TOLERANCE STATEMENT

The University of the District of Columbia David A. Clarke School of Law is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of our affairs requires that every member of the School of Law community acknowledge and practice the following basic principles:

We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and also affirm our commitment to the highest standards of civility and decency toward all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based upon the actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, pregnancy, childbirth, or related medical conditions, disability, matriculation, political affiliation, source of income, or place of residence or business of any individual, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.

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This policy is patterned after the Principles of Community at the University of California, Davis, and incorporates principles of the District of Columbia Human Rights Act. The Faculty of the School of Law approved this statement, by acclamation, at its April 9, 2003, faculty meeting, as amended November 8, 2006.
INTRODUCTION

This Handbook is your guide to the academic regulations and requirements of the University of the District of Columbia David A. Clarke School of Law (UDC-DCSL). It includes the policies, rules, and program characteristics you should know about and follow for successful completion of the law school's degree program.

The administration and faculty welcome the opportunity to work with you, and they will assist you to meet and achieve the school's expectations and requirements. Ultimately, however, you are responsible for upholding conventional standards of scholarship, conduct, and client service. You are also fully responsible for meeting all graduation requirements.

The School of Law is responsible to the Bar, the community, and society for providing its students with a quality legal education that prepares them for entry into the profession. The law school meets this responsibility through the academic and clinical requirements of the degree program.

The School of Law also is responsible for certifying the moral character and fitness of its students. The school, therefore, expects that students will conduct themselves with honesty and integrity. Students must uphold the standards of moral conduct expected of members of institutions of higher learning and of the legal profession. UDC-DCSL operates under an Honor System which is described in Volume II of this Handbook.

Please review this Handbook and meet with your faculty advisor to discuss any issues or questions pertaining to the program and regulations. In addition, review carefully the requirements of each course you take and establish a plan (with a schedule) for meeting those requirements. You should always feel at liberty to discuss any questions about the courses and clinics with the appropriate faculty member, including your advisor.

We wish you the best as you pursue your legal education.

Katherine S. Broderick, Dean
Ann B. Richardson, Associate Dean for Academic Affairs
Janice B. Washington, Associate Dean for Administration and Finance
Annamaria Steward, Associate Dean of Students

July, 2009
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SECTION I. REQUIREMENTS FOR THE DEGREE OF JURIS DOCTOR

1.1 Credit Hours

1.1.1 To qualify for graduation, a student must complete a course of study in residence of not fewer than 90 credit hours consisting of not fewer than 58,000 minutes of instruction time. Students may take more than 90 credit hours in the J.D. program.

Required courses account for between 75 and 78 of the 90 credit hours, including 14 hours of clinic.

1.2 Grade Point Average

To be a candidate for the Juris Doctor degree, a student must have a final cumulative grade point average of 2.0 or better for all course work attempted.

1.3 Required Courses

1.3.1 Courses Required of All Students

Students must successfully complete the following core courses:

Civil Procedure I and II,
Clinic I and II,
Constitutional Law I and II,
Contracts I and II,
Criminal Law,
Criminal Procedure,
Evidence,
Law and Justice,
Lawyering Process I and II,
Moot Court,
Professional Responsibility,
Property I and II,
Torts I and II, and
Three additional courses, choosing one from each of the following columns:
### Required Clinics

Each student must earn credit for a minimum of two semester's work in client service clinics for a total of fourteen (14) clinic credits. At least one of those clinics must be a direct client service clinic. The Legislation Clinic and the Government Accountability Clinic (GAP) are not considered direct client service clinics for purposes of this policy. Each required clinic has a credit hour value of seven (7) credits.

### Upper Level Writing Requirement (ULWR)

UDC-DCSL requires, as a condition for graduation, the completion of an Upper Level Writing Requirement (ULWR). Full-time students may complete the ULWR in the second and third years of law study. Part-time students may complete the ULWR in the second, third and fourth years. The ULWR has two components, both of which must be satisfied.

(a) **Research and Legal Analysis Writing Requirement (RALWR)**
One component of the ULWR is a Research and Legal Analysis Writing Requirement (RALWR). Students may satisfy this requirement by completing successfully one of five alternative writing options:

1. **Independent Study** - By completing an independent research and writing project of approximately 25 pages, reflecting critical thinking and research skills; or

2. **Seminar** - By completing a substantial writing assignment, which may be, but need not be, a paper of 25 pages that requires the student to exercise critical thinking and research skills to produce a significant product; or

3. **Law Review** - By completing a note or comment of substantial length reflecting critical thinking and research skills; or

4. **Advanced Legal Writing** (an elective course) - By completing successfully an Advanced Legal Writing course in which the student will complete a series of shorter writings that require the student to exercise critical thinking and research skills and in which the student will be required to reflect on and revise shorter writings; or

5. **Outside Writing Competitions** (Moot Court or other) - By participating in outside writing competitions, under the supervision of a faculty member, that require the student to exercise critical thinking and research skills to produce a significant written product.

Full-time students must choose an option, notifying the Director of the Legal Writing Program no later than the beginning of the fifth semester, and may change the option selected, with the permission of the Director, no later than the beginning of the sixth semester. Part-time students must choose an option, notifying the Director of the Legal Writing Program no later than the beginning of the seventh semester, and may change the option selected, with the permission of the Director, no later than the beginning of the eighth semester.

A paper submitted to satisfy the RALWR must be found to meet criteria of acceptability in the following categories:

- Thesis
- Outline
- Legal Research
- Legal Analysis
- Large-Scale Organization
- Small-Scale Organization
- Expression and Mechanics
- Reader Aids and Signposts
- Citations and Attributions
- Overall Style and Impression
Moot Court briefs will not satisfy either component of the Upper Level Writing Requirement.

(b) **Applied Legal Writing Requirement (ALWR)**

The second component of the ULWR is a Clinic Portfolio. The purpose of this component is to require students to demonstrate an ability to write in a variety of lawyering settings. Clinic supervisors are to be guided by the purpose of this writing requirement in certifying contributions to the Clinic Portfolio. Contributions are to be of high quality, and duplicative forms of writing are to be avoided.

Students meet the Clinic Portfolio requirement by producing at least three original written products from one or more of their UDC-DCSL clinics. These may include a variety of types of documents: (1) a lawyer's legal opinion letter to a client; (2) a pleading; (3) a motion with points and authorities; (4) a memorandum of law; (5) a contract; (6) a proposed order of settlement; or (7) any other legal writing that is neither boilerplate nor substantially rewritten by the supervisor.

The individual clinic supervisor must certify work done in the supervisor's clinic as satisfying the UDC-DCSL ALWR. The Chair of the Clinical Affairs Committee, or Associate Dean for Academic Affairs in the Chair's absence, must review and approve the Clinic Portfolio to assure that the portfolio satisfies the student's ULWR.

1.6 **Academic Calendar**

Candidates for the Juris Doctor degree must complete a course of study extending over a period of not fewer than three academic years. An academic year consists of no fewer than 130 days on which classes are regularly scheduled, extending over no fewer than 8 calendar months. Regular and punctual class attendance is necessary to satisfy residence and class hour requirements. (See 3.9, Attendance.)

In any semester, a full-time student may not enroll in courses totalling more than seventeen (17) credit hours without prior permission of the Associate Dean for Academic Affairs. A student in the part-time division may not enroll in courses totalling more than eleven (11) credit hours without prior permission of the Associate Dean for Academic Affairs.

UDC-DCSL does not permit accelerated completion of the full-time J.D. program. A full-time student is required to complete six regular semesters (not including summer semesters) regardless of the academic credits the student has acquired prior to the beginning of the sixth regular semester.

After completing the first-year curriculum (two years for part-time students), part-time students will be able to move at their own pace. By following the Model Schedule (Section
3.4.2.2) or accelerating with summer school and full-time study, part-time students will graduate in a total of 4 to 5 years. Students may also transfer into the full-time program after completing the required first-year curriculum. Those students could complete the degree requirements in 3 1/2 years, including two summer semesters.

1.7 **Time Frames**

A student must satisfy all graduation requirements within five consecutive calendar years from the date of initial enrollment regardless of any leaves of absence, withdrawals or suspensions. Failure of a student to satisfy the time limitation may result in loss of first year credits or UDC-DCSL graduation rights.

1.8 **Transfer Between the Part-time and Full-Time Programs**

1.8.1 A student enrolled in the part-time division may transfer to the full-time program in any semester after completion of the first-year curriculum of the part-time division, including summer courses. The student must register for the full-time program in accordance with the registration procedures of the School of Law.

1.8.2 A student who transfers to the full-time program must meet all the requirements for the completion of the full-time program. All grades, credits, and quality points earned in the part-time program shall be transferred and become a part of the student’s full-time program academic record.

1.9 **Graduation Clearances**

Prior to graduation a student must receive clearance from the following administrative offices:

- **Finance Office** -- All financial obligations to the Law School must be satisfied.
- **Registrar** -- The Registrar must certify that all academic requirements have been met.
- **Financial Aid Office** -- Each student receiving financial aid is required to have an exit interview.
- **Library** -- All obligations to the Law Library must be satisfied.

A student who has not received clearance from the Finance Office, the Financial Aid Office, and the Library is not entitled to receive any of the following: a diploma, a final transcript, and certification to the bar as having graduated and met the requirements for eligibility to sit for
the bar examination. These restrictions apply even if the student otherwise has met all academic requirements for graduation.

1.9.1 Completion of Degree Requirements and Attendance at Graduation

Diplomas may be awarded in February, May, and October. The faculty must vote to confer the degree of Juris Doctor on each qualified student.

To be recommended by the faculty for graduation, a student must have completed satisfactorily the scholarship, curriculum, writing, residence, and other requirements for the degree for which the student is registered.

1.9.2 Participation in the Graduation Ceremony

All graduating students are expected to participate in their honors convocation and graduation ceremonies. It is the policy of the School of Law to permit students who are within 10 credits of completing their graduation requirements to participate in the honors convocation and graduation ceremony. A student who has not completed satisfactorily the forty hours of community service required as part of the first-year Law and Justice course may not participate in the honors convocation and graduation ceremony.

SECTION II. STUDY LOAD, COURSE AND WORK LIMITATIONS

2.1 Maximum Credit Hours

2.1.1 Full-time Students

In any semester, a student in the full-time program may not enroll in courses totalling more than seventeen (17) credit hours without prior permission of the Associate Dean for Academic Affairs.

2.1.2 Part-time Students

In any semester, a student in the part-time program may not enroll in courses totalling more than eleven (11) credit hours without prior permission of the Associate Dean for Academic Affairs.

2.2 Minimum Credit Hours

2.2.1 Full-time Students

Full-time students must maintain a minimum course load of 10 credit hours throughout the semester.
2.2.2 Part-time Students

Part-time students must maintain a minimum course load of 7 credit hours throughout the semester.

2.3 Maximum Work Hours

The program of instruction in the School of Law is a demanding one designed to command substantially all of the student's time during the academic year. Experience indicates that a student frequently cannot successfully carry a full-time course load if employed in an outside job. Excessive employment is a frequent cause of disappointing academic performance and of academic failure. For these reasons, professional organizations, including accrediting agencies and the bars of many jurisdictions, require that a student enrolling in a full-time program be in a position to devote substantially all working hours to the study of law. The School of Law strongly urges first-year, full-time students not to accept outside employment.

In no case may a full-time student exceed 20 hours of outside employment per seven-day week during the academic year. This restriction does not apply to holiday periods. This is an ABA Standard as well as a UDC-DCSL one. In addition, the School of Law will not grant extraordinary permission to any student to take a deferred examination, submit a late paper, or alter a course schedule on grounds of employment conflicts.

Part-time students will be permitted to work to the extent that their work does not unduly interfere with the demands of the school.

SECTION III. REGISTRATION, COURSE CHANGES & RELATED MATTERS

3.1 Registration

A student who has not registered for a course will not be admitted to the final examination and will not receive any credit for participation in the course. Registration is official only after all steps have been completed, including financial clearance.

3.2 Registration Schedule

(a) Fall Registration

Fall registration for students in the first-year class takes place preceding the orientation program. Returning students complete their registration prior to the commencement of fall classes by following the procedures announced by the Registrar. Dates for registration appear each year in the academic calendar.

(b) Spring Registration
During the fall semester, students complete their registration prior to the commencement of spring classes by following the procedures announced by the Registrar. Dates for spring registration appear each year in the academic calendar.

(c) **Summer Registration**

Students register for the summer term before the last day of classes of the spring semester. Registration is completed by obtaining the required signatures on a registration form.

(d) **Late Registration**

Registration after the regularly scheduled dates and hours for registration for the semester will result in the assessment of a late fee.

3.3 **Registration Priority**

Priority for registering in courses with limited enrollment is based on a student’s law school entrance date and requirements, such as prerequisites, specified by the professor. Students who withdraw from the school for any reason for one semester or more will have their starting date adjusted accordingly.

In registering for clinics, each student completes a form ranking clinic selections in order of preference and submits it to the Registrar. The Associate Dean for Academic Affairs and the Registrar conduct a lottery to accommodate student preferences to the extent practicable.

3.4 **Registration for Required Courses and Clinics**

Matriculated students are responsible for registering for and completing their required credits, courses, and clinics in a timely manner. The following are scheduling and assignment procedures for different categories of students:

3.4.1 **Requirements and Options**

(1) All first-year students must complete the 1 credit course in Law and Justice including a community service project of forty hours.

(2) All students must take Property I and II in the second year.

3.4.2 **Basic Schedules of Courses**
3.4.2.1 Full-time Students

The following program schedules, showing when required courses and clinics are offered, will assist students in planning their schedules:

**Basic Schedule of Required Courses and Clinics**

**First Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawyering Process I (3)</td>
<td>Lawyering Process II (2)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Criminal Procedure (3)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Civil Procedure I (3)</td>
<td>Civil Procedure II (3)</td>
</tr>
<tr>
<td>Torts (3)</td>
<td>Torts II (3)</td>
</tr>
<tr>
<td>Law and Justice Including 40 Hours of Community Service (1)</td>
<td>Legal Reasoning I*</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law I (4)</td>
<td>Constitutional Law II (4)</td>
</tr>
<tr>
<td>Evidence (4)</td>
<td>Clinic I (7)</td>
</tr>
<tr>
<td>Property I (3)</td>
<td>Property II (3)</td>
</tr>
<tr>
<td>Moot Court (2)</td>
<td>Electives or Core Courses</td>
</tr>
<tr>
<td>Professional Responsibility (2)***</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Legal Reasoning II**</td>
<td></td>
</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic II (7)</td>
<td>Internship ****</td>
</tr>
<tr>
<td>Electives or Core Courses</td>
<td>Electives or Core Courses</td>
</tr>
</tbody>
</table>

*This course is required for certain students, optional for others. See Section 1.3.2.

**This course is required for certain students, optional for others. See Section 1.3.3.

***Professional Responsibility is required for graduation. It may be taken either in the second or third year.
Internship is not a required course or clinic, nor is it a substitute for any required clinic experience. It is listed here as a planning reminder that a student may not take clinic and Internship at the same time.

Core Courses

Students are required to choose three courses from the following menu, choosing one from each of the following columns:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organizations I (3)</td>
<td>Family Law (3)</td>
<td>Federal Courts (3)</td>
</tr>
<tr>
<td>Business Organizations II (3)</td>
<td>Wills and Estates (3)</td>
<td>Conflict of Laws (3)</td>
</tr>
<tr>
<td>Federal Tax (3)</td>
<td>Administrative Law (3)</td>
<td>Remedies (3)</td>
</tr>
<tr>
<td>Commercial Law (UCC) (4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4.2.2 Part-time Students

The required first-year curriculum of the part-time division will take two years for each student to complete. The courses totalling 43 credits are:

Law and Justice (1)                      Criminal Law (3)
Lawyering Process I and II (5)           Criminal Procedure (3)
Torts I and II (6)                        Property I and II (6)
Contracts I and II (6)                    Moot Court (2)
Civil Procedure I and II (6)              Professional Responsibility (2)
Elective (3)                              

The sequencing of first-year courses will depend on the year of matriculation. Students admitted in odd-numbered years will take the first-year curriculum in an A-B sequence. Students admitted in even-numbered years will take the curriculum in a B-A sequence. The model schedule also calls for each part-time student to enroll in a 3 or 4 credit course during the summer following their second year of studies.

Upper-level part-time students will normally take 25 credits in the third year, including summer courses, following the fourth semester consisting of Constitutional Law I and II (8), Evidence (4), Clinic (7) and an elective (3). They will normally take 22 credits in the fourth year, including summer courses, following the sixth semester consisting of Clinic (7), Core Courses and electives (9). A model four-year schedule follows:
## Model Four-year Schedule

<table>
<thead>
<tr>
<th>A-B Sequence (Admission in Odd-Numbered Years)</th>
<th>B-A Sequence (Admission in Even-Numbered Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall - 10 credits</strong></td>
<td><strong>Spring - 11 credits</strong></td>
</tr>
<tr>
<td>Law and Justice (1)</td>
<td>Torts II (3)</td>
</tr>
<tr>
<td>Lawyering Process I (3)</td>
<td>Contracts II (3)</td>
</tr>
<tr>
<td>Torts I (3)</td>
<td>Lawyering Process II (2)</td>
</tr>
<tr>
<td>Contracts I (3)</td>
<td>Criminal Procedure (3)</td>
</tr>
<tr>
<td><strong>Fall - 11 credits</strong></td>
<td><strong>Summer Courses</strong></td>
</tr>
<tr>
<td>Civil Procedure I (3)</td>
<td>Evidence (4)</td>
</tr>
<tr>
<td>Criminal Law (3)</td>
<td>Professional Resp. (2)</td>
</tr>
<tr>
<td>Property I (3)</td>
<td>Moot Court (2)</td>
</tr>
<tr>
<td>Moot Court (2)</td>
<td>Clinic (7)</td>
</tr>
<tr>
<td>Elective (3)</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>Fall - 11 credits</strong></td>
<td><strong>Spring - 11 credits</strong></td>
</tr>
<tr>
<td>Constitutional Law I (4)</td>
<td>Constitutional Law II (4)</td>
</tr>
<tr>
<td>Evidence (4)</td>
<td>Clinic (7)</td>
</tr>
<tr>
<td>Elective (3)</td>
<td><strong>Summer Courses</strong></td>
</tr>
<tr>
<td><strong>Fall - 11 credits</strong></td>
<td><strong>Fall - 11 credits</strong></td>
</tr>
<tr>
<td>Evidence (4)</td>
<td>Torts I (3)</td>
</tr>
<tr>
<td>Professional Resp. (2)</td>
<td>Contracts I (3)</td>
</tr>
<tr>
<td>Moot Court (2)</td>
<td>Property I (3)</td>
</tr>
<tr>
<td>Clinic (7)</td>
<td>Moot Court (2)</td>
</tr>
<tr>
<td>Electives</td>
<td>Elective (2)</td>
</tr>
<tr>
<td><strong>Fall - 10 or 11 credits</strong></td>
<td><strong>Spring - 10 or 11 credits</strong></td>
</tr>
<tr>
<td>Clinic (7)</td>
<td>Electives</td>
</tr>
<tr>
<td>Electives</td>
<td>Evidence (4)</td>
</tr>
<tr>
<td><strong>Spring - 10 or 11 credits</strong></td>
<td><strong>Fall - 11 credits</strong></td>
</tr>
<tr>
<td>Constitutional Law I (4)</td>
<td>Constitutional Law II (4)</td>
</tr>
<tr>
<td>Evidence (4)</td>
<td>Clinic (7)</td>
</tr>
<tr>
<td>Elective (3)</td>
<td><strong>Electives</strong></td>
</tr>
</tbody>
</table>
3.4.3 Basic Schedule of Electives

The faculty has approved a list of electives that may be offered regularly or as often as feasible, based on demand and the availability of resources and teachers. The following groups of electives are based on the priorities established by the faculty:

Courses that are offered every year:

Administrative Law
Advanced Criminal Procedure
Advanced Legal Writing
Business Organizations I and II
Commercial Law: Secured Transactions and Payment Systems
Conflict of Laws
Employment Discrimination
Family Law
Federal Courts
Immigration Law
Immigration Law Seminar
Independent Study
Internship Seminar
Internship and Internship Seminar
Internship and Internship Tutorial
Remedies
Tax I (Personal)
Trial Advocacy
Wills and Estates

Courses that will be offered as often as feasible:

Alternative Dispute Resolution
Appellate Advocacy
Bar Skills Essay Writing
Civil Rights Law
Civil Rights Law Seminar
Education Law
Environmental Law
Gender, Sexual Orientation and the Law
Gender, Sexual Orientation and the Law Seminar
International Law
International Human Rights
International Human Rights Seminar
Katrina and Beyond: Disaster Prevention and Recovery, Social Justice, and Government Accountability
Law of the Death Penalty
Law of the Death Penalty Seminar
Mass Communication Law
Race and the Law
Race and the Law Seminar
Rights of People with Disabilities
System Change: Theory and Practice
Tax Practice and Procedure

3.5 Prerequisites

3.5.1 Course Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure II</td>
<td>Civil Procedure I</td>
</tr>
<tr>
<td>Contracts II</td>
<td>Contracts I</td>
</tr>
<tr>
<td>Lawyering Process II</td>
<td>Lawyering Process I</td>
</tr>
<tr>
<td>Clinic I</td>
<td>Lawyering Process I and II</td>
</tr>
<tr>
<td>Moot Court</td>
<td>Lawyering Process I and II</td>
</tr>
<tr>
<td>Clinics requiring court certification</td>
<td>41 credits including Evidence and Criminal and Civil Procedure</td>
</tr>
<tr>
<td>Advanced Contracts</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Advanced Criminal Procedure</td>
<td>Criminal Law and Criminal Procedure</td>
</tr>
<tr>
<td>Advanced Legal Writing</td>
<td>Lawyering Process I and II, Moot Court</td>
</tr>
<tr>
<td>Torts II</td>
<td>Torts I</td>
</tr>
<tr>
<td>Property II</td>
<td>Property I</td>
</tr>
<tr>
<td>Tax II</td>
<td>Tax I</td>
</tr>
<tr>
<td>Trial Advocacy</td>
<td>Evidence</td>
</tr>
<tr>
<td>Commercial Law</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Wills and Estates</td>
<td>Property I</td>
</tr>
<tr>
<td>Sales</td>
<td>Contracts I and II</td>
</tr>
<tr>
<td>Internship Program</td>
<td>Successful completion of three semesters of law school</td>
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</table>
3.5.2 Clinic and Internship Prerequisites

Prior to registering for the first clinic (Clinic I), students must successfully complete Lawyering Process I and II. Students may enroll in only one clinic per semester. Students may participate in only one Internship during their studies at the School of Law. Students may not register for a clinic and an Internship in the same semester.

Full-time students must successfully complete three semesters of law school before they may enroll in an Internship, absent special permission. Part-time students must successfully complete six semesters of law school before they may enroll in an Internship, absent special permission.

Students may not register for the same clinic to satisfy their Clinic I and Clinic II requirements. But students may take any clinic as an elective, including a clinic they have previously taken as a required clinic, subject to limitations in the enrollment of the desired clinic.

Students wishing to earn up to two additional credits (100 hours) in a clinic must have prior approval of the clinic supervisor and the Associate Dean for Academic Affairs before they work those hours. The clinic supervisor must certify approval by a memo to the Registrar.

The maximum number of credit hours that may be earned toward graduation by a student in clinical program courses is twenty-seven (27). Such program courses include the regularly scheduled clinics, elective clinics, the internship, and any other courses or programs for credit designated as clinical by the School of Law.

3.6 Independent Study

To register for an Independent Study, students must submit a proposal and an Independent Study Registration Form to the Associate Dean for Academic Affairs. The proposal must describe in detail the work that will be done, the material that will be studied, the work product the student will produce, and the means of evaluation. The proposal also must include the name and signature of the faculty member who will supervise and evaluate the work and award a grade.

A student may earn a maximum of four (4) credit hours in independent study, but a student may not register for more than two (2) credits of independent study in any given semester. Independent Study is an elective course and may not be substituted for any required course at the law school.

See Section 3.7.2 for withdrawal from an Independent Study.

3.7 Adding and Dropping Courses and Clinics
A student may add or drop courses and clinics without academic penalty until the end of the Add/Drop period established by the Dean, subject to the limitations listed below in this Section.

3.7.1 Additions Requiring Written Permission

During the Add/Drop period, a student may add a limited enrollment course only with written consent of the course instructor and the Associate Dean for Academic Affairs. A student may add a required clinic only with written consent of the supervisor of the particular clinic. A student may add an elective clinic by using the Elective Clinic Form and obtaining the proper signatures. A student may add an Independent Study course during an add/drop period by completing the Independent Study form.

Adding a limited enrollment course or a clinic that leads to a credit load of more than 17 credits for a full-time student or 11 credits for a part-time student for the semester requires the written consent of the Associate Dean for Academic Affairs.

Finally, students should note that classes or sessions missed in a course or clinic during the add/drop period count as absences in a determination of total absences in the added course or clinic (cf. Section 3.9).

3.7.2 Withdrawals Requiring Written Permission During the Add/Drop Period

During the add/drop period, a student may not withdraw from a required course, a limited enrollment course, a clinic, an independent study, or an internship without the written permission of the Associate Dean for Academic Affairs. The Registrar shall retain a copy of the signed permission in the student’s permanent record file.

3.7.3 Course Load Changes For Students

During the add/drop period, a student’s add/drop course changes may not result in a course load of fewer than ten (10) credit hours of course work for a full-time student or seven (7) credits hours for a part-time student. Exceptions to this rule may be approved by the Associate Dean for Academic Affairs in extraordinary circumstances. The Registrar shall maintain a copy of the signed permission in the student’s permanent record file.

3.8 Withdrawals After the Add/Drop Period

3.8.1 Changes That May Not Be Made After the Add/Drop Period

After the add/drop period, a student may not withdraw from a required course, a limited enrollment course, a clinic, an independent study, or an internship unless the Associate Dean for Academic Affairs gives written permission in light of extraordinary circumstances.
3.8.2 Withdrawing from Courses/Clinics After the Add/Drop Period

A student may withdraw from a course (except a clinic, a required course, an internship, or an independent study) at any time up until the last day of regularly scheduled classes. If the student withdraws from a course after the end of the add/drop period established by the Dean, but prior to the last day of regularly scheduled classes, a grade of withdraw ("W") will be entered for the course. This grade will not be included in the computation of the semester grade point average or the cumulative grade point average. A student may only withdraw from a clinic, a required course, an internship, or an independent study with the written permission of the Associate Dean for Academic Affairs. The Registrar shall maintain a copy of the signed agreement in the student's permanent record file.

With the written permission of the Associate Dean for Academic Affairs, a first-year student in the first semester may withdraw from one course (other than LP I) at any time prior to the end of the last day of regularly scheduled classes for the semester. The Registrar shall maintain a copy of the signed agreement in the student's permanent record file.

3.9 Attendance

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

"Satisfactory attendance" in a course means attendance at a minimum of 85% of scheduled classes during the course of the semester. The percentage of absences is intended to account for the range of minor illnesses, family obligations, interviews, and unplanned events that occur. In the case of illness or the like that extends over a prolonged period of time necessitating absence for more than four consecutive sessions of a given course, special exceptions to the attendance requirements may be made by the instructor. Ordinarily, special exceptions will also be made for religious observances. Individual professors have the discretion to require a higher percentage of attendance by students by written notice to the students.

3.9.1 Attendance in a Required Course

If a student's attendance in a required course, clinic, limited enrollment course, or internship is not satisfactory, the student shall be excluded from the remainder of the classes or course sessions and shall receive a failing grade ("F") for the course.

3.9.2 Attendance in a Non-Required Course
If a student’s attendance is not satisfactory in a non-required course that is not a clinic, limited enrollment course, or internship, the student shall be excluded from the remainder of the classes or course sessions. If the course exclusion results in a course load of fewer than ten (10) credit hours for the semester, the student shall receive a failing grade ("F") for the course. Otherwise, the student will receive a grade of Withdraw ("W") for the course.

3.9.3 Classes to Which the Attendance Policy Applies

The provisions of the attendance policy will apply to all regularly scheduled classes during a semester, including make-up classes and classes held during the add/drop period.

3.9.4 School Closing Due To Weather

During inclement weather, UDC-DCSL follows the policy of the University of the District of Columbia respecting school closing.

3.10 Transfer of Credits

3.10.1 Credits Earned Prior to Admission

Students who transfer from another law school to UDC-DCSL must submit at or before the time of their acceptance of admission a written petition to the Associate Dean for Academic Affairs for a transfer of credits. The Associate Dean may allow the student to apply credits for such courses toward the satisfaction of UDC-DCSL's graduation requirements, subject to the Associate Dean's approval and the following conditions:

a. The school from which a student is transferring must be an ABA accredited law school or a non-ABA approved law school if it has been granted the power to confer the J.D. degree by the appropriate governmental authority or its graduates are permitted to sit for the bar examination in that jurisdiction and the contents of the courses meet UDC-DCSL requirements;
b. The student must be in good standing at that school;
c. The student must have achieved a grade of "C" or better in the course; and
d. If UDC-DCSL offers the course, the number of credits transferred will be equal either to the credits earned in the course at the other school or at UDC-DCSL, whichever is lower.

A transfer student is subject to the same graduation, honors, and residency requirements as any other matriculated UDC-DCSL student.

Transferred credits are treated the same as a "Pass." They count toward the student's credit requirements, but the grade is not included in the calculation of the student's UDC-DCSL cumulative grade-point average (CGPA). UDC-DCSL will not accept more than thirty (30)
credits transferred from another ABA accredited law school the student attended prior to admission to UDC-DCSL.

3.10.2 Credits Earned After Admission

A student enrolled and in good academic standing at UDC-DCSL who wishes to take up to six hours of credit a semester as a non-visitor at other ABA accredited institutions must receive prior approval in writing from the Associate Dean for Academic Affairs. The faculty may award credit for such courses, subject to the same conditions described in Section 3.10.1 on credits earned prior to admission. The Associate Dean for Academic Affairs may approve up to 30 hours of visiting credit (including the 6 hours mentioned above) in extraordinary circumstances beyond the student’s control, including (1) a student’s or a student’s close relative or partner’s serious health problem that requires the care of a specialist not available in the area; (2) a serious health problem of a student’s relative or partner requiring the care of the student; (3) a mandatory job change of the student’s spouse or partner; (4) a custody dispute in another state that requires the presence of the student during an extended period; and (5) other extraordinary circumstances.

To enroll in a course at another ABA accredited law school, the student must follow a specified process:

(1) Obtain a Permission to Take Courses for Transfer Credit Form;

(2) Complete that form and submit it, along with a catalog description of the course or courses you plan to take, to the Associate Dean for Academic Affairs;

(3) Review your plan with the Associate Dean for Academic Affairs to resolve issues of acceptability of the proposed courses and the amount of credit to be transferred;

(4) If the Associate Dean approves your plan, return the signed form to the Registrar’s Office; and

(5) Request a Letter of Good Standing, if you need one, from the Registrar, who will send it to the Associate Dean for Academic Affairs for approval.

(6) When you complete a course at another law school with a grade of C or better, you must fill out a UDC-DCSL Request for Transfer of Credits Form and have the host school send an official transcript to the UDC-DCSL Registrar.

N.B.: If you do not receive prior permission to take a course elsewhere, UDC-DCSL will not accept the transfer credits.

3.11 Auditing Courses
A UDC-DCSL student wishing to audit a course must obtain an Audit Permission Form and must obtain the written permission of the professor. Persons not enrolled in the School of Law may audit a course only with the written permission of the Associate Dean for Academic Affairs and the professor. The form must then be filed with the Registrar. If the application is for auditing a limited enrollment course or a course that meets in a classroom with a limited number of seats, the audit application may not be completed until the total registered enrollment is complete.

Individuals not enrolled in the School of Law or in the University of the District of Columbia will be charged a fee of $50.00 for auditing a course regardless of the number of class periods in the course during a semester. Permission to audit a course may be revoked at any time during the course by the professor or the Associate Dean. The professor has no obligation to evaluate any work that an auditor may do, to call upon an auditor, or to answer questions raised by an auditor. An auditor may not claim credit for auditing the course, and the transcripts of UDC-DCSL students auditing a course will not reflect the audit.

3.12 Transcript Requests

A student may request a transcript by completing a Transcript Request Form. The completed form must be signed and dated by the student. There will be an initial fee for a transcript and an additional, smaller fee for each additional copy of a transcript requested.

3.12.1 Letter of Good Standing

A student may request a letter of good standing for any reason, and it will be provided to the student upon the following conditions:

a. The student has a cumulative grade point average of 2.0 or better at the time of the request, and

b. The student is unconditionally eligible to return to and enroll in courses at UDC-DCSL. If a student has a cumulative grade point average of 2.0 or better, but has conditions or limitations upon his or her eligibility to return to or enroll in courses at UDC-DCSL, the letter will contain statements and information reflecting those conditions or limitations (e.g. Honor Code violations, administrative probation, other disciplinary matters). The student will be informed of such “disclosures.” A request by a student for a letter of good standing constitutes the authorization of the student for the disclosure of information consistent with the provisions of paragraph b.

3.13 Examination and Deferred Examination Procedures

All students must appear for mid-term and final examinations at the scheduled dates and times. Failure to attend any examination will result in the student's receiving a zero for that
examination unless the student has either received preliminary approval from the professor or has notified the Associate Dean of Students prior to the examination, except in the case of an emergency which by its nature prevents a phone call to the School of Law. Final approval for an exam absence will be granted only after submission of satisfactory documentation of the medical conditions or extenuating circumstances that prevented the student from appearing at the scheduled examination(s). Students must provide documentation to the Associate Dean as soon as possible, generally within the examination period. Failure to do so will result in the absence being treated as unexcused.

The Associate Dean of Students shall approve or deny the student's request for an excused absence. Once a request has been preliminarily approved, the Associate Dean will notify the affected course professor(s). It is the student's responsibility to secure prior approval for any anticipated absence from an examination. The student is responsible for making all reasonable efforts to contact the Associate Dean, or, if the dean is unavailable, to contact the Registrar of the School of Law. The Associate Dean or the faculty member will administer a make-up examination within the examination period if possible, or immediately upon the student's return to the School of Law.

All examinations shall be conducted using only the student's examination number as an identifier on the examination book(s). At the discretion of the professor or the Associate Dean, examinations may or may not be attended by a proctor. UDC-DCSL operates on an honor system, and all students are expected to adhere to the highest standards of ethical conduct with respect to the administration of all examinations and other evaluation devices. No books or papers, with the exception of blank papers, are allowed in the examination room unless the examination is designated as an open book examination. Similarly, no discussion between or among students is permitted within or outside the examination room at any time during the examination.

3.14 Faculty Advisor Program

The School of Law has a Faculty Advisor program. Each new student is assigned to a Faculty Advisor within two weeks of the Fall registration. The program is designed to provide students with the opportunity to meet informally with a faculty member for advice, counseling, or referral on a variety of subjects including course and clinic selection, employment and career counseling, bar examination information and academic support. Faculty Advisors also supervise the community service component of the Law and Justice course. Students are encouraged to seek assistance in any areas about which they have questions and concerns. UDC-DCSL suggests that students meet with their advisors, at a minimum, at the beginning of the semester, after midterms have been evaluated, and thereafter on an as-needed basis.

The UDC-DCSL honor system is set forth in Volume II of this Handbook.
SECTION IV. ACADEMIC STANDARDS AND REQUIREMENTS

4.1 Academic Program and Schedule

The faculty is responsible for the design of the curriculum of the School of Law. The Associate Dean for Academic Affairs is responsible for implementing the delivery of the curriculum. All courses required for graduation shall be offered at least once each academic year.

4.2 Grading System and Grades

Faculty must submit all final course grades to the Registrar not later than 30 calendar days following the administration of the examination in the course. Faculty members in need of an extension for submitting grades beyond the stated deadline due to extraordinary circumstances must submit a request in writing to the Associate Dean for Academic Affairs at the earliest opportunity, and before the submission deadline. The Associate Dean shall have the discretion to grant an extension for up to 10 calendar days in the event of extraordinary circumstances. The Associate Dean shall also have the discretion, in appropriate circumstances, to grant one of the alternative remedies described below.

The Associate Dean shall have the discretion to grant one or more of the following remedies to students in any course in which grades have not been submitted within 45 calendar days following the last examination of the term:

a) Permit individual students in the course to petition the Associate Dean to receive a grade of pass/fail for the course, based on a showing of good cause. A student choosing this option must sign an agreement acknowledging that the grade rendered is binding upon the student;

b) Permit students in the course to petition the Associate Dean to have another faculty person evaluate the student’s course work and render a final grade, based on a showing of good cause. A student choosing this option must sign an agreement acknowledging that the grade rendered is binding upon the student;

c) Permit students to petition the Associate Dean to wait for the regular course faculty member to render a final grade, based on a showing of good cause. A student exercising this option may opt out, and choose option (a) or (b) at any time following the Associate Dean’s decision to grant alternative remedies.

In any event, the Associate Dean shall have the discretion to adopt an appropriate remedy under circumstances in which the Associate Dean determines that a faculty member will not be able to submit grades in accordance with the deadlines set forth in this policy.
A grade may be corrected at any time to rectify a clerical error or other administrative mistake.

Students’ academic performance at the School of Law shall be measured and recorded using letter grades and grade points, as follows:

- grade point 4.0 = letter grade "A" - Superior Performance;
- grade point 3.0 = letter grade "B" - Above Average Performance;
- grade point 2.0 = letter grade "C" - Satisfactory Performance;
- grade point 1.0 = letter grade "D" - Marginal Performance;
- grade point 0.0 = letter grade "F" - Unsatisfactory Performance.

To provide for greater flexibility in measurement of academic performance, the award of a letter grade will include the assignment of a plus (+) or minus (-) to grades A, B, and C when it is warranted. A plus (+) may be assigned to a D, but not a minus (-). The numerical equivalent of a plus grade shall be three-tenths higher than the regular grade. For example, a B+ will have a numerical equivalent of 3.3. The numerical equivalent of a minus grade shall be three-tenths lower than the regular grade; for example, a B- will have a numerical equivalent of 2.7.

Files of evaluations of students in a clinic in any given semester shall be made available to any subsequent clinic supervisor. A supervisor wishing to review student evaluations shall submit a written request to the Chair of the Clinical Affairs Committee indicating the student evaluation files to be reviewed.

4.3 Withdrawals

See Section 3 of this Handbook for UDC-DCSL’s policy on withdrawals from courses and clinics.

4.4 Incompletes (Courses Not Completed)

It is the policy of the UDC-DCSL faculty to determine students’ grades based on the work performed by students during a course, including the examination period. As a general rule, faculty members take into account the failure of a student to complete tasks (or to do so in a timely fashion) or the failure to take examinations as scheduled by reducing the grade of the student and, in appropriate instances, by entering a grade of F.
The faculty recognizes, however, that occasionally unanticipated events preclude a student from completing all course work in a timely fashion. The faculty also recognizes that in a clinical course a student's completion of clinic work may be delayed for a short period of time by an event beyond the control of the student. The faculty believes that such circumstances may warrant allowing the student an additional period of time to complete the missing course work. Often the student will be able to complete the work quickly and the faculty member will be able to enter a letter grade within the normal period for submitting grades. If the circumstances, however, prevent a faculty member from entering a letter grade within the normal grading period, the faculty may enter a grade of Incomplete.

A faculty member who enters a grade of Incomplete must establish a time certain for completion of the work, which date shall not be later than the one hundred twentieth (120) day following the end of the examination period during which the student took the course. In a case of extraordinary circumstances, the Associate Dean for Academic Affairs, upon the recommendation of the faculty member, may grant the student additional time beyond the one hundred twenty day period, but in no event may the time for completion exceed one year. In all cases, a faculty member entering a grade of Incomplete must furnish the Registrar an "Incomplete Grade Statement" that sets out the faculty member's reason(s) for granting the student additional time to complete the student's course work, identifies the course work to be completed, and establishes a date for completion of the work. If the faculty member has not changed an Incomplete to a final grade within one year, the Registrar shall automatically change the grade to an “F.”

4.5 First-Year Academic Requirements

(a) A first-year student whose semester grade point average (S.G.P.A.) for the first semester is less than 2.3 shall participate in the Mason Enhanced Program of Academic Success.

(b) A first-year student whose semester grade point average (S.G.P.A.) for the first semester is less than 1.85 shall be required to:

(1) apply to the Dean for admission to the Mason Enhanced Program in accordance with the provisions below; or

(2) take a leave of absence and apply for readmission for the following Fall Semester as a first-year law student (see procedures or conditions in 4.5 (d) below); or

(3) withdraw from the School of Law (see Section 4.8.2).
(c) For purposes of Section 4.5 only, grades of Incomplete ("I") and Withdrawal ("W") beyond the first withdrawal shall be assigned a numerical value of zero ("0") and shall be included in a computation of the student's semester grade-point average (S.G.P.A.).

For the purposes of separation for academic deficiency and for probation status, the cumulative GPA (C.G.P.A.) is calculated solely on the basis of final grades and does not include end-of-semester grades in year long courses (i.e., courses whose final grade comes only at the end of two semesters). However, for purposes of sections (a) and (b) above, the calculation of a cumulative GPA (C.G.P.A.) will include end-of-semester grades in year long courses, if any.

(d) Readmission under Section 4.5 (b)(2) shall be conditioned upon the following steps and conditions:

(1) the student shall submit a letter to the Academic Standards Committee readmission. The student shall in the letter explain how circumstances which caused or contributed to the poor academic performance have changed. The student shall also state in the letter why the student will be able to improve performance to a level adequate for successful completion of the academic program;

(2) the Committee accepts the application for re-admission (readmission under Section 4.5(b)(2) is not automatic); and

(3) the student, if readmitted, shall participate in a counseling program conducted by the Dean's designee prior to re-registration.

A student who elects to take a leave of absence under Section 4.5(b)(2) shall, upon readmission, be considered a first-year law student and shall be required to repeat the entire first-year program. The student's grades from the initial admission shall be retained on the student's transcript, but shall not be included in the readmitted student's cumulative grade point average (C.G.P.A.) or considered for purposes of graduation or future academic standing. If a student readmitted under Section 4.5(b)(2) earns a semester grade point average (S.G.P.A.) of less than 2.0 for his or her first semester courses after readmission, the student shall be permanently separated from the School of Law for academic deficiency. If his/her cumulative grade point average (C.G.P.A.) is below 2.0 for the first full year of readmission, the student shall be permanently separated from the School of Law for academic deficiency.

4.6 Mason Enhanced Program

First-year students with a first semester grade point average under 2.3 must participate in the Mason Enhanced Program (see 4.5(a)). The Mason Enhanced Program includes, but is not limited to, the requirement that the first-year, full-time student with a G.P.A. below 2.3 must
take the two-credit course, Legal Reasoning I, in the second semester. First-year, part-time students with a G.P.A. below 2.3 are required to participate in a specially designed academic support program offered during the evening hours. (See Section 1.3) A student in the Mason Enhanced Program, like second- and third-year students, must meet the academic requirements specified in Section 4.7 below.

Second year, full-time students with a first year cumulative grade-point average 1.85 or more, but below 2.3, must take the two-credit course, Legal Reasoning II, in the fall semester of their second year. Second year, part-time students with a G.P.A. below 2.3 are required to participate in a specially designed academic support program offered during the evening hours. (See Section 1.3)

4.7 Separation for Academic Deficiency

Except for the provisions of Section 4.7.1(b), upon a student’s notification of separation for academic deficiency, the Registrar shall immediately cancel the student’s registration. A student whose registration is cancelled because of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

4.7.1 Separation at the End of the First Year

A student whose cumulative grade point average (C.G.P.A.) falls below 1.85 for required first year courses taken during the first two semesters of matriculation shall be separated from the School of Law for academic deficiency.

If a student receives a notice of separation for academic deficiency more than thirty (30) days after the first day of classes of the semester due to the effect of an Incomplete ("I") being changed to a low letter grade, late posting of grades, or any other reason, the student must either:

(a) accept immediate separation; or

(b) complete the course work for the current semester and then begin separation from the School of Law (UDC-DCSL will not recompute the GPA based on grades received by the student during the semester).

A student who accepts immediate separation for academic deficiency after receiving notice more than thirty (30) days after the first day of classes of the current semester shall receive a full refund of the tuition already paid for the semester just begun and for any tuition paid in advance for a subsequent semester. If a student elects to complete the current semester after notice of separation for academic deficiency, his/her separation shall become effective at the beginning of the following semester, regardless of the grades or cumulative grade point average.
achieved during the current semester. The student will not receive a refund of tuition for the current semester, but will receive a refund of any tuition paid in advance for a subsequent semester.

For purposes of determining academic deficiency, including academic probation under Section 4.11, UDC-DCSL will calculate a student's semester grade point average (S.G.P.A.) and cumulative grade point average (C.G.P.A.) solely on the basis of final grades. For purposes of this Section, the final grade for any course lasting more than one semester shall be the final grade received at the end of the entire course.

If a student receives a notice of termination for academic deficiency but subsequently receives a change of grade that brings the student's C.G.P.A. above the threshold for termination, the student shall be notified of automatic reinstatement. The student's academic status in the law school is determined by the student's academic record as shown on the transcript at any given moment.

4.7.2 Separation After the First Year

After the spring semester of the first year, any student whose cumulative GPA (C.G.P.A.) remains below 2.0 for two (2) consecutive semesters shall be separated from the School of Law for academic deficiency. A summer semester in which the student is registered for fewer than ten (10) credits shall not be deemed to be a semester for purposes of applying the two-semester rule. Upon a student’s notification of separation for academic deficiency, the Registrar shall immediately cancel the student's registration. A student whose registration is cancelled because of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.
4.8 Voluntary Leave of Absence or Withdrawal From Law School

4.8.1 Voluntary Leave of Absence

A student may take a voluntary leave of absence from the School of Law. The student shall inform the Dean of the decision to take a leave of absence not less than ten (10) days prior to the beginning of the semester in which the leave of absence will begin, except that the Dean may waive such notice in her discretion in the event of extraordinary circumstances. A student who, at the time of the taking of the leave of absence, was in good standing shall be entitled to automatic reinstatement within two (2) years. The student must submit written notice to the Dean of intent to be reinstated not less than thirty (30) days prior to the beginning of the semester for which the student wants to be reinstated. A student who was not in good standing when the leave of absence started must apply in writing to the Dean stating the reasons why the student now feels prepared to resume his or her legal studies.

When a student is reinstated after a voluntary leave of absence, the student shall resume his or her former academic standing. All prior academic credits earned shall be retained and the student’s cumulative grade point average (C.G.P.A.) shall include all course work and grades taken prior to the voluntary leave of absence, as well as subsequent credits and grades. A student who does not reapply within two (2) years of a voluntary leave of absence shall be deemed to have withdrawn.

4.8.2 Withdrawal

A student may withdraw from the School of Law at any point. The student must, however, inform the Dean of the decision to withdraw. A student who withdraws from the School of Law and who subsequently seeks to return must apply to the Dean for readmission. The application for readmission shall be on a form approved by the Dean and shall be considered as part of the regular admissions process of new or transfer students. If the student is readmitted after withdrawal, the Dean may grant advanced standing based on course work previously taken and passed at the School of Law or any other accredited law school. In making a decision about advanced standing, the Dean will consider the amount of time that has passed since the course work was taken and other relevant factors.

4.9 Readmission After Separation For Academic Deficiency

A student separated from the School of Law for academic deficiency may apply for readmission after a minimum of two (2) semesters in accordance with the provisions of this section. The applicant for readmission shall petition the Academic Standards Committee under the following procedural policies. A student may be readmitted under this section only once.

4.9.1 Policy for Petitions for Readmission
Petitions for readmission shall be granted only if the Academic Standards Committee, by majority vote, finds: (1) that it is probable that the student will satisfy graduation requirements within the time permitted for graduation (see Section 1.7); (2) that some extraordinary or compelling circumstance(s) contributed to the student's inability to meet the academic requirements of the school; (3) that the prior disqualification does not indicate a lack of capacity to complete the course of study at UDC-DCSL; and (4) if the Committee determines that the academic separation resulted (in whole or in part) from a deficiency in any skill(s), that the applicant has demonstrated a dramatic improvement in the deficient skills. The Committee may require the student to complete diagnostic exercises to determine proficiency in any one or more skills.

In applying the test, the Academic Standards Committee may consider any factors its members believe are relevant, including the student's apparent ability and desire to become a lawyer, his or her record of academic performance at the school, and any other circumstances that may have impeded the student's performance. In its deliberations, the Committee will adhere to Standard 505 of the ABA Standards for the Approval of Law Schools. Applicants seeking readmission should consult Appendix B in this Handbook for details of the information that the applicant's petition must contain.

Applicants should note that the allotted time period for completion of a Juris Doctor degree is as follows:

A student must satisfy all graduation requirements within five consecutive calendar years from the date of initial enrollment, subject to the authority of the Dean to waive the five-year requirement. See Section 1.7.

The Academic Standards Committee may readmit the student subject to any conditions that the Committee believes will significantly contribute to academic success.

A student who received a grade of less than C in a required course must retake that course as a condition of readmission. If the Academic Standards Committee requires the student to take a course that the student previously passed, only the grade achieved in the retaken course shall be used for computation of semester and cumulative grade point averages.

4.9.2 Petition for Readmission Based on Medical Information

A student who bases his or her petition for readmission in any way on medical reasons must:

a) Sign a waiver of doctor/patient confidentiality and deliver a copy of that waiver to the doctor and to the Associate Dean for Academic Affairs for transmittal to the Academic Standards Committee. The Committee may then, in its discretion, pursue only the matters covered under b) below with the doctor.
b) Submit a letter from the student's doctor explaining:

1) the nature of the medical problem;

2) the information and views, if any, of the doctor outlining the causal relationship between the problem and the student's academic performance; and

3) the likely effect, if any, of that problem on the student's future academic performance.

c) Ask the doctor to cooperate with the Academic Standards Committee in verifying and discussing matters included in b) 1) through 3) above.

d) Students who have difficulty in complying with these regulations should consult with the Associate Dean or the Chairperson of the Academic Standards Committee at the earliest possible date.

Information obtained by the Academic Standards Committee as a result of the waiver described in 4.9.2 (a) above shall be kept strictly confidential by the Committee and such members of the faculty or administration with whom the information is shared pursuant to their official duties.

4.9.3 Transcript Policy and Academic Performance Requirements

If a student is readmitted after separation for academic deficiency, the student's academic transcript must continue to show semester by semester the record of all grades and credits attempted and earned prior to separation. However, for all required courses that the student must repeat (i.e., all those with a pre-separation grade of less than C), only the grades and credits for the courses retaken after readmission shall be counted for purposes of calculation of grade-point averages (semester and cumulative) and determination of total graduation credits. This policy also applies to any non-required courses the Academic Standards Committee requires the readmitted student to repeat as a condition for readmission. The previously earned grades and credits will continue to show on the transcript, but only the grades and credits earned in the repeated course will count for computation of cumulative and semester grade-point averages and accumulated graduation credits.

Thus, the transcript will contain a total, accurate, sequential record of academic performance of the student at UDC-DCSL.

A readmitted student shall be required to achieve a semester grade point average (S.G.P.A.) of at least 2.0 for each semester after readmission and shall be required to raise his or
her cumulative grade point average (C.G.P.A.) to at least 2.0 to become a candidate for the Juris Doctor degree.

A student may be readmitted under this section only once. A student who fails to maintain the required academic standard after being readmitted under this section shall be permanently separated from the School of Law for academic deficiency. Upon a student's notification of separation for academic deficiency, the Registrar shall immediately cancel the student's registration. A student whose registration is cancelled because of separation for academic deficiency shall not be permitted to attend any class or clinic during the pendency of any process of review of the dismissal initiated by the student.

4.10 Retaking a Course or Examination

4.10.1 Retaking a Course

Except for the provisions of Section 4.9.3, a student who has not been separated for academic deficiency and then readmitted may only retake a course in which the student received a grade of "F." Such student may re-enroll in the course in a subsequent semester. Except as provided otherwise in other sections of the Academic Standards and Requirements, the grade that the student receives for the retaken course shall be counted (along with the original grade) in determining the student's cumulative grade point average (C.G.P.A.). However, the credit hours for the course shall be counted only once toward the student's total graduation credit hour requirement.

4.10.2 Retaking an Examination

In any of the required courses or clinics, the professor may allow a student to retake an examination in the course or resubmit any other paper or submission for evaluation. The exam must be retaken or the resubmission completed within the semester following the end of the course, including the summer semester. The course grade following a retaken exam or other resubmission shall be computed as follows:

a). By averaging the grade received on the retaken exam or other submission with the original grade received; or

b). By using the grade received on the retaken exam or other submission in place of the grade originally received.

A failing grade on the retaken exam shall not be included in the student's academic record. The student may elect to retake the course under the provisions of sub-Section 4.10.1.

4.11 Academic Probation
The Dean and the faculty have established an academic probation program described below for a student whose cumulative grade point average is less than 2.0 but 1.85 or greater.

**Academic Probation Program**

1. The Registrar computes a semester grade point average (S.G.P.A.) and a cumulative grade point average (GPA) for each student at the end of each semester. Prior to the end of the Add/Drop period in the next semester, the Associate Dean for Academic Affairs, after consulting with the Registrar, notifies in writing each student whose cumulative grade-point average (C.G.P.A.) falls within the criterion for probation that he or she is on probation for the current semester. The criterion for probation for the end of first semester is a cumulative grade-point average (C.G.P.A.) of 1.85 or greater but less than 2.0. The criterion for probation for second and third year is a cumulative grade-point average (C.G.P.A.) of 1.85 or greater but less than 2.0. Subsequent to that notice, the Associate Dean for Academic Affairs will advise the student about the grade performance (the semester GPA for the current semester) needed to remedy the probationary status and to avoid separation.

   a. The Registrar notifies the Associate Dean for Academic Affairs of the GPAs of students with cumulative grade point averages (C.G.P.A.) below 2.00, and provides the Associate Dean for Academic Affairs with the S.G.P.A. the student must achieve to get off probationary status at the end of the semester.

   b. The student is required to meet with the Associate Dean for Academic Affairs to discuss the problem.

   c. A first year student on probation at the end of the first semester is required to take the two-credit course, Legal Reasoning I (See Section 1.3.2).

   d. A second year student with a cumulative first-year grade-point average of 1.85 or more but less than 2.3 is required to take the two credit course, Legal Reasoning II (See Section 1.3.3).

2. The Associate Dean for Academic Affairs meets with each notified student individually:

   a. to explain to the student the student's situation with respect to UDCSL Rules and Standards;

   b. to ascertain what caused the lack of academic performance; and

   c. to agree upon a course of action based upon available information. If the Associate Dean for Academic Affairs is unable to determine the nature of the problem, or if the course of action recommended involves the provision of
academic support services, the Associate Dean for Academic Affairs refers the
student to the Director of Academic Success and provides the Director of
Academic Success with a report on the case.

3. The Director of Academic Success, in consultation with the Associate Dean for
Academic Affairs, will try to arrange academic support services that are based on a
determination of the nature of the problem. The services may be for individuals, or they
may be for groups, or they may be both. Additional academic support, however, will
depend on the resources available.

a. The Director of Academic Success may request information concerning the
student from faculty members, and may request that the student complete certain
diagnostic tests.

b. The Director of Academic Success may determine that additional resources are
required to address the lack of academic performance. If that is the case, the
Director of Academic Success will request those resources from the Dean,
providing a justification for the request.

4. The kinds of academic support services that may be considered include:

a. Counseling by the student’s Faculty Advisor or other person;
b. Tutorials;
c. Small group sessions;
d. Diagnostic assessments; and
e. Emergency financial assistance.

5. Other programmatic options include:

a. Dropping a course;
b. Taking a leave of absence; and
c. Reducing other commitments.

6. The Director of Academic Success will provide for recording and storing a status record
for each individual identified for academic probation. The status record will contain
information about the case, actions taken, and outcomes. The status record will not be
part of the student’s permanent record file and will be used only for monitoring and
evaluating programs and procedures. Information in the status record may otherwise be
used only with consent of the student.

7. The purpose of the Academic Probation Program is to provide timely notice of probation
status and the opportunity to make a determination of the reason or reasons for
inadequate academic performance so that an appropriate course of action, within the
limits of the School of Law's resources, can be undertaken. Failure of the School of Law to take actions or provide resources in timely fashion does not absolve the student of responsibility for improving academic performance sufficiently to return to good academic standing.

In addition to the above described policy, the Associate Dean for Academic Affairs may restrict a student on academic probation from carrying a course overload or even a normal load, and may advise the student to limit or restrict non-academic activities, including extracurricular activities. A student on academic probation shall be required to obtain the approval of the Associate Dean for Academic Affairs for the student's current course load and selection.

4.12 Review of Grades Received

4.12.1 Petition to Professor

A student is entitled to a review of an examination grade by and an oral explanation of the grade from the professor if the student requests such a review and explanation within twenty (20) business days from the Registrar's posting of notice of grades received. This period shall be waived for good cause shown, in which case the request for review must be made within ten (10) business days of the student's actual receipt of notice of the grade. If a student timely requests a review and oral explanation, the professor is obliged to review the basis for that student's course grade and provide to the student an oral explanation of the course grade. During such review and explanation the professor should discuss the content of any significant evaluation device (e.g., final examination, clinic evaluation).

If after such review and explanation a student is still dissatisfied with the basis for a course grade, the student may petition the professor in writing for a change in grade. To obtain the professor's review of this petition, the student must submit the petition to the professor within seven (7) working days following receipt of the professor's explanation of the course grade.

The petition must state the relief requested and must allege specific facts which if proved would demonstrate clearly and convincingly:

(a) That the professor (or professor's delegate) made a mathematical or other ministerial error in calculating or determining the grade; or

(b) That the professor used an evaluation procedure or standard different from that applied to other members of the class; or

(c) Both (a) and (b), above.

A claim of error in judgment by the professor is not grounds for a change of grade.
The student shall include a signed declaration that the facts alleged are true to the best of the student's knowledge, information and belief.

The professor shall respond to the student in writing within seven (7) working days from receipt of the petition.

4.12.2 Appeal to Academic Standards Committee

A student who is still dissatisfied with the professor's decision may appeal to the Academic Standards Committee (ASC) only by submitting the same written petition to the ASC within seven working days from the student’s receipt of the professor's written response, together with a copy of that response. If there are new facts relating to the issues stated in the student's original petition, the student may also file an additional statement of those facts. The student must provide the faculty member with a copy of any additional statement of facts.

If the petition does not sufficiently allege specific facts as required by 4.12.1(a), (b) or (c), the ASC will dismiss the petition without further review.

If the petition does allege specific facts satisfying 4.12.1(a), (b) or (c), the ASC will review the petition and take such steps as it deems appropriate to determine the truth and accuracy of the petition's allegations.

The student may submit documentary evidence or declarations in support of the facts alleged in the petition. The student does not have a right to a hearing. The ASC, in exercising its discretion, is not limited to any particular means of proceeding to decision. It may choose to hear further from the student, to interview witnesses, to request further evidence, to hold a hearing, or to reach its decision on the basis of the evidence submitted and the administrative record.

If the ASC concludes, upon clear and convincing evidence, that the grade was erroneous by reason of mathematical or ministerial error, or that the professor used a different evaluative standard or procedure, or both, the ASC shall notify the faculty member of its findings and shall refer the matter back to the professor with a recommendation to reconsider the grade.

4.12.3 ASC Referral of Decision to the Faculty

If the professor does not accept the ASC recommendation within ten working days, the ASC shall refer the decision to the faculty at its next regularly scheduled meeting. The ASC shall recommend that the faculty enter a grade of “P” or “W” in place of the contested grade. The faculty shall decide to accept or reject the ASC recommendation. If the faculty accepts the recommendation, the Registrar shall be instructed to substitute the grade of “P” or “W” for the disputed grade. The decision of the faculty shall be final.
4.12.4 Student Appeal to the Faculty

If a student is denied relief by the ASC, the student and the faculty member shall promptly be informed of the ASC decision. The student may appeal the ASC's decision to the faculty pursuant to the following rule.

(a) The student shall file a written notice of appeal addressed to the faculty with the Associate Dean for Academic Affairs within seven (7) calendar days of the transmission of the decision of the Committee. The notice shall contain the original petition and attachments submitted to the ASC, a copy of the ASC notice of decision, and a statement of the reasons why the ASC's decision was in error.

(b) The Associate Dean for Academic Affairs shall circulate these materials to the faculty and place the matter on the agenda for the next regularly scheduled faculty meeting for discussion in Executive Session, or shall call a special faculty meeting if the student would be prejudiced by delay.

(c) The faculty shall review the decision of the Academic Standards Committee with respect to grade appeals only upon an affirmative vote by a two-thirds majority of the faculty in attendance at a faculty meeting.

(d) In reviewing the decision of the Academic Standards Committee, the faculty shall not undertake de novo consideration of the petition, but shall limit its review to the determination of whether the Committee decision was clearly erroneous.

(e) If the faculty votes to review the decision, the student petitioner may appear before the faculty in person to argue why the Committee's decision was clearly erroneous.

(f) The decision of the faculty shall be limited to the following:

(1) To affirm the decision of the Academic Standards Committee; or

(2) To enter a grade with a "P" or "W" in place of the contested grade, if the faculty determines that the recommendation of the Academic Standards Committee was clearly erroneous.

(g) The decision of the faculty shall be final.

4.13 Classroom Decorum Policy

It is the goal of UDC-DCSL to provide quality classroom presentations uninterrupted by students who arrive late, leave early, or leave and return during class.
Regular, punctual class attendance without unnecessary interruption is an important part of legal education. Individuals who interrupt class by arriving late, by leaving early, or by leaving and returning to class diminish the effectiveness of classroom techniques and disturb conscientious students. As an attorney, one often needs to focus one's energies for sustained periods without interruption. Successful attorneys do not arrive late to court, do not leave before administrative proceedings are completed, and do not walk out on clients in the office only to return minutes later. If nothing else, it is courtesy to be timely and attentive. Law students owe fellow classmates and faculty the same courtesy attorneys owe clients, judges, court personnel, and colleagues: complete attention without needless interruption.

Because it is unfair to conscientious students to be disturbed by the arrivals and departures of others, because the classroom experience is diminished by the ill-timed departures and arrivals of others, and because each member of the UDC-DCSL community owes each other member basic courtesy, the School of Law requires students to maintain appropriate decorum in the classroom. Students will be expected normally to arrive on time and to leave only at the end of class. If a student realizes that unavoidable circumstances will require late arrival or early departure, she or he should notify the faculty member and make appropriate arrangements so as to minimize classroom disruption. The School of Law recognizes that in some instances such prior arrangements are not possible. In those instances, the School of Law expects the student to adopt an appropriate mode of courteous behavior.

Laptop computer use in classes is at the discretion of the faculty member.

Students whose conduct unreasonably disrupts the classroom atmosphere may, at the discretion of the faculty member, be subject to appropriate sanction. Discourteous behavior may also constitute a violation of the Honor System (see Volume II, Honor System).

4.14 Graduation Honors Requirements

UDC-DCSL J.D. honors shall be awarded as follows: Summa Cum Laude: 3.70 grade point average and above; Magna Cum Laude: 3.50 to 3.69 grade point average; Cum Laude: 3.20 to 3.49 grade point average.

Honors for graduates shall be calculated on the basis of all grades immediately preceding the final semester, provided, however, that graduates whose grade point averages are raised to the above described honor levels on the basis of final semester grades, shall be graduated with the honors specified for such grade point averages. Honors graduates shall be designated in the School of Law's commencement program. Similarly, graduates whose averages fall below the above described honors levels on the basis of their final semester grades, shall have appropriate corrections made on their permanent records.

To qualify for graduation honors, transfer students must achieve the requisite honors cumulative grade point average both for course work completed at the University of the District
of Columbia David A. Clarke School of Law and for all course work completed (including non-transferred credits in courses with grades lower than "C") in all A.B.A. approved law schools attended as a candidate for the J.D. degree.

4.15 Student Mail

Each student is assigned a mail folder. A notice from the administration or faculty placed in the student’s mail folder is considered an official notification.

SECTION V. TUITION, FEES AND RESIDENCY

5.1 Tuition Policies

Tuition and fees are determined by the Board of Trustees of the University of the District of Columbia and are subject to change. Tuition for full-time students is charged on a flat fee basis; part-time division tuition is assessed on a per credit hour basis. Tuition is based on residency, with a tuition preference given to persons who are bona fide residents of the District of Columbia (Title 38, Section 1205.10 of the D.C. Code).

A student is presumed to be a bona fide resident of the District of Columbia if, for the year immediately prior to the date of application,

A. A student has been domiciled in the District of Columbia and paid District of Columbia income taxes; or if

B. A student has been domiciled in the District of Columbia and received public assistance from a District of Columbia agency; or if

C. A parent domiciled in the District of Columbia claimed the student as a dependent on his/her District of Columbia resident tax return; or if

D. A spouse domiciled in the District of Columbia claimed the student as a dependent on his/her District of Columbia resident tax return.

Copies of leases or mortgages, and District of Columbia tax returns and withholding statements or evidence of receipt of public assistance proving one-year’s residency must be attached to the application for preferential tuition.

If a student cannot meet the criteria for presumptive residency, he or she may still be able to establish District of Columbia residency if a preponderance of the evidence demonstrates that (1) the student was a bona fide resident of the District of Columbia for one year prior to a request for preferential tuition and (2) the student remains a bona fide resident of the District of Columbia.
To establish District of Columbia residency by a preponderance of the evidence, a student should provide as many of the following documents as possible: a copy of a lease or mortgage, driver’s license or non-driver identification card, motor vehicle registration, voter registration card, notice of jury service, utility bills or other bills for the last 3 years, a list of addresses used over the past 3 years for purposes of filing federal income tax returns, and any other appropriate evidence.

The Associate Dean for Administration and Finance notifies students by mail of the residency determination. If an application for residency is approved, a student will be charged preferential tuition for that academic year only. Students must re-apply each school year.

If a first-year law student’s application for residency is denied, the student may re-apply at the beginning of the second year. If a second- or third-year law student’s application is denied, the student may re-apply at the beginning of any semester.

Falsification of evidence of residency, or withholding of requested information which contradicts a claim of residency, is a serious matter. A false claim of residency may be grounds for expulsion from the School of Law and may adversely affect a student’s qualification for admission to the Bar.

5.2 Tuition Assessment and Payment

Tuition is due and payable in full at the time of registration.

5.3 Refund Policy

A student who withdraws from the School of Law during the regular academic year is eligible for a tuition refund, subject to all unpaid obligations to the School of Law, in accordance with the conditions set forth below:

<table>
<thead>
<tr>
<th>Withdrawal by</th>
<th>Percent of Semester Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration to last day of 2nd week</td>
<td>75%</td>
</tr>
<tr>
<td>2nd week to end of 4th week</td>
<td>50%</td>
</tr>
<tr>
<td>5th week</td>
<td>20%</td>
</tr>
<tr>
<td>6th week</td>
<td>10%</td>
</tr>
<tr>
<td>7th week and beyond</td>
<td>0%</td>
</tr>
</tbody>
</table>

A student who accepts immediate separation for academic deficiency after receiving notice more than thirty (30) days after the first day of classes of the current semester shall receive a full refund of the tuition already paid for the semester just begun and for any tuition paid in advance for a subsequent semester. Any student who is required to withdraw as a penalty for
violating school regulations shall receive no refund by reason of such withdrawal. The student activity fee is non-refundable.

5.4 Summer School and Visiting Student Tuition

Summer school tuition is assessed on a per credit hour basis and depends on the student's place of residence (D.C. or not D.C.). The School of Law follows refund policies similar to those described in Section 5.4 for students withdrawing from a course or clinic taken during the summer or otherwise paid for on a per credit hour basis.
SECTION VI. DISABILITIES POLICY AND PROCEDURES

It is the policy of the School of Law to ensure individualized opportunities for students with disabilities. The School of Law will make reasonable accommodations to the known disability of a student. Thus, UDC-DCSL will change practices or procedures, or provide or modify devices, services or facilities, in order to match the student with a particular program or activity at the School of Law. To the degree consistent with the disability and the accommodation, confidentiality will be maintained.

(a) Definition: The term "disability" means a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.

(b) Procedures: Reasonable accommodation is a joint responsibility of the student and the School of Law.

(1). The student seeking a reasonable accommodation shall notify the Associate Dean of Students and the University's Disability Resource Center of his or her disability as soon as practicable and shall request an accommodation. The student shall provide a statement from a professional qualified to certify the existence of the disability. The professional must also specify the way in which the disability will or might be expected to affect educational performance in the absence of a particular accommodation by the School of Law.

(2). The Director of the Disability Resource Center shall meet with the student to discuss the requested accommodation and alternative accommodations. The Director will communicate to the student in writing his or her final decision as to what accommodation will be made. The process should be accomplished expeditiously, generally within two weeks from submission by the student of the statement from the professional.

(3). In the event that the student is dissatisfied with the arrangements for accommodation, the student shall consult the Section 504 Coordinator. The Coordinator will act expeditiously to resolve the matter in accordance with University grievance procedures.

Section 504 Coordinator: Office of Human Resources
(202) 274-5452
Building 38, 3rd Floor

Example: An example of an accommodation procedure might be useful: A student with a learning disability has a letter from an educational psychologist that states what the disability is. It also states that the learning disability necessitates additional time for exams to ensure that the student can have the opportunity to perform well. The student notifies the Director of the Disability Resource Center that the student has a learning disability and presents the required statement from a professional. The student and the Director meet in advance of examinations
scheduled in the student’s course(s). The two agree that time-and-a-half for each exam would be necessary.

The School of Law’s Associate Dean for Students assists the Director in arranging the accommodation, ensuring that the student is given time-and-a-half to complete the examination.

The same procedure may be followed for a variety of situations such as classroom seating arrangements and installation of equipment.
SECTION VII. LIBRARY RULES

7.1 Library Hours

The library is normally open 90 hours a week as follows:

Monday - Friday 8:00 a.m. - 11:30 p.m.
Saturday 10:00 a.m. - 10:00 p.m.
Sunday Noon - Midnight

The library will be closed Labor Day, Columbus Day, Thanksgiving Day and the following Friday, Christmas Day, New Year's Day, Martin Luther King's Birthday, Presidential Inauguration day, President's Day, Memorial Day and Independence Day.

In the summer, the library is open Monday through Friday from 8:00 a.m. until 8:00 p.m. When school is not in session, the library is open from 8:00 a.m. until 5:00 p.m.

Departures from the normal schedule will be publicized three weeks in advance.

7.2 Library Rules

Courtesy, common sense and equity underlie the few simple rules which govern library use and borrowing privileges. Failure to observe these rules may result in termination of library use privileges:

(a) All materials removed from the library or the reserve area or left in carrels must be checked out at the circulation desk;

(b) When borrowing an item, the borrower assumes personal responsibility for its proper use and timely return. Borrowers will be assessed the cost of replacing a lost or damaged item and a ten dollar processing fee;

(c) Law journals, statutes and reporter volumes taken from the open shelves should be re-shelved by the user; and

(d) Users should not re-shelve microforms, or classified treatises and documents. These materials should be placed in book trucks located in the library.

7.3 Loan Periods for Students

Reserve materials are heavily used items and items designated for reserve treatment by professors. Most items on reserve may be borrowed for two hours and may be checked out of the library for overnight use one hour before the library closes. These materials are due one hour
after the library opens on the following day.

Treatises are identified by Library of Congress classification numbers. They may be borrowed for two weeks, except for loose-leaf treatises, which do not circulate. Treatises are subject to recall if needed by others.

Statutes, court reporters, loose-leaf services, microfiche, software and reference books DO NOT CIRCULATE.

SECTION VIII. STUDENT ORGANIZATIONS

8.1 Recognition of Student Organizations

Student organizations and groups that have been officially recognized by the School of Law are entitled to utilize the facilities of the School for meetings and other activities.

Newly formed student groups or organizations may apply for recognition by submitting a written request to the Dean. A group seeking recognition shall include in its request a copy of its written organizational statement, bylaws, statement of purpose, activities, membership requirements and any other information relevant to the organization.

Student organizations formally recognized by the School of Law are:

- District of Columbia School of Law Student Bar Association (SBA), the student government organization;
- Black Law Students Association (BLSA);
- UDC-DCSL Chapter of the National Lawyers Guild;
- The Delta Theta Phi Fraternity, International;
- American Bar Association-Law Student Division (ABA/LSD);
- International Law Students Association;
- Women's Law Society;
- Student Chapter of the Association of Trial Lawyers of America (ATLA);
- Jewish Law Student Association (JLSA);
- Asian Pacific Law Student Association (APLSA);
- Gay, Lesbian, Bisexual, and Transgendered Association of Students (UDC-DCSL OUTLAW);
- Voces Juridicas Latinas Association;
- The Joseph L. Rauh, Jr., Equal Justice Works Program of the David A. Clarke School of Law (an Equal Justice Works affiliate);
- The Side-Bar, a student newspaper;
- The Business Law Society;
- Sports and Entertainment Student Lawyers Association;
- The Native American Law Students Association;
Phi Delta Phi International Legal Fraternity;
The American Constitution Society;
Christian Law Society;
Second Amendment Club;
Environmental Law Society;
Phi Alpha Delta Law Fraternity International;
Federalist Society for Law and Public Policy, UDC-DCSL Chapter;
Rosa Luxemburg Collective;
Innocence Project of the National Capital Region;
Disability Rights Society;
Campaign to End the Death Penalty - UDC-DCSL Chapter;
Drug Policy Reform Group of UDC;
Native American Law Students Association;
Students for Reproductive Justice.

Two organizations, the Law Review and the Moot Court Association, are part of the curriculum for which students may earn academic credit. They are described in more detail below.

8.2 Funding for Student Organizations

Student groups and organizations may apply to the Dean for financial and other support as part of the annual budget process of the School of Law. Requests for financial support by student groups and organizations are included in the budget request of the Student Bar Association (SBA). The student activity fees assessed by the School of Law shall be used for this purpose.

8.3 Formation of Student Government Organization

The student government association (SBA) is open to all students enrolled at the School of Law. The objectives of the SBA are to promote relations of goodwill among students; to provide a forum for exchange of ideas and cooperation among students and administration/faculty; to sponsor extracurricular programs of benefit to students and the law school; to sponsor community relations activities; to conduct fund-raising to support student events and scholarships; and to promote high academic standards among students. The SBA holds monthly meetings, and its structure includes a Coordinating Committee as well as several standing committees which address issues concerning Student Services, Special Events, Community Relations, and Academic Standards.

In accordance with faculty by-laws, the student Senate and the President of the Student Bar Association appoint students to sit on several faculty committees as non-voting participants:

(a) Academic Standards Committee--one non-voting student member appointed to
the committee;

(b) Curriculum Committee--three non-voting student members, one from each class;

(c) Library, Technology, and Facilities Committee--two non-voting student members;

(d) Admission, Retention, and Financial Aid Committee--two third-year non-voting student members; and

(e) Faculty Appointments Committee--two non-voting student members.

Students may also sit as observers in faculty meetings (except when the faculty goes into executive session) and in meetings of the Board of Trustees (except for executive sessions). Students may and have addressed both bodies at their meetings.

8.4 Law Review

The District of Columbia Law Review, established in 1990, has a public interest focus. Students may earn up to four (4) elective credits on a credit/no credit basis. In the first year of membership, students may earn (1) credit for service to the Law Review and a second credit (1) for submission of a written work product of publishable quality. In the second year of membership, students may earn one credit for service to the Law Review, and for those students on the editorial board, they may earn an additional one (1) credit for Editorial Board Service.

Each year, the Editor-in-Chief, after consultation with the Associate Dean for Academic Affairs, extends invitations to students who have completed their first year of law school to join the staff of the Review. Registration for the Review requires the prior written approval of the Review's faculty advisor and the Associate Dean. The editorial board of the Review for the subsequent year is selected from members of the staff by the Review's graduating staff members.

The Review is published periodically, but not less than once per year. The annual budget of the School of Law provides for publication of the Review. Each year the Dean appoints at least one faculty member to serve as an advisor to the Review.

8.5 Moot Court Association

The Moot Court Association was established in the fall of 1989. The Moot Court affords students a practical forum to develop litigation related public speaking and research skills. Members will participate in local and national moot court competitions. Members are chosen on the basis of a written application and an audition. The Moot Court program was approved by the faculty on May 18, 1990. Academic credit is awarded on an individual basis by submission to the Associate Dean for Academic Affairs, in advance of undertaking a Moot Court project, a proposal for Independent Study credit signed by the faculty member who will supervise and
evaluate the work. The student need not register for the Independent Study during the ordinary registration period, inasmuch as projects such as intensive participation in a regional or national moot court competition may arise at various times throughout the academic year. In all other respects, the requirements stated in Section 3.6, Independent Study, shall apply.
SECTION IX. POLICY ON SEXUAL HARASSMENT

It is the policy of the University of the District of Columbia David A. Clarke School of Law (UDC-DCSL) to maintain an academic and employment environment free of sexual harassment. Sexual harassment by a faculty member, employee, or student is a violation of Law School policy and is prohibited.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or participation in any Law School activity;

(b) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decision affecting such individual, or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working or academic environment.

In addition to being prohibited by and subject to sanction under law school policy, harassment may violate Federal and District of Columbia laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the District of Columbia Human Rights Act of 1977. Sexual harassment by a student is a violation of the honor code.
PROCEDURES FOR RESPONDING TO COMPLAINTS OF SEXUAL HARASSMENT

A. Complaints Against a Faculty Member By a Student, Faculty Member, or Employee

Step I. A student, faculty member or employee who desires to bring a complaint against a faculty member shall bring the complaint to the Associate Dean for Academic Affairs, within 90 days of the last act of alleged harassment. The Associate Dean will hear the complaint and seek to informally resolve the complaint to the satisfaction of the complainant. The Associate Dean shall also inform the complainant of alternative procedures available to the complainant under Federal and District law and regulations.

Step II. If the problem cannot be resolved at the first step within five (5) working days, or within any extended period agreed to by the complainant, the complaint shall be put in writing and signed by the complainant and delivered to the Associate Dean for Academic Affairs. Upon receipt, the Associate Dean, shall advise the faculty member against whom the complaint has been filed, shall provide the faculty member with a copy of the complaint, and shall investigate the complaint and make appropriate recommendations to the Dean of the Law School. The Dean shall make the final decision regarding the complaint and execute final action and/or sanctions in accordance with the Dean's authority and responsibilities under governing adverse action procedures and other applicable rules.

B. Complaint Against an Employee by a Student, Faculty Member, or Employee

A student, faculty member, or employee who desires to bring a complaint against an employee shall follow the procedures outlined above under Section A above except that the Associate Dean for Administration and Finance shall act in place of the Associate Dean of Education.

C. Complaints Against a Student by a Student, Faculty Member or Employee

A student, faculty member, or employee who desires to bring a complaint against a student shall follow the procedures set forth under the Honor System outlined in Volume II of the Student Handbook.
D. Complaints Against a Dean by a Student, Faculty Member, or Employee

A student, faculty member, or employee who desires to bring a complaint against a Dean shall follow the procedures outlined above under Section A above except that complaints against Associate Deans shall be brought to the Dean and complaints against the Dean shall be brought to and resolved by the President of the University.

E. Confidentiality

During informal resolution, all reasonable efforts will be made to insure the confidentiality of information received, including the identities of the parties. The identity of the complaining party will be disclosed to the accused during the informal resolution process only if the complaining party gives permission.

If at any time in the process, either because of circumstances or other applicable procedures (such as adverse action against an employee), it is not possible for the responsible official(s) to maintain confidentiality and still conduct a review, investigate, resolve, or obtain final actions or sanctions on the complaint, the complaining party will be informed and be given the option of proceeding without confidentiality or withdrawing the complaint and thereby terminating the process.
SECTION X. MANDATORY HEALTH INSURANCE

UDC-DCSL students are required to maintain health insurance coverage for themselves. They have two options for meeting the requirement:

- an Accident and Sickness Insurance plan available to UDC-DCSL students; or
- a health insurance plan the student or the student's family maintains.
SECTION XI.  DISCLOSURE FOR STUDENT PRACTICE IN COURT

UDC-DCSL adopted a disclosure policy based on Rule 48 of the Rules of the District of Columbia Court of Appeals. That policy is printed in the school's catalog and is reprinted in toto here. UDC-DCSL students with any questions about the rule or the policy should consult the Clinic Director. The policy, as originally published, is as follows:

Applicants to the School of Law should be aware that each candidate for the Juris Doctor degree is required to have taken and received credit for a minimum of two (2) semesters of work in the client service clinics. Students may need to be certified for practice in the Courts of the District of Columbia by the District of Columbia Court of Appeals. The clinics may require such a certification for practice.

Students with serious character and fitness problems will have to undergo a thorough investigation by the Committee on Admissions of the District of Columbia Court of Appeals. The purpose of the investigation is to determine if the applicant has met the standard for rehabilitation. Because of the thoroughness of the investigation, it may take some time for the Committee to complete. It is, therefore, imperative that the School of Law be informed during the process of admission to the school if a student may encounter difficulty in being certified for student-practice.

Conduct that may constitute serious character and fitness problems include arrests or convictions for anything other than minor crimes, conduct reflecting dishonesty (such as plagiarism), a recent history of substance abuse, or conduct indicating serious financial irresponsibility. Serious financial irresponsibility may be defined as credit and loan practices that demonstrate a pattern of non-payment of such obligations.

Applicants also should be aware that persons with serious character and fitness problems may be admitted to the Bar of the District of Columbia as a practicing attorney only after careful scrutiny of evidence of subsequent rehabilitation. Past conduct reflecting bad character does not preclude admission to the Bar, but admission may be more difficult.
APPENDIX A. DRUG AND ALCOHOL ABUSE PREVENTION POLICY

I. Policy

350 DRUG AND ALCOHOL ABUSE PREVENTION

350.1 The Dean of the School of Law shall establish and maintain a program designed to prevent the use of illicit drugs and the abuse of alcohol on the premises of the law school and in connection with the programs of the School of Law, pursuant to this section and the provisions of "The Drug Free Schools and Communities Act Amendment of 1989," Public Law," 101-226.

350.2 The Dean, after consultation with the faculty and student government organization, shall promulgate standards of conduct for the students and employees of the School of Law which reflect the requirements and prohibitions pertaining to the use of alcohol and illicit drugs under the laws of the District of Columbia and the United States of America with respect to the law school premises and law school activities.

350.3 The standards of conduct established in accordance with Section 350.2 shall clearly indicate the sanctions that may be imposed for violation of those standard of conduct. Sanctions shall be imposed by the Dean or the Dean's designee; provided, that the sanctions of suspension, termination, or expulsion may only be imposed by the Dean.

350.4 The following shall be included in a student handbook and an employee handbook which are distributed to each student and employee at least annually:

(a) The applicable standards of conduct promulgated by the Dean under this section;
(b) A description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol under both federal law and the laws of the District of Columbia;
(c) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and
(d) A description of drug and alcohol abuse counseling, treatment, and rehabilitation or re-entry programs available to employees and students.

350.5 Every two (2) years, the Dean shall appoint a committee of employees and students to conduct a biennial review of the drug and alcohol abuse program. The Committee shall submit a written report to the Dean which evaluates the effectiveness of the program and enforcement of sanctions. The committee shall also make recommendations to the Dean for changes or improvements in the program.

II. Applicable Standards of Conduct

The following standards of conduct are hereby promulgated by the Dean to implement Section 350.4 of the Rules, Drug and Alcohol Abuse Prevention:

All students, faculty and staff are prohibited from using illegal drugs or prescription
drugs for non medical reasons on the premises of the School of Law or at official functions of the School of Law. They are further enjoined from ingesting such drugs off the premises of the School under circumstances where its use might affect their performance or behavior at the School of Law, or when they are acting as agents of the School of Law in carrying out law school business.

Students, faculty, and staff are counseled that, while it is lawful to consume alcoholic beverages, alcohol is a powerful, mind and behavior altering drug. All members of the District of Columbia School of Law are directed not to consume alcoholic beverages in amounts or at times that such consumption might affect their performance or behavior at the School of Law.

III. Applicable Sanctions

A. Criminal Sanctions

The possession or distribution of illegal drugs is a crime under the laws of the United States and the District of Columbia. Depending on the amount of the drugs, the pattern of distribution and other circumstances, the crime can range from a simple misdemeanor to a major felony. The penalty imposed by the court can vary from case to case. Penalties can include probation, fines and jail terms. Schedules of penalties of imprisonment or fines or both for trafficking in controlled substances are listed in the Drug Enforcement Administration (DEA) report, Drugs of Abuse, 1989 Edition. According to that report, prison terms can range from 5 years to not less than life, and fines can range from $250,000 to $20,000,000.

In addition to these stiff penalties, students and faculty are also subject to disciplinary action by the bar. Students may face delays or be denied the opportunity to sit for the bar. Faculty members could face reprimand, suspension or disbarment.

Individuals who wish more detailed information about the legal sanctions for using illegal drugs or alcohol abuse should consult with the Associate Dean of Students.
B. Sanctions by the School of Law

In addition to the sanctions existing under the criminal laws of the District of Columbia and the United States, individuals who violate the Drug and Alcohol Abuse Policy face the possibility of discipline by the School of Law. Disciplinary action against students and employees will be taken in accordance with the Rules of the School of Law, applicable personnel laws, handbooks, faculty by-laws and union contracts. Sanctions range from reprimand to suspension, expulsion or termination. The appropriate sanction will be determined based on the circumstances of each case. It should be noted that possession, use or distribution of illegal drugs or the abuse of alcohol are serious offenses and are likely to result in stern disciplinary action.

IV. Counseling, Treatment, and Rehabilitation Programs

Law students and faculty members (and staff members with law degrees) may receive free counselling services through the D.C. Bar Association’s Lawyer Counseling Program, located at 1250 H Street, NW (6th floor). The confidential telephone number is (202) 347-3131. Persons seeking services should consult with the Associate Dean of Students for further information.

For persons who live or work in the District of Columbia or who are employed by the Federal or District Government within the metropolitan Washington, D.C. area, the D.C. Department of Human Services has an Employee Consultation and Counseling Service (33 N. St., NE, 2nd Floor, Phone: (202) 494-2851). This Service provides consultation to D.C. agencies and private employers, counseling and referrals for "troubled" employees, and treatment and rehabilitation for employed persons with alcohol problems that may be affecting job performance. Persons interested in more information should consult with the Associate Dean for Academic Affairs.

The D.C. Employee Consultation and Counseling Service will provide evaluation, counseling, and alcohol treatment services to any UDC-DCSL staff member, faculty member, student who is a District resident, or student who works in the District. It can provide evaluation, counseling and referral for drug abuse or problems for members of those same categories of persons.

The National Institute of Drug Abuse (NIDA) has a toll-free Treatment Referral Hotline: 1-800 662-4357. By calling that number, any caller, regardless of residence, can receive a list of drug treatment facilities in his or her local area.

The Washington Area Council for Alcohol and Drug Abuse (WACADA) has a 24-hour Hotline: (202) 783-1300. WACADA provides information about and referrals to area counseling and treatment programs. Another 24-hour Hotline, the D.C. Crisis Line (202 561-7000), also provides lists of counseling and treatment centers and programs.

The Howard University Hospital has a Drug Institute (202 865-6689) available to non-Howard students on a sliding scale payment basis. Students wishing to avail themselves of the Drug Institute's services must first go through Howard University's Student Health Services (202 806-7540) to obtain permission and clearance.
APPENDIX B. GUIDELINES FOR PETITIONS FOR READMISSION FOLLOWING ACADEMIC SEPARATION

The Academic Standards Committee has adopted the following provisions governing petitions for readmission to the law school after academic separation.

I. PROCEDURES FOR PETITIONS FOR READMISSION

Any student seeking readmission should consult the University of the District of Columbia David A. Clarke School of Law Student Handbook, Section 4.7, 4.8 and 4.9 for the proper procedures for seeking readmission. A student separated from the School of Law may reapply for admission after a minimum of two semesters.

II. POLICY FOR READMISSION PETITIONS

Petitions for readmission shall be granted only if the Academic Standards Committee, by majority vote, finds that:

(1) it is probable that the student will satisfy graduation requirements within the time permitted for graduation,

(2) some extraordinary or compelling circumstance(s) contributed to the student's inability to meet the academic requirements of the school,

(3) the prior disqualification does not indicate a lack of capacity to complete the course of study at UDC-DCSL, and

(4) the Committee determines that the academic separation resulted (in whole or part) from a deficiency in any skill(s) and the applicant has demonstrated a dramatic improvement in the deficient skill(s). The committee may require the student to complete diagnostic exercises to determine proficiency in any one or more skills.

In applying the test, the Committee may consider any factors its members believe are relevant, including the student's apparent ability and desire to become a lawyer, his or her record of academic performance at school, and any other circumstances that may have impeded the student's performance. In its deliberations, the Committee will adhere to Standard 505 of the ABA Standards for Approval of Law Schools.

The allotted time period for completion of a Juris Doctor degree is as follows: A full-time student must satisfy all graduation requirements within five consecutive calendar years from the date of initial enrollment, subject to the authority of the Dean to waive the five-year requirement. If the student fails to satisfy the graduation requirements within the appropriate time period, the student shall be dismissed with no possibility of graduating.

The Committee may readmit the student subject to any conditions that the Committee believes will significantly contribute to academic success.
Any student with a grade of C- or below in a required course shall be required to retake that course as a condition of readmission. If the Committee requires the student to take a course that the student previously passed, only the grade of the retaken course will enter the computation of the semester and cumulative grade-point averages.

A student who seeks readmission must present a persuasive case that states the specific reasons why the student failed to maintain the required minimum scholastic record, why the prior disqualification does not indicate a lack of capacity to complete the course of study, and why the student believes the condition(s) or circumstance(s) will not reoccur in the future if readmission is granted. If the condition(s) or circumstance(s) may be corroborated, such affidavits, letters, or other documents should be attached to the petition.

III. PETITION FOR READMISSION BASED ON MEDICAL INFORMATION

A. A student who bases his or her petition in any way on medical reasons must:

1. Sign a waiver of doctor/patient confidentiality and deliver a copy of that waiver to the doctor and the Associate Dean for Academic Affairs for transmittal to the Committee. The Committee may then, in its discretion, pursue only the matters covered under 2 below with the doctor.

2. Submit a letter from the student’s doctor explaining:
   a. the nature of the medical problem;
   b. the information and views, if any, of the doctor outlining the causal relationship between the problem and the student’s academic performance; and
   c. the likely effect, if any, of that problem on the student's future academic performance.

3. Ask the doctor to cooperate with the Committee in verifying and discussing the matters including in 2 (a) through (c).

4. Students who have difficulty in complying with these regulations should consult with the Associate Dean for Academic Affairs or the Committee Chairperson at the earliest possible date.

B. Information obtained by the Committee as a result of the waiver described in A (1) above shall be kept strictly confidential by the Committee and such members of the faculty or administration with whom the information is shared pursuant to their official duties.

IV. CONTENTS OF A PETITION FOR READMISSION

A. A student requesting readmission after academic separation shall submit four (4) copies of a petition to the Chair of the Academic Standards Committee and include in his or her petition the following information:

1. Name, current address, home and office telephone numbers, and date of initial enrollment;
2. If the student has submitted prior petition(s) for readmission, the date of the petition(s), the results, and, if applicable, any conditions imposed upon readmission;

3. The average number of hours spent per week in preparing for classes in each course during the academic year;

4. Whether the student took part in any program at UDC-DCSL or outside UDC-DCSL with faculty or staff members designed to provide supplementary instruction or tutoring in legal skills prior to academic separation, including the name(s) of the faculty member(s) or other person(s) with whom the student dealt directly;

5. Whether the student took part in any UDC-DCSL extracurricular activities during the academic year of separation, including a list of the activities, the average amount of time per week spent on those activities, and the names of personnel involved;

6. Whether the student was employed during the academic year, including the nature and location of the employment, name of immediate supervisor, hours worked per week, and dates of employment;

7. A detailed statement supporting the student’s application under the readmission standard described in II above. The statement should contain as a minimum:

   (a) The specific facts surrounding the circumstance(s) that contributed to the student's inability to meet UDC-DCSL academic requirements;

   (b) A statement explaining why the prior circumstance(s) do not indicate a lack of capacity to complete the course of study within the appropriate time period; and

   (c) A statement explaining why the circumstance(s) or condition(s) will not reoccur.

C. The student shall include with the petition a copy of his or her David A. Clarke School of Law transcript, LSDAS report, and any waivers or letters required under III above. The student may also include any affidavits, letters and other documents that the student wishes to present to corroborate the student’s statement. If the student submits corroborating documentation, the student must also include current phone numbers and addresses for corroborating witnesses.