part A. [Faculty](#)

Part B. [Law Administrative Offices](#)

Part C. [Law Library and Staff](#)

Chapter 2. [Admissions Information](#)

Part A. [Requirements for Admissions](#)

Part B. [Tuition and Fees](#)

Part C. [Financial Aid](#)

Part D. [Classification of Residency](#)

Chapter 3. 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:

Part A. Credit Hours

In compliance with [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.”

Section 1. 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 work

per 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.

Section 2. Credit Hour Limits

Each Juris Doctor candidate must complete at least 90 semester 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; and
6. Clinic II.

There are also specific maximum hours that can be applied to the degree from some of these activities, as described in Chapter 4.Part Y. (journals), Chapter 4.Part Z. (externships), Chapter 4.Part AA. (extramural advocacy), and Chapter 4.Part BB. (study abroad).

The American Bar Association (ABA) restricts number of credits which can be taken online or through distance education. No more than 30 credit hours may be taken through online or through distance education. Students may not take first or second year required classes online or through distance education except for courses offered by members of the Law Faculty. Transfer students may request an exemption to this rule. Consult the Office of Student Services for details.

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 30 of their last 36 credit hours at the University of Louisville, and all students must complete at least half of their 90 credit hours at the University of Louisville. No credit will be given toward a J.D. degree for coursework completed prior to matriculating to law school.

Part B. Quality Point Standing

Attainment of a cumulative grade point average of at least 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.**

Part C. Requirements for Graduation

All students must pass or satisfactorily complete the following:

1. **All required courses in the basic full-time curriculum** (Lawyering Skills I and II, Civil Procedure I and II, Contracts I and II, Criminal Law, Property I and II, Torts I and II; Professional Responsibility; and Constitutional Law I and II);
2. At least **one Perspective Course** (see Part G.);
3. The **Public Service Requirement** (Part D.);
4. The **Upper Division Writing Requirement** (Part E.);

5. At least **18 hours of “Core” Courses**: Business Organizations; Criminal Procedure: Constitutional Issues; Criminal Procedure: Judicial Process; Decedents' Estates and Trusts; Evidence; Family Law; and Secured Transactions)¹;
6. **Experiential Learning** (Part F.); and
7. **The Legal Profession Curriculum** (*effective 2011-12, updated in 2014-15, Part H.*)

NOTE: Courses satisfying the above requirements may be changed from time to time, and the faculty may impose additional requirements for graduation. The full-time first-year curriculum consists of the following courses²:

Required 1L Full-Time Program	
Fall Semester	Spring Semester
Lawyering Skills I (3)	Lawyering Skills II (3) ³
Contracts I (3)	Contracts II (3)
Torts I (3)	Torts II (3)
Property I (3)	Property II (3)
Criminal Law (3)	Civil Procedure I (3)
Total Credits - 15	Total Credits - 15

Full-time students must take all of the listed courses during their first year. However, in extenuating circumstances, the Assistant Dean for Student Affairs and Diversity may allow a full-time student to take fewer than all the listed courses in the spring term. If a student fails one or more of the first-year courses, he or she must retake it during the second year of school.

The full-time second-year curriculum includes:

¹ Prior to Fall 2017, Administrative Law, Estate and Gift Tax, Federal Income Taxation of Individuals, and Negotiable Instruments qualified as Core Courses.

² Beginning with Fall 2018, the first year curriculum changed.

³ Beginning with Spring 2017, Lawyering Skills II is 3 credits.

Required 2L Full-Time Program	
Fall Semester	Spring Semester
Constitutional Law I	Constitutional Law II
Civil Procedure II	

The part-time first-year curriculum consists of the following courses:

Required 1L Part-Time Program	
Fall Semester	Spring Semester
Lawyering Skills I (3)	Lawyering Skills II (3)
Contracts I (3)	Contracts II (3)
Torts I (3)	Torts II (3)
In addition, part-time students may take Criminal Law during the fall semester and Civil Procedure I during the spring semester OR Property I and II in fall and spring with permission of the Assistant Dean for Student Affairs and Diversity.	
<i>Property I</i>	<i>Property II</i>
<i>Criminal Law (3)</i>	<i>Civil Procedure I</i>

The part-time second-year curriculum includes (based on taking the minimum credits 1L year):

Required 2L Part-Time Program	
Fall Semester	Spring Semester
Property I	Property II
Criminal Law (3)	Civil Procedure I
Constitutional Law I	Constitutional Law II

The faculty strongly recommends that first year required courses be taken concurrently and in the order listed below:

First-Year Required Courses	
Fall Semester	Spring Semester
Lawyering Skills I	Lawyering Skills II
Contracts I	Contracts II
Torts I	Torts II
Property I	Property II
Criminal Law	Civil Procedure I

Part-time students must have taken or be currently enrolled in all first-year courses before taking upper – division courses. 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 pre-requisites of the specific course. Any full- or part-time student who has not passed all first-year required courses must have his or her schedule approved by the Assistant Dean for Student Affairs and Diversity.

A part-time student who completes the first part of a two-part first year course in the Fall semester (that is, Contracts and Torts) must enroll in the second part of that course the following spring term. A student who does not earn credit for the first part of a two-part course must still enroll in the second part of that course, but only if that student attended the required number of classes in the first part. However, if the student demonstrates compelling circumstances, the Assistant Dean for Student Affairs and Diversity may make an exception to the rules set out in this paragraph.

First-year students, both full-time and part-time, 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 Assistant Dean for Student Affairs and Diversity may authorize an appropriate schedule adjustment if it is in the best interest of the student's law school education. There is a presumption against course-load reduction in the first year of study, and in most circumstances, the student seeking a course-load reduction will be advised to take a leave of absence from the School of Law.

Model Plans

1. **To graduate in the traditional three-year program** students will take in the first year: Lawyering Skills I and II; Contracts I and II; Torts I and II; Property I and II; Criminal Law; Civil Procedure I. In the second year students will take: Civil Procedure II and Constitutional Law I and II; leaving approximately 15 hours per semester to graduate in three years (excluding summers).
2. **To graduate in four years** students will take in the first year: Lawyering Skills I and II; Contracts I and II; Torts I and II; Criminal Law and Civil Procedure I or Property I and II, leaving approximately 11-12 credit hours per semester to graduate in four years.
3. **To graduate in five years** students will take in the first year: Lawyering Skills I and II; Contracts I and II; and Torts I and II, leaving approximately 9-10 credit hours per semester to graduate in five years.

Full-time students may take no more than 16 credit hours in any one semester. A full-time student may request a waiver to take up to 18 credits, which must be approved the Assistant Dean for Student Affairs and Diversity prior to registration.

After their first year, part-time students may take as few as six (6) credit hours and as many as twelve (12) credit hours (thirteen (13) with permission of the Assistant Dean for Student Affairs and Diversity),

but all students must satisfy requirements for graduation within seven (7) years from their date of matriculation. The faculty strongly recommends that all students satisfy requirements for graduation within three (3) to five (5) years from their date of matriculation.

Part D. 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 his or her 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.

Part E. 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 writing:

1. A research paper for a writing seminar, involving significant legal research, organization, and analysis; or
2. A note involving significant legal research, organization, and analysis and capable of being published for the University of Louisville Law Review, the Journal of Law and Education, or the Journal of Animal and Environmental Law; or
3. Appellate briefs, trial court memoranda, or inter-office memoranda that involve significant legal research, organization, and analysis, in a course or seminar.

Other than as specified in item 3 above, drafting documents, such as complaints, depositions, trial memoranda, or estate plans, will not fulfill the writing requirement. Additionally, independent study papers or papers in courses other than a writing seminar will not fulfill the writing requirement.

With respect to seminar papers or course work in fulfillment of the writing requirement:

1. To ensure that the topic of the paper provides an opportunity for substantial research, the faculty should either choose the topic or be actively involved in the choice of a topic;

2. To provide for an adequate educational experience, the student shall submit a draft of the paper which shall be reviewed by the faculty, whereupon a consultation between the faculty and the student shall be scheduled in which the draft is reviewed and suggestions for improvements made;
3. The paper must not have been used in a previous course nor have been prepared for publication in a law review; and
4. To meet the writing requirement, a paper must be at least 6,250 words in length, exclusive of footnotes or endnotes, and must be supported by footnotes, endnotes, or other appropriate citation of authority. A paper submitted in a seminar, as well as one submitted for journal publication, must be typed. Other requirements include, but are not limited to:
 - a. The paper must include appropriate legal analysis and reasoning, legal writing, significant legal research, and proper citation to authorities (building upon the foundation provided in the 1L Lawyering Skills courses); and
 - b. Student must submit at least two pieces of interim work product, at least one of which is a substantially completed draft of the final work product and a second which allows meaningful practice of skills and written formative feedback.
5. The faculty member supervising the fulfillment of the writing requirement shall submit to the Student Records Office at the end of each semester the names of the persons who have fulfilled the writing requirement. A writing shall not satisfy the writing requirement unless the supervisor awards it a grade of "C" or higher. The Student Records Office shall note the fulfillment of the writing requirement.

Part F. Experiential Learning

All students beginning Law School in the Fall 2016 and later 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 must be simulation courses, law clinic courses, or field placement courses. Live client courses include the following types of non-simulation courses: law school clinics, community partnership clinics, and designated externships.

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

Part G. Perspective Requirement

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 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); and
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 Curriculum and Scheduling. 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.

Part H. The Legal Profession Curriculum

[ABA Standard 301\(a\)](#) requires "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 Legal Profession Curriculum is designed to provide instruction on professionalism issues concerning law students and lawyers.

The Legal Profession Curriculum is a graduation requirement for all students, effective 2011-2012. The current curriculum includes programming on substance abuse and mental health, the bar exam, financial responsibility, and character and fitness issues. The Assistant Dean for Student Affairs and Diversity, in consultation with the Associate Dean for Academic Affairs and the Curriculum Committee, may modify the substantive programming as needed, but each year of their legal education, students will be required to attend at least one program focusing on professionalism issues concerning law students and lawyers. Alternative arrangements will be made for students who have an unavoidable conflict.

Required programming:

1. **Programs on substance abuse and mental health:** These programs will be offered in the context of professionalism and a lawyer's obligation to uphold the values of the profession. It will explain the problem of substance abuse among lawyers and highlight the unprofessional conduct that often results from lawyers who engage in substance abuse. Additionally, there will be a component on mental health and the legal profession's emphasis on improving the health and wellness of the legal community. Ordinarily the program(s) will be provided to first-year law students and offered in cooperation with the Kentucky Office of Bar Admissions, the Kentucky Lawyer Assistance Program and the Dave Nee Foundation.
2. **Programs on financial responsibility and and an introduction to the bar exam:** This program will be offered in the context of professionalism and a lawyer's obligation to uphold the values of the profession by exercising financial responsibility. It will explain how financial debt can evidence a lack of financial responsibility and further, how debt can lead to financial pressures and interfere with a lawyer's responsibilities to his or her clients. We will also review the requirements of the bar exam. Ordinarily the program will be provided to second-year students and offered in cooperation with the Kentucky Office of Bar Admissions and the Office of Academic Success and Bar Prep.
3. **Program on candor:** This program will be offered in the context of professionalism and a law student's obligation to uphold the values of the profession by exercising candor in communications with the bar. It will focus on a student's obligation to answer honestly and fully all questions when

applying to take the bar exam. Ordinarily the program will be provided to third-year students and offered in cooperation with the Kentucky Office of Bar Admissions.

Additional optional programming will be provided to students when possible, emphasizing the values and standards of the legal profession.

Part I. Completion of Studies

A student must complete his or her 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 his or her degree in three academic years, and the part-time student in four or five years. The School of Law discourages the acceleration of completion of requirements for graduation.

Part J. Degree Application

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.

Part K. 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, or 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 Assistant Dean for Student Affairs and Diversity. The Assistant Dean will enter names each semester into the CALI database. Certificates will be distributed when they are received by the Assistant Dean.
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 his/her semester grade point average is in the top 20% of his/her respective class. Each semester recipient names will be posted within the Law School (unless the student has opted out of publication). ***It is not based on cumulative grade point average, only semester grade point average.***
3. **Graduation Latin Honors.** The degree of JD will be granted *summa cum laude* to those who have a point standing between 3.8 and 4.0, *magna cum laude* to those who have a point standing between 3.5 and 3.799, and *cum laude* to those who have a point standing between 3.2 and 3.499. Grade point average for May graduation honors are based on the student's cumulative grade point average after his or her penultimate semester. Diploma honors are based on final cumulative grade point average.
4. **Honor Societies.** The University of Louisville Brandeis School of Law recognizes students who have excelled by offering honor society membership in one of three organizations, as well as with an Outstanding Graduating Senior Award.

- a. **Brandeis Honor Society.** In 1977, the faculty approved the establishment of a society to honor students with outstanding scholastic records at the Louis D. Brandeis School of Law. The Brandeis Society is an honorary scholastic society made up of law students who assist the Office of the Dean in encouraging legal scholarship. The Brandeis Society was created to foster a spirit of careful study at the University of Louisville School of Law and to mark in a fitting manner those who have attained a high grade of scholarship. Members of the Society are known as Brandeis Scholars. Students are eligible for membership if they rank within the top 5 percent of the 2L class or 10 percent of the 3L class. After each Spring semester, the Director of Student Records will forward a list of eligible 2Ls to the Dean for review. After each Fall semester, the Director of Student Records will forward a list of eligible 3Ls to the Dean for review. The Dean will make the final decision and will invite eligible students to be part of the Society.
- b. **Brandeis Inn of Court.** American Inns of Court are designed to promote professional skills and values, with a special emphasis upon ethical and responsible advocacy in state and federal courts. Each Inn consists of distinguished members of the bench and bar, as well as a limited number of carefully selected students. This selection is based upon demonstrated interest in advocacy and student leadership or academic record. Nominations are put forward by the dean from eligible students in their final year of law school.
- c. **Omicron Delta Kappa – Outstanding Graduate.** Omicron Delta Kappa (ODK) is a national leadership honor society which strives to recognize students for their achievements in scholarship, athletics, community service, civic engagement, publications, and creative and performing arts. Each spring, the Beta Epsilon Circle at the University of Louisville presents one graduating senior from each college with the ODK Outstanding Graduating Senior Award. This honor is presented to an individual or individuals who, by reason of high scholarship, prominent leadership, and service to the University. Students selected are considered outstanding students in their graduating class.

Part L. 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 Assistant Dean for Student Affairs and Diversity.

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 Assistant Dean for Student Affairs and Diversity must approve dual degree students' course schedules each semester. 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. All credits transferred into the JD program from 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.

For additional information on dual degrees, please contact the [Assistant Dean for Student Affairs and Diversity](#).

Section 1. Juris Doctor/Master of Arts in Health Care Ethics

The dual degree program in Health Care Ethics is offered jointly with the School of Interdisciplinary and Graduate Studies. It is intended for law students who wish to add expertise in health care ethics to

enhance their future professional, educational, and scholarly pursuits. Applicants must be admitted to both the School of Law and the School of Interdisciplinary and Graduate Studies.

Applicants must be admitted independently to both the School of Law and the School of Interdisciplinary and Graduate Studies (for the Master's Degree). Students must also be admitted to the dual degree program by each school.

Students may begin the dual degree program in either the graduate school, for their MA coursework, or the School of Law, for their law work. In the first year of law study, however, the participating student may take law classes only. In the following two or three years, the student may combine law and MA (Health Care Ethics) courses. Nine hours from each program can be counted as electives in the other program. Thus, candidates in the JD/MA Health Care Ethics program will complete 24 hours in the MA curriculum (instead of the normal 33). In the JD program, candidates will complete 81 hours (instead of the normal 90 hours). Nine of the hours in the Health Care Ethics program must be in courses approved by the School of Law.

To earn a dual degree, law students must be admitted to the dual degree program and apply to the Master's program prior to completing the first semester of the second year. Health Care Ethics students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of graduate course work.

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MA Health Care Ethics degree. Some courses are sequenced or have prerequisites and must be taken in a specific order. In addition, the School of Law limits the number of credit hours a student may take in any one semester. To complete the program in four years, students will usually take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students will not be awarded either degree until the completion of both programs.

To contact the Health Care Ethics Department: <http://louisville.edu/healthcareethics/>.

Section 2. Juris Doctor/Master of Arts in Humanities

Offered jointly with the Division of Humanities of the Graduate School, this interdisciplinary program may be of particular interest to community professionals and students who wish to pursue civil leadership positions. Applicants must be admitted to both the Graduate School and the School of Law. Students are required to take at least 81 hours in the School of Law and 21 hours in the MAH curriculum. Students must also be admitted to the dual degree program by each school.

Students may begin the dual degree program in either the Division of Humanities or the School of Law. In the first year of law study, however, the participating student will take only law classes. In the following two or three years, the student may combine law and humanities classes. Nine hours from each program can be counted as electives in the other program. Thus, students will complete 81 hours in the School of Law (instead of the usual 90) and 21 hours in the MAH curriculum (instead of the usual 30). The nine of the 21 hours in the Graduate School must be in courses approved by the School of Law.

To earn a dual degree, law students must be admitted to the dual degree program and apply to the MA Humanities program prior to completing the first semester of the second year. MA Humanities students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of MA Humanities course work.

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MA Humanities degree. Some courses are sequenced or have prerequisites and must be taken

in a specific order. In addition, the School of Law limits the number of credit hours a student may take in any one semester. To complete the program in four years, students will usually take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students will not be awarded either degree until the completion of both programs.

To contact the Humanities Division Office, 303 Bingham Humanities building, 502-852-6805

Section 3. Juris Doctor/Master of Arts in Political Science

This program recognizes the many connections among politics, government, and law. Students interested in these connections will have a unique opportunity to explore them in the course of completing the dual degree program. Students enrolled in the program will also acquire interdisciplinary skills in research and writing. Students are required to take at least 81 hours in the School of Law. The hours required in the Department of Political Science vary depending on the course of study the student selects. Nine of the hours in the Graduate School must be in courses approved by the School of Law.

Applicants must be admitted independently to both the MA Political Science program and the School of Law. Students must also be admitted to the dual degree program by each school. To earn a dual degree, law students must be admitted to the dual degree program and apply to the MA Political Science program prior to completing the first semester of the second year of law school. MA Political Science students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of MA Political Science course work.

Students may begin the dual degree program in either the Department of Political Science or the School of Law. In the first year of law study, however, the participating student will take only law classes. In the following two or three years, the student may combine law and political science classes. Nine hours from each program can be counted as electives in the other program. Thus, students will complete 81 hours in the School of Law (instead of the usual 90). The hours required in the Department of Political Science vary depending on the course of study the student selects, but nine hours of approved law electives will count toward the MA Political Science requirements.

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MA Political Science degree. Some courses are sequenced or have prerequisites and must be taken in a specific order. In addition, the School of Law limits the number of credit hours a student may take in any one semester. To complete the program in four years, students may need to take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students will not be awarded either degree until the completion of both programs.

To contact the Political Science Department: <https://louisville.edu/politicalscience/graduate-studies-2/contact-graduate-studies>.

Section 4. Juris Doctor/Master of Business Administration

The JD/MBA program is offered jointly by the College of Business and the Louis D. Brandeis School of Law. Under the joint JD/MBA program it is possible for a student to receive both a JD and MBA degree in four years. The JD/MBA dual degree program provides students with a broad base of knowledge and skills in both areas. Students completing the program will have a unique advantage in today's competitive marketplace and a strong foundation for future success. Applicants must be admitted independently to both the MBA program at the College of Business and the School of Law. Students must also be admitted to the dual degree program by each school and obtain the approval of the Associate/Assistant Deans before entering this program.

To earn a dual degree, law students must be admitted to the dual degree program and apply to the MBA program prior to completing the first semester of the second year of law school. MBA students must be admitted to the dual degree program and apply to the School of Law prior to completing 18 credit hours of MBA course work.

Students are required to take at least 81 hours in the School of Law and 39 hours in the College of Business. Nine of the 39 credit hours from the College of Business must be in courses approved by the School of Law. Nine hours of approved coursework from each program can be counted as electives in the other program.

Students may begin the dual degree program in either the College of Business or the School of Law. In the first year of law study, however, the participating student may take only law classes. In the following three year period (possibly shorter), the student may combine business and law courses. Thus, students will complete 81 hours in the School of Law (instead of the usual 90), substituting approved MBA courses for remaining nine hours. In the MBA curriculum, the College of Business waives the second year MBA electives (nine hours) and allows the student to substitute nine hours of law classes. Students thus take 39 hours in the MBA curriculum (instead of the normal 48).

Upon admission to both schools and the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Careful curriculum planning is required for the JD/MBA degree. Some courses are sequenced or have prerequisites and must be taken in a specific order; certain MBA courses must be taken in the summer; and the student may need to take some summer law classes to complete the program in four years. In addition, the School of Law limits the number of credit hours a student may take in any one semester. It is the student's responsibility to monitor and update the course of study as needed.

Students must complete the requirements for both degrees before either degree is awarded.

To contact the MBA Graduate Office, call 502-852-7257 or e-mail mba@louisville.edu.

Section 5. Juris Doctor/Master of Public Administration

The dual JD/MPA program recognizes the values of interdisciplinary study and encourages students having an interest in both law and public administration to pursue these degrees simultaneously. Public policy decisions by governments and nonprofit organizations have both administrative and legal ramifications. Effective administration of public, private and non-profit entities requires comprehensive and strategic management skills, along with an understanding of the legal environment in which the organization operates. The public administrator who understands the principles and processes of law has an advantage in effectuating good policy making and management. New career opportunities involving the integration of public administration and law are growing, often in creative and sophisticated ways. Moreover, the dual JD/MPA program brings together two academic units critical to advancing the University's metropolitan-oriented mission in teaching, research, and service to the community.

Students who participate in the dual program may reduce the aggregate credit hour requirement by 30 hours and can earn the JD and MPA degrees in as few as three calendar years with summer enrollment.

A student planning to pursue both degrees must submit a separate application and must be admitted to both the MPA degree program and the Brandeis School of Law. Applicants should be aware that separate admissions tests may be required, and that separate admissions criteria will be applied. Applicants should consult the specific admissions requirements of each academic program.

Students who have been admitted to the Law School will not be required to take the GRE for MPA admission. Students wishing to apply for and begin initially for entrance into the MPA program are required to take the GRE for admission.

Students may begin the dual degree program in either the MPA program or the Brandeis School of Law. A student who is already enrolled in the first year of one program may apply to the other program, and if admitted to that program, begin the first-year of the second program in the following academic year.

After completion of first-year curricula in Law School, the student may combine law and public administration courses during his or her subsequent years. Once the student begins the MPA portion of the degree, the PADM 600 and PADM 601 courses must be completed in the first semester.

The Brandeis School of Law will allow students in the dual degree program to apply nine (9) credit hours of approved courses in public administration as electives toward the 90 credit hours required for the JD degree. Once enrolled in the School of Law, dual degree students must have their course schedules approved by the Assistant Dean for Student Affairs and Diversity. The School of Law does not have sequenced pairs of courses after the first year. It should be noted, however, that many upper division elective courses have pre-requisites.

The Master of Public Administration program will allow students enrolled in the dual degree program to apply fifteen (15) credit hours of approved courses in law as electives toward the MPA degree. A student should identify the law school course he/she wishes to take for elective credit and contact the MPA director to secure permission for elective credit. The criteria for approval will be the course's relevance to the public or nonprofit sector and/or the administrative or managerial content.

Because each course is considered separately and in advance of enrollment, courses taken in the MPA program prior to enrolling in the Law School cannot be considered for law degree credit. Similarly, courses taken in the Law School prior to enrolling the MPA program cannot be considered for elective credit toward the MPA degree. Students considering the dual degree are strongly encouraged to apply for admission to both programs and begin their first year law school curriculum, adding public administration courses as their schedule permits.

In addition to the above cross-application of public administration credits toward the JD degree and of law credits toward the MPA degree, students in the dual degree program may apply their 6 credit hours of skills courses to the completion of PADM 682, Internship or Practicum. The student must submit to the MPA graduate advisor a request for the internship/practicum per guidelines in the MPA handbook for internship/practicum. If the skills course involves the public or nonprofit sectors and the content of the work is essentially administrative or professional, the skills course may be applied to the MPA internship requirement in whole or part. Externships in the law school may also count toward the MPA internship if they satisfy the same criteria.

Students must complete all the graduation requirements of each school to be awarded the degree from that school, including upper level required courses in both schools, and the public service requirement in the Brandeis School of Law. Neither degree will be awarded until both programs are complete.

To contact the MPA Office: <http://louisville.edu/upa/programs/mpa>.

Section 6. Juris Doctor/Master of Science in Social Work

The joint competency in social work and law is a collaborate program with the University's Kent School of Social Work. Through this program, students can complete both degrees in a reduced period of time. Applicants must be admitted to both schools separately. Students must also be approved by each school for the dual degree program. Students are required to take at least 81 hours in the School of Law and 60 hours in the MSSW curriculum. Nine of the 60 hours in the Kent School must be in courses approved by the School of Law. The Kent School of Social Work does grant the MSSW before completion of the JD program.

Students who participate in the dual program may reduce the aggregate credit hour requirement by 18 hours and earn MSSW and JD degrees in as little as four and a half years. The time to complete both

degrees will depend on if the student attends classes in the summer and how many credits they take each semester.

The dual JD/MSSW program recognizes the value of interdisciplinary study and encourages students having an interest in both social work and law to pursue these degrees simultaneously. Law courses strengthen the social worker's understanding of legal doctrine and structures that have impact on social institutions and human conditions; social work courses help lawyers to better understand human behavior, conflict resolution and social welfare institutions.

Students may begin the dual degree program in either Kent School or the School of Law. In the first year of study, the participating student will follow the full-time academic schedule of the program in which the student enrolls first. In the second year, the student will complete the first-year coursework in the alternative program. For example, the student may begin in the Kent School and complete the standard first-year curriculum. In the second year, the student would complete the standard first-year curriculum at the School of Law.

After completion of both first-year curricula, the student may combine law and social work courses during subsequent years. Careful curriculum planning is required, however. Some courses in each school are sequenced or have prerequisites and must be taken in a specific order. In addition, both schools limit the number of credit hours a student may take in any one semester.

The School of Law does not have sequenced pairs of courses after the first year. It should be noted, however, that some courses are traditionally taken in the second year. In addition, many upper division elective courses have prerequisites. The Kent School will apply nine credit hours in law as electives toward the MSSW degree. In all cases, students should plan their schedules carefully and consult with advisors in both programs. Once enrolled in the School of Law, dual degree students must have their schedules approved by the Assistant Dean for Student Affairs and Diversity.

**The Kent School also permits a social work student who already has earned a JD degree from an ABA accredited law school within the preceding five years to petition for allowance of up to nine law credits toward the elective requirements of the MSSW degree.*

To contact the Coordinator, Academic Affairs, MSSW Program, call 502-852-7126.

Section 7. Juris Doctor/Master of Urban Planning

This dual degree program is offered jointly with the University's School of Urban and Public Affairs. The dual JD/MUP program recognizes the values of interdisciplinary study and encourages students having an interest in both law and urban planning to pursue these degrees simultaneously. The dual JD/MUP program brings together two academic units critical to advancing the University's metropolitan-oriented mission in teaching, research and service to the community. Both planning and legal issues pervade most decisions about land use, whether made by government institutions, environmental or business entities, or private landowners. Nine of the hours in the Graduate School must be in courses approved by the School of Law.

Students who participate in the dual program may reduce the aggregate credit hour requirement by 21 hours and earn JD and MUP degrees in approximately four calendar years.

A student planning to pursue both degrees must submit a separate application and must be admitted to both the MUP degree program and the Brandeis School of Law. Applicants should be aware that separate admissions tests may be required, and that separate admissions criteria will be applied. A student who is already enrolled in the first year of one program may apply to the other program and, if admitted to that program, begin the first-year of the second program in the following academic year.

Students may begin the dual degree program in either the MUP program or the Brandeis School of Law. In the first year of study, the participating student will follow the full-time academic schedule of the program in which the student enrolls first. In the second year, the student will complete the first-year coursework in the other program. After completion of first-year curricula in both programs, the student may combine law and urban planning courses; however, careful curriculum planning is required. Some courses in each school are sequenced or have prerequisites and must be taken in a specific order.

The student must complete all the graduation requirements of each school to be awarded the degree from that school, including upper level required courses in both schools, the Planning Internship and Capstone Studio requirements in urban planning, and the public service requirement in the Brandeis School of Law.

Students will not be awarded either degree until the completion of both programs.

To contact the MUP program: <http://louisville.edu/upa/programs/mup>.

Section 8. Juris Doctor/Master of Divinity

As a joint venture, the Brandeis School of Law and the Louisville Presbyterian Theological Seminary offer a dual degree program leading to both a JD and MDiv degree. Applicants interested in this program should contact the Theological Seminary, as several options are available. Students are required to take at least 81 hours (instead of the usual 90) in the School of Law and 63 hours in the Seminary (instead of the normal 90). Nine of the 63 hours in the Seminary must be in courses approved by the law school. Those nine hours of approved coursework from the Master of Divinity program can be counted as electives in the School of Law. Applicants must be admitted independently to both the School of Law and the Master's program at the Seminary. Students must also be admitted to the dual degree program by each school.

To earn a dual degree, Master of Divinity students must be admitted to the dual degree program and should apply to the School of Law prior to completing 30 credit hours of graduate divinity course work. Law students must be admitted to the dual degree program and apply to the Master of Divinity program prior to completing the first semester of the second year of law school.

Generally, students complete two years of seminary study before beginning law classes. In the first year of law study, whether before or after the student has matriculated at the seminary, the participating student may take only law classes. Thereafter the student may combine law and divinity classes.

Careful curriculum planning is required for the JD/Master of Divinity degree. Upon admission to the program, the student should work with academic advisors from both schools to develop a schedule for his or her course of study. Some courses are sequenced or have prerequisites. In addition, law students may not receive credit for any seminary classes taken before their matriculation in law school. Thus a minimum of nine credit hours from the Master of Divinity program must be taken after the student's first year of law school. In addition, the School of Law limits the number of credit hours a student may take in any one semester. Consequently, students may need to take summer classes. It is the student's responsibility to monitor and update the course of study as needed.

Students must complete the requirements for both degrees before either degree is awarded.

To contact the Louisville Presbyterian Theological Seminary, call 502-895-3411 or e-mail at: admissions@lpts.edu.

Part M. Enrolling in Courses Outside the Law School Curriculum (for credit)

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 course offered outside the law school must be one offered at the graduate or professional level and must enhance the student's legal education.
2. Special ABA restrictions apply to online courses. Consult the [Assistant Dean for Student Affairs and Diversity](#) for details.
3. The instructor and department for the course must agree to the participation of the law student before the student may register for the course.
4. 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.
5. The law student must not be on probation during the semester in which the graduate credit is earned.
6. The law student may apply up to six hours of credit toward the JD under this policy.
7. Prior to registration, the law student must submit to the Assistant Dean for Student Affairs and Diversity the official description of the course along with a written statement describing why the student believes the course would benefit him/her.
8. The law student must obtain the approval of the Assistant Dean for Student Affairs and Diversity 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.
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.
10. The student must earn at least 19 credits from the law school before taking an outside course.

Part N. 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.**

NOTE: Any applicant who plans to sit for the Kentucky bar must have *passed* the multistate professional responsibility exam before sitting for the Kentucky bar. Information regarding the Kentucky Bar Examination may be obtained from the [Kentucky Board of Bar Examiners](#), Suite X, 1510 Newtown Pike, Lexington, KY 40511. See Supreme Court Rule 2.014 for further details. If you plan to take the bar in another jurisdiction, contact information for all states is located [here](#).

Part O. Pace, Maximum Time Frame, and Good Standing Rules for Financial Aid

Beginning in the 2012-13 academic year, student enrollment in classes is also subject to rules governing pace of study and maximum time frame for graduation. **These rules are imposed by the University, not the Law School. They affect only the student's eligibility for financial aid, not eligibility for a law degree.**

1. **Pace.** Students must successfully complete at least two-thirds of the cumulative credit hours in which they enroll.
2. **Maximum time frame.** Students must complete their degree requirements by enrolling in no more than 135 total hours at the Law School.
3. A student who signs up for a class, but drops that class on or before the last day to add a class, is not deemed “enrolled” in a class. A student who drops a class after that date is considered enrolled in the class for purposes of this Part.
4. A student who fails to meet either the pace or the maximum time frame requirements will no longer qualify for federally guaranteed financial aid. The Law School will report all students who fail to meet the requirements to the University Financial Aid Office. A student may be able to restore his or her eligibility for financial aid through the Financial Aid Office’s internal appeals process.
5. The University also requires annual reporting of all students who fail to remain in good standing, as defined in Chapter 4.Part B. Students who are not in good standing may also lose financial aid. The Law School Reinstatement and Probation mechanism serves as the appeal mechanism for students who fail to maintain good standing. If the student is allowed to continue as a law student, he or she will not lose eligibility for federal financial aid.

Chapter 4. Academic Regulations

Part A. General Rules

1. No credit is given for work done in absentia. However, with the prior approval of the Assistant Dean for Student Affairs and Diversity, a student may take a limited number of course hours at another [ABA approved law school](#) and receive credit toward graduation from the School of Law. A student will only receive credit for courses approved by the Assistant Dean for Student Affairs and Diversity and in which a grade of C or higher is earned. The grades received at another law school will not be included in the law school grade point calculation or towards graduation honors.
2. Unless explicitly authorized by the Assistant Dean for Student Affairs and Diversity, (a) no full-time student will be permitted to register for more than 16 credit hours per semester (8 credit hours in the summer term), and (b) no part-time student will be permitted to register for more than 12 credit hours per semester (6 credit hours in the summer term). With permission of the Assistant Dean for Student Affairs and Diversity, a full-time student may register for a maximum of 18 credit hours and a part-time student may register for a maximum of 13 credit hours. As used in this section, “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. Skills competitions and journal credit also count as hours in this calculation.
3. After the first year, any student enrolled must take a minimum of six credit hours per semester. Any student enrolled in more than thirteen (13) credit hours in any semester shall be considered a full-time student.
4. Students enrolled in the School of Law are not permitted to enroll in any other college or school of this University or in any other institution of learning without the consent of the Assistant Dean for Student Affairs and Diversity.
5. All beginning students, both full- and part-time, must take the complement of first-year courses prescribed by the faculty, as set out in Chapter 3.Part C.

6. No credit will be given toward a J.D. degree for coursework completed prior to matriculating to law school.

Part B. Good Standing and Probation

1. 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.
2. 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.
3. A student placed on probation as a result of prior grades may attend summer school immediately after being placed on probation, 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.
4. A student placed on probation will meet with the Director of Academic Success prior to resuming law school classes.
5. Any student on probation shall register for a full load of classes as defined by the rules of the School of Law. Ordinarily, a student on probation may not enroll in a seminar, independent study, or live client course.
6. A student on probation is subject to the Academic Advising and Course Enrollment conditions listed in Part D of this Chapter.
7. A first-year student on probation is also subject to the Academic Advising and Legal Methods Program conditions in Part E of this Chapter.
8. Students who are not in good academic standing shall not hold any elected or appointed office in an student organization, including the Student Bar Association and Honor Council. If such a position is already held by a student when his or her cumulative grade point average drops below a 2.0, the student shall resign such position(s) immediately.

Part C. Dismissal and Reinstatement

1. Any student on probation who fails to register or withdraws without a leave of absence shall be dismissed from the School of Law.
2. Any student on probation who does not remove the quality-point deficiency in the probation semester shall be dismissed with the right to petition for reinstatement and second probation semester.
3. A student academically dismissed from the law school will receive notice and a copy of the Procedural Rules for Reinstatement after Dismissal with detailed information as to the form and timing of a petition for reinstatement. A copy of these Rules is available in the Academic Success Office.
4. The Reinstatement and Probation Committee has jurisdiction and final authority over all reinstatement matters. The Committee is authorized to grant or deny relief incident to reinstatement, including extension of time to complete studies for the JD degree. The decision of that Committee shall be final.

5. A successful petition for reinstatement must present clear and convincing evidence of a compelling reason for the grade deficiency and the difficulty which led to dismissal no longer exists. Student dismissed will not ordinarily be reinstated.
6. If the Reinstatement and Probation 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.
7. An expedited hearing before the Reinstatement and Probation Committee will be granted to a dismissed student who was placed on probation at the end of his or her first semester and earned a semester grade point average of 2.0 or greater during the probation semester.
8. A student who is granted a second semester of probation but does not remove the quality point deficiency in the probation semester(s) shall be ineligible for reinstatement.
9. In extraordinary circumstances, the Committee may grant academic bankruptcy for one semester to any first-year student dismissed at the end of his or her 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.

Part D. Criteria and Conditions for Required Academic Advising and Course Enrollment

The following advising and course enrollment conditions apply to students with a cumulative grade point average below a 2.5, or who fall within the bottom quartile of their class as designated by the Director of Academic Success and Bar Preparation at the end their first year of law study.

The Academic Advising Program provides guidance and support to students who may be at-risk for the bar exam. The program will with the goal of increasing success on the bar exam.

A student placed in the Academic Advising Program will continue in the program for the remaining semesters of law study. A student may petition the Director of Academic Success and Bar Preparation for removal from the Advising Program if he or she achieves a cumulative GPA of 3.0 or above.

- A. **Course Enrollment.** In each semester that a student meets the advising criteria above, the student is restricted in his/her course enrollment for the next semester as follows:

1. Students taking 10 or more credit hours must register for a minimum of two core courses.
2. Students taking fewer than 10 credit hours must register for a minimum of one core course.

Core courses include: Business Organizations; Criminal Procedure: Constitutional Issues; Criminal Procedure: Judicial Process; Decedents Estates & Trusts; Evidence; Family Law; Secured Transactions; or other approved state bar course.

- B. **Program Requirements:** The Academic Advising Program includes a combination of one-on-one advising and program attendance to boost the legal study skills necessary for success on the bar exam. The Advising Program is structured to address changing student needs in each semester of the student's law school career. The meeting requirements for each semester can be found on the Brandeis Intranet Student Page, under Academic Success and will be provided by e-mail to each student in the Academic Advising Program.

In a student's first semester as part of the Academic Advising Program, he or she will be assigned an adviser by the Director of Academic Success and Bar Preparation. Students will work with this adviser throughout the remainder of their law studies to develop an individualized academic achievement and bar exam success plan. Advising students will also attend designated Academic Success workshops and programs that address bar preparation skills, and will enroll in the Brandeis Bar Skills course in their final spring semester.

- C. Failure of a student to comply with any of the conditions will result in a notation made in the student's record and a registration hold will be placed on the student's account until conditions are met.

Part E. First Year Academic Advising and Legal Methods Program

Students whose class rank falls within the bottom quartile at the end of the first semester of their first year will be required to complete a self-assessment and meet with the Director of Academic Success to discuss academic goals and strategies. Students will be encouraged to attend the Legal Methods Program in the second semester of first year.

Students whose cumulative grade point average falls below 2.5 at the end of the first semester of law school, as determined by the Director of Academic Success and Bar Preparation, will be required to participate in the Legal Methods program in the second semester of their first year. Regular attendance and participation will be considered in decisions relating to academic standing.

Part F. Examinations

1. 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. (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).
2. Students are not permitted to take examinations in courses for which they have not registered.
3. Students may take exams only in authorized locations. The faculty policy regarding in-class examinations is as follows:
 - a. In order to avoid any appearance of impropriety, all in-class exams, unless otherwise specified by the faculty teaching the class, must be taken in the classrooms of the School of Law or other specially designated computer rooms. A student who is taking an exam in an approved alternate location may close the door.
 - b. 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 without limitation accommodated exams, the Assistant Dean for Student Affairs and Diversity may authorize a student to take an exam in an area not normally permitted.
4. 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 Assistant Dean for Student Affairs and Diversity as soon as possible. The Assistant 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 Assistant Dean for Student Affairs and Diversity 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.

5. 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 take the make-up at the next available make-up session that does not create another conflict. All rescheduled and make-up examinations must be approved by the Assistant Dean for Student Affairs and Diversity.
6. 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. **Because of our exam software license, the School of Law cannot guarantee students scheduling make-up exams which extend beyond the official examination period will be able to use computers to take those exams.** Please consult with the Assistant Dean for Student Affairs and Diversity.

Part G. Completion of Graduation Requirements and Leaves of Absence

1. 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. 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.
2. Leaves of absences are granted for extraordinary circumstances and must be approved by the Assistant Dean for Student Affairs and Diversity.
3. A student on probation who takes a leave of absence will remain on probation when he or she returns from leave.
4. The student taking leave must petition the Registrar's Office for any tuition refund that requires an exception to the Tuition Reduction Deadline.
5. 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.
6. 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 his or her leave of absence.

Part H. Period of Retention and Review of Examination Materials

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.

Part I. 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).

Each year, the University provides an annual announcement to notify current students of their FERPA rights. The announcement is published in the Schedule of Courses, in The Cardinal, and on the University of Louisville's [FERPA Information website](#). This notice will explain the basis on which faculty and other law school personnel may seek and obtain access to student records.

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 he or she does not want any information published or released.

The School of Law encourages students to familiarize themselves with these policies. Also see Appendix 7.

Part J. 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.

1. **Absence Limitation**

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 following table:

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

2. **Year-long Courses**

In year-long courses, each of the semesters of a course shall have its own Absence Limitation as defined above. Students may not "carry-over" unused absences to increase the Absence Limitation in the second semester of a year-long course.

3. **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.

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

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

4. *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.

5. *Add/ Drop Period*

For elective courses, class meetings during the add/drop period shall be disregarded in determining whether a student has exceeded the Absence Limitation. This does not apply to required courses, summer session, or intensive courses.

6. *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.

7. *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 Assistant Dean for Student Affairs and Diversity by the student as soon as practicable.

8. *Reporting of Excess Absences*

The instructor of a course shall notify the Assistant Dean when a student has been absent for more than the Absence Limitation, excluding any absences covered in Paragraphs 13 or 14 of this policy. The instructor's communication to the Assistant Dean should include the dates or number of class absences. Once it is determined that the student is to be excluded from the course as per Paragraph 6, the Assistant Dean, in light of applicable circumstances, will consult with the reporting instructor. The Assistant Dean and instructor shall determine whether:

- A. to allow the student to withdraw from the course; or
- B. to exclude that student from the course and to award a grade of F for the course.

9. *Absences Beyond the Absence Limitation*

The Assistant Dean does not manage absences that fall within the Absence Limitation. However, the Assistant 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, excusals will not be granted to relieve full-time students of the limitation on employment set by the law school.

The Assistant Dean for Student Affairs and Diversity 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 Assistant Dean regarding a Voluntary Leave of Absence or course withdrawal.

10. *Faculty Responsibilities*

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. For example, faculty may allow opportunities to participate in events or do additional work to make up absences.

Faculty will take attendance and monitor absences. Individual faculty members may permit absences beyond the law school policy, in accordance with Paragraph 8, but only for compelling circumstances.

11. *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.

12. *Tardiness and Early Departures*

Excessive tardiness or early departures from class 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.

13. *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. [See University Policy.](#)

14. *University Sanctioned Absences*

There are no excused absences, except as provided by University policy. For information concerning excused absences for participation in University sanctioned events, see the [University Classroom Policies.](#)

15. *Rescheduled Classes*

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 the rescheduled classes after the first one.

16. *Questions*

Questions about the general attendance policy above should be directed to the Assistant Dean for Student Affairs and Diversity. Questions about a specific class attendance policy should be directed to the instructor of the class.

Part K. University Policy on Work-Restricted Religious Holidays

Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' requests for adjustments in course work on the grounds of religious observance, provided that the students make requests in writing during the first two weeks of the term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available on the University's [Work Restricted Holy Day Policies and Calendar](#). Information about specific holidays is also available by phone from the Office of the Provost at 852-6153.

Part L. 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 seek a loan or a scholarship rather than impair the quality of their law school experience.

Section 1. 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 participating in law school courses as a full-time student. A full-time student is a student enrolled in twelve (12) or more credit hours of courses at the University of Louisville (including all courses, regardless of whether the credit will be applied to the student's law degree).

Section 2. 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 those students who find it necessary to work, the part-time program has been provided. There the course load has been reduced in order to permit the students to divide their time between the study of law and their employment. Part-time students 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.

Section 3. 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 limited to the 20 hour work policy, except as provided below.

Section 4. Exceptions from the Policy

With the approval of the Assistant Dean for Student Affairs and Diversity, a student may request an exception to the 20-hour policy. On a case-by-case basis, the Assistant 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 Assistant Dean approve a student to work more than thirty (30) hours per week while attending school full-time. A student needing to work more than 30 hours can switch to the part-time program, which does not limit hours of outside employment.

Section 5. Students on Probation

A student who is on academic probation must speak with the Assistant Dean for Student Affairs and Diversity prior to making any work commitments. A record of this conversation will be put in the student's record.

Section 6. Enforcement

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 the Student Records Office.

Part M. Grade Reports and Grading Scale

Reports showing the quantity and quality of work done during the semester are issued by the University Registrar's Office through ULink at the end of each semester. The unit of credit is the semester hour, which is given for one class hour per week for one semester. 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
X	0.0
AU	0.0
CR	0.0

Part N. Calculation of Grade Point Average

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 he/she receives grades of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", and "F". A student must have a cumulative grade point average of 2.0 in all courses taken to be in good standing.

1. 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.
2. 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 Assistant Dean for Student Affairs and Diversity 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.
3. A grade of "C" (2.0) must be earned in order to receive a pass under either subsection 1 or 2.

Part O. Incomplete Grades

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 year after the completion of the semester in which the course was taken.

Part P. Failure in a Required 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.

Part Q. Repeating a Failed Course

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 Assistant Dean for Student Affairs and Diversity showing compelling circumstances.

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.

Part R. Official Withdrawal Required

A student who leaves school without officially withdrawing will receive the grade(s) of F in his or her classes. To officially withdraw, the student should meet with the Assistant Dean for Student Affairs and Diversity. A student who ceases to attend a class, but who does not officially withdraw from the class, will receive a grade of F.

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 Assistant Dean for Student Affairs and Diversity, in consultation with appropriate faculty, shall determine whether to grant the request.

Part S. Auditing a Class

Section 1. 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 for a full-time student or 12 for a part-time student when including the auditing credits.

A part-time student 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.

Section 2. 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;
3. The Associate Dean for Academic Affairs approves; and
4. 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.

Part T. School of Law Academic Grievance Procedure

Section 1. 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](#) filed under Part U.

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.

Section 2. 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.

Section 3. 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.

Section 4. 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.

Section 5. 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.

Section 6. 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.

Section 7. 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.

Section 8. 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.

Part U. Policy on Student Complaints Implicating the Law School's Compliance with [ABA Accreditation Standards](#)

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.

At his or her discretion, the Dean may refer the matter to other personnel within the Law School or at the University of Louisville. 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.

Part V. Credit for Course Work at Another ABA Law School

Students may, with the advanced approval of the Assistant Dean for Student Affairs and Diversity, earn a limited number of hours 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 Assistant Dean for Student Affairs and Diversity 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 or impact graduation honors. Special ABA restrictions apply to online courses. For details, consult the Assistant Dean for Student Affairs and Diversity. 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. See Chapter 2, Part A of this Handbook.

Part W. Seminar Rules

1. Students having a 2.0 or better average and having completed at least 19 hours may register for seminars.
2. No more than two seminars may be taken in any semester.
3. All seminars have limited enrollment.
4. Both part-time and full-time students are eligible to take seminars, subject to the above rules.

Part X. Independent Study Rules

1. An Independent Study may be for one (1) or two (2) credit hours.
2. With the permission of the Assistant Dean for Student Affairs and Diversity and the 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.
3. A "credit hour" is based on 50 minutes of in-class instruction and two hours of out-of-class work (See Chapter 2, Part A). This would require 42.5 hours of work over a fifteen week semester for a one credit hour independent study.
4. Only students having a 2.0 or better average and at least 19 hours may register for an independent study.
5. Students may apply no more than four (4) credit hours of independent studies toward graduation, unless the Assistant Dean grants a hardship exception.
6. An independent study paper does not satisfy any graduation requirement, e.g., the writing requirement or the perspective requirement, other than counting toward the total credits required for graduation from the School of Law.

7. 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.
8. To enroll in an independent study, the student must submit to Student Records 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 Assistant Dean may approve the Independent Study in time for the student to register.
9. Students enrolled in an independent study will be required to keep track of time spent working on the assignment.

Part Y. Journals

1. Students may also 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.
2. A student may not apply toward the JD degree more than 7 total hours of credit for journal activity.
3. Students enrolled in a journal will be required to keep track of time spent working on the assignment.

Part Z. Externship and Clinic Rules

1. Students may take 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 Assistant Dean for Student Affairs and Diversity 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. Students may not apply more than 12 hours of externship and Extramural Advocacy Competition (934) credit toward the 90 hours necessary for graduation. (See Extramural Advocacy Rules below).
3. All participants in the Law Clinic, the Entrepreneurship Clinic, and the Criminal Justice, Legal Aid, and Immigration Externships must be certified under the Kentucky Student Practice Rule and must have completed 60 hours. Applications for certification must be submitted by the deadline established by the Student Records Office. The instructor may refuse applications submitted after the deadline. All externships are pass/fail.
4. Refer to the Law School's course catalog for externship and clinic prerequisites.
5. 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.

6. Students enrolled in an externship or clinic will be required to keep track of time spent working on the externship or in the clinic.

Part AA. Extramural Advocacy Rules

Students may earn academic credit for participation in extramural advocacy competitions. 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, appointed by the Associate Dean for Academic Affairs, working with a full-time 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 (6) hours of Extramural Advocacy Competition (934) credit toward the ninety (90) hours necessary for graduation.

Students may receive credit for no more than one extramural advocacy 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 Assistant Dean for Student Affairs and Diversity, faculty members, and other instructors must first approve. First-year students are ineligible to participate, except to the extent of trying out for a team if the competition will take place during their second year. (See Externship Rules above for other limitations on credit).

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

Part BB. Law Study Abroad

Section 1. General Rules

The faculty of the University of Louisville Louis D. Brandeis School of Law (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.

1. A proposed course of foreign study must be approved in advance by the Assistant Dean for Student Affairs and Diversity, and must comply with the ABA Criteria for Accepting Credit for Student Study at a Foreign Institution (the ABA Criteria);
2. 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;

3. 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.
4. Courses taken at a foreign institution may, in appropriate circumstances and with the approval of the Assistant Dean for Student Affairs and Diversity, 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;
5. Credit will be given only for approved academic coursework at foreign institutions, and not for foreign externships;
6. Ordinarily, foreign courses of study will only be approved at institutions with which the Law School has an existing working relationship.
7. Student study at foreign institutions must comply with all other rules promulgated from time to time by the Law School administration for purposes of compliance with the ABA Criteria.
8. All students who wish to apply hours earned abroad to their Law School degree must satisfy all the requirements set forth in Sections 2, 3, or below. In addition, they must contact the University of Louisville International Center, and complete all paperwork and other requirements established by the International Center.
9. Grades earned in Study Abroad courses will not count toward the student's Brandeis grade point average or graduation honors.

Section 2. Study Abroad Through Another Law School

Students may take up to thirty (30) hours at an ABA-approved program of foreign law study. Students may enroll for one or two semesters. 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 by the Assistant Dean for Student Affairs and Diversity. While international course work is generally elective in nature, the perspective requirement may be met through international course work.

Those courses in which a student receives a C or above will be counted as Pass, and those courses in which a student receives a C- or below will not be awarded credit.

Section 3. 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. Students who study abroad at these partner schools may qualify for a tuition or other advantage.

1. Montpellier Law School Exchange – Students' home institution pays a special host fee of \$3,500. Opportunity to obtain European masters in one year. Two Montpellier students can come to Brandeis without charge. We are able to send two students a year without additional fees to the student (Brandeis students pay regular fulltime tuition to UofL).
2. University of Leeds – Student pays tuition to their home university, but is responsible for ancillary costs or fees from the University of Louisville at the same level they would be at the University of Leeds. Students may visit for one or two semesters, but at any one time, there may be no more than two students visiting each campus.

3. University of Luxembourg – Students may visit for one semester, but there be no more than two students visiting each campus each semester. Exchange students will pay tuition fees and other related fees to their home institution and will be exempt from paying such fees to the host institution. Opportunity to obtain European masters in one year. Some degrees are taught in English.
4. Queen's University Belfast - Students may visit for one or two semesters, but at any one time, there may be no more than two students visiting each campus. Students will pay tuition fee and ancillary fees to the home university. Visiting students will not be charged tuition fees by the host institution but may be required to (or may elect to) pay ancillary fees at the same level of the host's own students. Brandeis students must pay full tuition to Queen's University Belfast to pursue a master's degree.

Section 4. Individually-Arranged Study Abroad

Students are also free to arrange for study at non-partner institutions. The Law School intends to allow its students to participate in available educational opportunities at foreign institutions that will enhance the students' legal education. Students who are interested in pursuing these opportunities must work with the Assistant Dean for Student Affairs and Diversity to ensure the program complies with the ABA Criteria.

A full-time faculty member at the Law School familiar with the course of study at the foreign institution must act as sponsor of the student's foreign study.

Chapter 5. Law School Technology Policies and Procedures

Nothing in this Chapter shall supersede any applicable University of Louisville policy.

Part A. Support

Section 1. Law School Information Technology Department

The Brandeis School of Law IT Department fully supports the following resources or services:

- Exam4, including installation and troubleshooting;
- Computers purchased by and located in the Law School, including the Law Library's two computer labs, classrooms, student organization offices and the Ackerson Law Clinic.
- Printers purchased by and located in the Law School, including one printer in each Law Library computer lab, two wireless printers and those located in student organization offices.
- PaperCut, the printing management client required for printing from students' laptop computers.

Users may not modify or repair, or attempt to modify or repair, any hardware, printers or software, including installing applications, or any other technologies in computer labs, classrooms, student organization offices, clinics or any other Law School location. Instead, report problems as soon as possible to the Brandeis School of Law Information Technology Department:

Room 119
502-852-2560
UofLLawIT@louisville.edu
louisville.edu/law/intranet/it/helpdesk

Violation of this policy may result in the student's loss of the use of applicable Law School- or University-provided technology resources and may also violate the University of Louisville's acceptable use policies, resulting in additional sanctions.

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

- Electronic mail
- Office 365
- ULink password issues
- Secure wireless network access (*ulsecure*)

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 Debra Reh, in the Office of Professional Development, at dkreh@louisville.edu or 502-852-6368.

Section 2. University Information Technology

University of Louisville Information Technology fully supports the following resources or services:

- UofL user accounts
- Blackboard
- Hardware encryption
- Operating system issues
- Malicious software removal

All students' computer accounts, including, but not limited to ULink, e-mail, Active Directory, and *ulsecure*, are created, maintained and, when appropriate, deleted, by the University of Louisville's Information Technology Security & Account Management unit. Students' use of these accounts is governed by the UofL [Information Security Office's](#) policies respecting [User Accounts and Acceptable Use](#) and [Passwords](#).

Section 3. Support for Student-Owned Computing Devices

The Brandeis School of Law IT Department can only provide limited support for law students' computing devices, including laptop computers, tablets, smart phones or other mobile devices. Support is limited to connecting students' devices to *ulsecure* and wireless printers and installation and use of Exam4 and PaperCut, as described in Section 1, above.

The Brandeis School of Law IT Department does not support, repair or diagnose any student-owned hardware or operating system issues. Students must obtain such support from their computer's manufacturer, software vendors or a third-party computer repair service.

Part B. Law School Technology

Section 1. Law Library Computer Labs

Brandeis School of Law maintains two computer labs in the Law Library, in rooms 136C and LL21, for the exclusive use of its students, faculty and staff. Each lab features computers or space for up to 12 users, one network printer and one LexisNexis printer.

Computer lab users should be considerate of other lab users by keeping conversation and noise to a minimum and not viewing web or multimedia content that may be offensive to others.

Section 2. Classroom and Instructional Technology

The Brandeis School of Law IT Department maintains classroom computers and presentation technologies for use by law school faculty, staff and students, University of Louisville users, and guest speakers and lecturers, to advance the Law School's teaching mission and community engagement activities.

Section 3. Student Organization Office Computers and Printers

The Brandeis School of Law IT department maintains desktop computers and printers in the following student organizations' offices for the exclusive use of those organizations' officers or editors and members:

- Journal of Animal and Environmental Law
- Journal of Law and Education
- Moot Court Board
- Student Bar Association
- University of Louisville Law Review

The Law School's Student Services Department owns and manages an e-mail service account for each of the above organizations. The service account must be used for contact and communication conducted on each organization's behalf. Each service account is an independent Office 365 account, which includes 1 TB of OneDrive cloud storage, as well as other Office 365 applications. Each of the above organizations is strongly encouraged to use its Office 365 account to store its electronic files and collaborate among officers, editors and members.

Part C. Printing

Section 1. Generally

Violation of any of the rules in this section may result in loss of the use of law school printing or other technology resources.

1. Each enrolled law student is allocated five hundred (500) pages of printing credit during fall and spring semesters and one hundred (100) pages during summer semesters.
2. Because LexisNexis printers do not deduct from students' printing balances, students are advised to print LexisNexis research to its printers. One LexisNexis printer is located in each computer lab.
3. At any time, students may purchase additional printing credit in the Law Resource Center (Room 272) during normal business hours. Additional printing credit may not appear in the student's printing account until the next business day. Therefore, each student must monitor his or her printing balance and plan accordingly.
4. Additional printing credit is sold in three-dollar (\$3.00) increments of one hundred (100) pages (\$.03 per page).

Section 2. Refunds

The Law School IT staff will refund printing credit only if a student is charged for print jobs that do not print or the prints are so flawed as to make them objectively unusable. A member of the Law School IT staff shall make those determinations. Refunds will be granted only for the number of flawed pages, and not necessarily for the entire print job. To receive a refund for an aborted or flawed print job, the student must report the problem as soon as possible to the Law School IT Department at:

Room 119
502-852-2560
UofLLawIT@louisville.edu
louisville.edu/law/intranet/it/helpdesk

Section 3. Exceptions

Exceptions to general printing limits will be granted to the following students in the following manners:

Student Organization Officers, Editors and Members

Editors, officers and members of student organizations, including the Journal of Animal & Environmental Law, Journal of Law & Education, Moot Court Board, Student Bar Association and University of Louisville Law Review should use the organization's office printer(s) for organization-related work, which will not deduct from the student's own printing account.

Faculty Research Assistants

Faculty research assistants will be granted access to a network printer in the Law Resource Center in Room 272. This printer should only be used for work related to one's assignments as a research assistant.

Part D. Examinations on Computer

Section 1. General Information

Brandeis School of Law permits students to take examinations on computer or by handwriting in exam bluebooks. Typewritten exams are no longer permitted. Taking any examination on computer is a privilege, not a right, subject to individual faculty approval and conditioned on each student's compliance with all of the requirements and expectations set forth in this policy.

Brandeis School of Law licenses and supports Extegrity's Exam4 software for use by every student, but cannot and does not guarantee compatibility between Exam4 and any particular student's computer. Each student must provide:

1. His or her own computer. 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. A portable storage device, such as a USB flash drive, for storage and submission of completed exams.

Students must also successfully complete a practice exam using the appropriate version of Exam4, under rules established by the Assistant Dean for Information Technology (see Section 2, below). Students taking exams on computer acknowledge and accept that they may be required to take or complete an exam by hand in approved bluebooks if they do not complete the practice exam in compliance with the Practice Test Requirements (below) or in case of pertinent software or hardware problems.

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 his or her exams by applicable deadlines, which are published on the [Brandeis Law Intranet](#) and in *The Daily Docket* e-mail newsletter.

Section 2. Requirements

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 does not attend the mandatory training session may not use his or her computer on exams until he or she has received training, which may not be offered until the following fall semester.
4. Any student who cannot attend the mandatory fall semester session because of a foreseeable but unavoidable conflict must notify the Assistant Dean for Information Technology in advance. Any student who does not attend the fall semester session due to unforeseeable, compelling circumstances must notify the Assistant Dean for Information Technology as soon as possible and provide documentation of the circumstances causing his or her absence. The Assistant Dean for Information Technology shall make reasonable efforts to accommodate any such student(s) 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 who wishes to use his or her computer to take any exam that semester must, using the applicable version of Exam4, successfully:

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 Daily Docket* e-mail newsletter, and each student is presumed to have notice of such deadlines.

A properly completed practice test is one on which the student has identified himself or herself **using his or her ULink user name** (e.g., *ldbran01*). A practice test on which the student has identified himself or herself by his or her personal name, or a portion thereof, student ID number, a string of sequential or random numbers, etc. is not properly completed.

No student will have satisfied the practice test requirement whose practice test was not successfully submitted electronically using Exam4 by the applicable deadline.

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 Dean for Information Technology](#) on or before the date by which any practice test must be submitted. The Assistant Dean for IT or another member of 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 Assistant Dean for Information Technology upon petition from the student seeking such exemption, extension or modification. The Assistant Dean for Information Technology shall not grant any exemption from or extension or modification to any practice test requirement unless the student requesting such exemption, extension or modification has met *all* of the following conditions:

1. The student has submitted his or her petition for an exemption, extension or modification to the Assistant Dean for Information 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.

Section 3. Penalties

Any student who does not comply with the practice test requirements, as detailed above, may not use Exam4 for any exam for which the applicable practice test was required. By taking any exam using Exam4, a student certifies that he/she has complied with applicable practice test requirements and has received notice from the Law School IT Department that he or she has complied with applicable practice test requirements.

Brandeis School of Law IT staff shall refuse to provide technical assistance or support to any student who has not complied with applicable practice test requirements and who attempts to circumvent those requirements by taking any exam using Exam4.

Additionally, Law School IT staff shall refuse to provide technical assistance or support, including use of any external storage media, to any student who cannot successfully submit his or her exam electronically and who has failed to supply his or her own USB flash drive on which to save and submit an Exam4 exam.

If the identity of any student who has not complied with applicable practice test requirements, as detailed above, and who takes or attempts to take any exam using Exam4 becomes known to a member of the IT staff, the Assistant Dean for Information Technology shall notify by written letter the Assistant Dean for Student Affairs and Diversity, who will place a copy of the letter in the student's file.

Section 4. Exam Day Procedures and Support

Before Exams

Brandeis School of Law IT Department staff will be available to provide technical support for least one (1) hour before any exam on which students are permitted to use Exam4, during all such exams and for a reasonable time after any such exam has ended. Each student planning to take 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;
3. Approved bluebooks, which are available from Student Services and/or the Dean on Duty at the time of the exam; and
4. Ink pens or other writing instruments.

Each student planning to take an exam using Exam4 must:

1. Report to the assigned exam room;
2. Set up and boot up his or her computer and log on to the University's secure wireless network, **ulsecure**;
3. Start up Exam4, provide one's assigned exam number and other information at the appropriate prompts, stop at the screen that says "**Wait!**" in large red letters; and
4. Click **Begin Exam** only when instructed by the professor that he or she 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 identify himself or herself using his or her 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 his or her anonymity.

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

Troubleshooting Procedure

1. 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 his or her computer and AC adapter/power supply immediately and directly to an on-duty member of the Brandeis School of Law Department and describe the problem(s) in as much detail as possible.
2. The IT staff member on duty will complete and **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.
3. The IT staff member will transmit the **Exam4 Incident Report** to the Dean on Duty.

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

Any student who cannot successfully submit his or her 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.

Any student who cannot successfully submit his or her exam electronically and who has failed to bring a USB flash drive on which to copy the exam file will be refused technical assistance or support (see Section 3, Penalties, above).

Chapter 6. Bad Weather Policy

The determination whether to close or delay classes is made by the [University of Louisville](#); the Brandeis School of Law follows those determinations. The School of Law follows the University's lead in all weather-related cancellations and delays.

Please note that the University will provide official school closing information in the following ways:

- A notice at the top of the [University home page](#);
- Rave Alert messages to all students and employees at their official university e-mail addresses;
- Rave Alert text messages sent to all students and employees [registered to receive them](#); and
- Recorded message at 852-5555.

The specific School of Law policies state:

1. If the University cancels classes for the entire day, all School of Law classes are canceled.
2. If the University delays the start of classes, the following rules apply:
 - a. All classes scheduled to end at or before 10:15 a.m. are canceled, and
 - b. All classes scheduled to begin at 10:25 a.m. will meet at their normal time.
3. If the university cancels evening classes, all School of Law classes beginning at or after 4:15 p.m. are canceled.
4. Notwithstanding the prior rules, if any delay or cancellation affects *only the Belknap campus*, Law Clinic and Law Clinic II will meet as scheduled, unless the Clinic Director indicates otherwise.

Check the University of Louisville's [home page](#) for the latest information about closings, cancellations or delays.

Appendices

Appendix 1. 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.

Appendix 2. [School of Law Honor Code](#)

Section 1. 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, per force, 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.

Section 2. 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 constitute the Honor Code, and 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. Refusing to sign an accurate written complaint of an alleged Honor Code violation.
 - p. Failing to report a violation of the Honor Code.
 - q. Engaging in any other dishonest conduct involving academic endeavors.
- 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 disqualify himself or herself 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 his or her 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. Complaint

- i. Anyone who obtains credible 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 and Diversity in an oral or written complaint. 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 complainant who made an oral report shall submit to the Honor Council a signed, detailed report of the allegations.
- ii. The written complaint shall contain a statement of the facts forming the basis of the complaint 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).
- iii. After alleging a violation the complainant should avoid discussion of the alleged violation with persons other than members of the Honor Council, the Special Counsel, and the accused.

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.
- ii. Except in extraordinary circumstances, the hearing shall be held within seven days after receipt of the written complaint. In no event, however, shall the hearing be held later than thirty days after the receipt of the written complaint.

- iii. The Honor Council shall determine if the accused, the complainant 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 complaint. Notice of the dismissal shall be given only to the complainant, and, if the accused attended the reasonable cause hearing, to the accused.
- c. Notice to the Accused
- If the Honor Council determines that reasonable cause exists, it shall notify, in writing, the complainant, the Assistant Dean for Student Affairs and Diversity, and the Special Counsel of the charges as soon as possible. The notification shall advise the accused of the hearing, as described in Article II (2)(h). The accused, Special Counsel, and Assistant Dean for Student Affairs and Diversity shall each receive a copy of the complaint, any supporting documents, and the reasonable cause notice.
- d. Following a determination that reasonable cause exists, the accused, the Honor Council, the Special Counsel, and the Assistant Dean for Student Affairs and Diversity should be noticed on all correspondence between the parties.
 - e. Within ten days following the receipt of such notice, the accused may:
 - i. Move to dismiss the complaint;
 - ii. Request a more definite statement; and
 - iii. Stipulate to the Honor Code violation alleged in the complaint.
- If the accused files a motion or request, the hearing shall be postponed at least five 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.
- f. The Special Counsel may move to dismiss the complaint at any time.
 - g. Throughout the pendency of an Honor Code complaint, the Assistant Dean for Student Affairs and Diversity may provide general procedural advice to the Honor Council, the Special Counsel, and the accused. The Assistant Dean for Student Affairs and Diversity may also generally advise the Honor Council, Special Counsel, and the accused regarding sanctions in previous Honor Code proceedings, without disclosing any names.
 - h. The Hearing shall be conducted using the following procedure:
 - i. 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 and Diversity shall take reasonable measures to avoid conflicts of interest.
 - ii. 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.

- iii. The accused may retain and be represented by counsel.
- iv. The Honor Council shall hold the hearing between ten and twenty days after notification of the accused 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.
- v. The hearing 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 the complainant, the accused or any 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.
- vi. 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.
- vii. If the accused stipulated to a violation under Article II §2 e(iii), the Council shall hold a hearing to determine what sanction, if any, to recommend.
- i. 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.
- j. Report to the Dean

At the close of the Honor Council hearing, the Honor Council shall have 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.
- k. 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 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 and Diversity, and the Special Counsel. A file of record will be made of all Honor Council violations.

I. Sanctions

- i. 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:
 1. Noting the violation in the student's file;
 2. 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;
 3. 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.
 4. Placing the student on probation for a time certain;
 5. Suspending the student from law school classes for a time certain;
 6. Dismissing the student; and
 7. 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.
- ii. 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.
- iii. The Law School shall not award a degree while an Honor Code proceeding is pending.

m. Restriction of the Honor Council

The Honor Council shall under no circumstances individually engage in investigation or discussion concerning any case pending before it.

3. Public Notice of Violations and Sanctions

- a. Without disclosing any names, the Assistant Dean for Student Affairs and 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 and 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.
 - b. Without disclosing any names, the outgoing Chair shall prepare a report for the faculty that states only the following:
 - i. The number of complaints reported during the semester;
 - ii. The number of complaints that were resolved in a reasonable cause hearing;
 - iii. The number of alleged violations that proceeded to hearing during the semester; and
 - iv. The number of violations that resulted in sanctions.
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, and May 5, 2015.*

Appendix 3. University of Louisville Code of Student Conduct

The most up-to-date version of the University of Louisville [Code of Student Conduct](#) is available on the University's website.

Appendix 4. Student Rights and Responsibilities

The most up-to-date version of the University of Louisville's [Student Rights and Responsibilities](#) is available on the University's website.

Appendix 5. Notice Concerning Cyber Communities and Online Social Networks

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.

Appendix 6. University of Louisville Discriminatory and Sexual Harassment Policies

The most up-to-date version of the [Sexual Harassment Policy](#) is available on the University's website.

The most up-to-date version of the [Student Sexual Misconduct Policy](#) is available on the University's website.

Appendix 7. Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act and the U of L Student Records Policy, the University of Louisville may release certain categories of "directory information" about you, such as your name, address, e-mail address, and telephone number without first obtaining your permission. The telephone directory, for example, uses this information. You may instruct the University to withhold your directory information. If you wish to do so, you must obtain the required form from the University Archives and Records Center, Ekstrom Library. A new form for non-disclosure must be completed each year.

Appendix 8. Drug-Free Schools and Communities Act Amendments of 1989

As a requirement of the Federal Drug-Free Schools and Communities Amendment Act, the University of Louisville is responsible for compiling and ensuring the distribution and receipt of the University's policies, sanctions, and resources regarding alcohol and other drug (AOD) use to all students on a yearly basis. Questions about this policy and/or alcohol and other drug use, programs, or interventions should be directed to the Dean of Students Office at dos@louisville.edu or (502) 852-5787.

Appendix 9. Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

Part A. ADA Policy Statement University of Louisville

The University of Louisville is committed to providing equal opportunity for persons with disabilities in full compliance with the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (504). The University's 504/ADA Coordinator is responsible for all campus activities relevant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The University Affirmative Action Officer will monitor compliance and assist all unit heads in meeting their equal opportunity obligations. The University Disability Resource Center staff will assist the university community in fulfilling its responsibility by serving as an information resource center and coordinating support services for students with disabilities.

Part B. ADA and 504 Grievance Procedures University of Louisville

The following grievance procedure is being recommended to provide prompt and equitable resolution of complaints concerning ADA and Section 504 of the Rehabilitation Act of 1973.

The University of Louisville ADA Grievance Procedure is an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by an agency.

General information regarding ADA or 504 can be addressed to:

Director
Disability Resource Center
119 Stevenson Hall
Phone: 502-852-6938

Complaints should be addressed to the person who has been designated to coordinate ADA compliance efforts:

Director
Human Resources
Employee Relations and Compliance Office
Phone: 502-852-6688

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation. Upon receipt of the written notice of complaint, the Director of Affirmative Action/Employee Relations or his/her designee shall acknowledge receipt within five workdays.
2. A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Affirmative Action Office. This internal Complaint procedure contemplates an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination regarding the investigation of the complaint and a description of the resolution, if any, shall be issued by the Affirmative Action Office.
5. Affirmative Action Office and a copy forwarded to the complainant no later than 60 days after its filing.
6. The Affirmative Action Office shall maintain the files and records relating to the complaints filed.
7. The complainants may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 15 work days after receipt of the determination to the Affirmative Action Office.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the University complies with the ADA and implementing regulations.