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I. INTRODUCTION

This Student Handbook (“Handbook”) is intended to help you navigate many of the applicable policies and procedures at the University of Houston Law Center (“UHLC”) and, to perhaps a lesser extent, the University of Houston (“UH”). The Handbook intends to bring together rules, policies and procedures from various sources that are important to UHLC students. All students are responsible for full comprehension of its contents when relevant to a student’s situation; therefore, students are strongly encouraged to review this Handbook carefully. In particular, the materials in part II, approximately twenty pages, are critical to have in mind.

Although every effort has been made to make this Handbook accurate, the information provided is subject to change or correction. This Handbook does not necessarily state every policy and procedure applicable to students, but it strives for coverage of the most important items arising from UHLC faculty action, ABA requirements, and other major inputs to the program of legal education at UHLC.

Certain officials at UHLC may have the authority to provide exceptions to some items in this Handbook. Some of these officials are also the custodians of this Handbook. As such, it helps to identify these roles. First, there is a staff dean, a J.D. who is a UHLC employee, who leads the UHLC Office of Student Affairs (“OSA”). This role will be denoted by the acronym ADSA, for Assistant/Associate Dean of Student Affairs. Second, there is a full-time faculty member, typically a tenured full professor, who holds the role of Associate Dean for Academic Affairs, and that role is referred to by the acronym ADAA in this Handbook.

II. ACADEMIC MATTERS

A. *Academic Records*

OSA maintains each student's complete academic record in conjunction with the UH systems that maintain student information.

B. *Academic Calendar*

There are two academic calendars that influence a semester at UHLC. The first is the UH academic calendar. Many aspects of UHLC operations march to the dates and deadlines on the UH academic calendar. There are, however, additional dates and deadlines that are important for UHLC students. As a result, UHLC publishes its own academic calendar, which can be found here:

<http://law.uh.edu/calendar/academic-calendar.asp>

Full familiarity with the entries in the UHLC academic calendar is important to take full meaning from this Handbook. The intent of the UHLC academic calendar is to eliminate, in most cases, the need for UHLC students to refer to the UH academic calendar.

C. *Academic Counseling*

OSA holds advising sessions throughout the year to assist students with course selection and course sequence. Students are also encouraged to meet with faculty members and/or an academic advisor in OSA for individual guidance.

Some factors to consider when planning your course schedule are:

- i. Second-year J.D. students have registration preference for Evidence, Business Organizations and Federal Income Tax, which means second-year students are permitted to register for these courses before third-year students. When selecting electives, students should weigh the importance of taking these second-year preference courses before more specialized coursework is taken. It may be challenging to register for these courses in the third year.
- ii. The need to take advantage of building block courses.
- iii. The benefit of taking courses from instructors that the student likes.
- iv. The need to schedule around part-time employment or personal commitments.
- v. The value of balancing theory courses with experiential courses.
- vi. The potential need to take Professional Responsibility or Evidence as a prerequisite to some clinic or advocacy courses.

D. *Academic Enrichment Program (AEP)*

The Academic Enrichment Program (AEP) is designed to provide academic support, counseling, and advice to first-year students. In order to assist new students with developing the skills necessary for successful completion of law school, AEP offers open tutorial programs during

the academic year. Second and third-year law students with strong academics serve as AEP Tutors for first-year fall courses. The tutors meet regularly with first year students to assist them with enhancing their law school study skills and substantive knowledge.

E. *Attendance Requirements*

UHLC has a minimum 80% attendance policy for students. Any student who attends fewer than the minimum percentage of class sessions may be dropped automatically from the course or receive a failing grade. Instructors are free to impose stricter attendance standards. Instructors may consider those who come in late or leave early as absent or may decline to let a late student attend that day.

Instructors use different methods to account for attendance. These include before-class roll calls, use of a seating chart, or requiring students to make an honor system certification at the end of the course. Instructors should provide their attendance policy in writing at the beginning of the semester or in their syllabi. It is the student's obligation to ensure that they have been counted present.

Note: Falsifying class attendance is a violation of the Honor Code.

For the full Honor Code, please see this link:

<http://law.uh.edu/student/honor-code-and-procedures.pdf>

F. *Residency Requirements*

Full-time students must complete their degree requirements in a minimum of 2 ½ years (5 regular semesters) or a maximum of 4 years.

Part-time students must complete their degree requirements in a minimum of 3 ½ years (7 regular semesters) or a maximum of 6 years.

G. *Semester Course Load Requirements*

1. *Full-Time Students*

1.a. *Standard Load*

A standard load for a full-time student during a regular semester is 12 to 16 credit hours. Students have the option of enrolling in courses during the summer and may take up to a maximum of 7 hours in a six-week session or 12 hours over the entire summer.

1.b. *Overloads*

Full-time students may submit a petition for an overload to OSA to take more than 16 credit hours in a regular semester. Grade point average, the type of course work, and the inclusion of “retroactive” credit are some of the factors considered in evaluating a full-time student’s overload petition. Students who plan to apply credit from outside UHLC towards their graduation requirements must include those hours in their calculation of the course load for the semester. For example, a student who has requested permission to apply a four credit hour graduate business course towards the J.D. degree and who plans to take 13 law hours must petition for an overload.

Note: ABA rules prohibit a student from taking more than 20% of the credits needed for graduation in a given semester; therefore, a student can receive permission to take no more than 18 credits.

If a student takes an “intersession” course (these courses are associated with a regular semester, such as a week in early January just before the start of the spring semester), the student will be required to petition for an overload if the additional course puts them over the standard load for the semester.

1.c. Underloads

Except during the first year, full-time students may also submit a petition for an underload (less than 12 credit hours). After completion of the first year, full-time student petitions for an underload will typically be granted for at least one semester.

Note: Full-time students taking underloads should contact the financial aid advisor to ensure that their financial aid eligibility (both loans and scholarships) is not jeopardized.

2. Part-Time Students

2.a. Standard Load

A standard load for a part-time student is 6 to 11 hours in a regular semester. In the summer the upper limits are: 1 course in each six-week summer session, and no more than 7 hours total during both summer sessions. Part-time students who wish to obtain financial aid must be enrolled in at least six credit hours each semester.

2.b. Overloads

Part-time students requesting overloads beyond the limits immediately above must certify in writing that they will be working less than 20 hours per week during the relevant time period.

3. Petitioning for Over/Underloads or Change of Status

To petition for an overload, underload, or classification change, students should submit a general petition form to OSA detailing the reason for the request.

4. Retroactive Credit

Students are permitted to claim credit retroactively after completing certain extracurricular activities in a prior semester. Retroactive credit applied in a semester is considered a part of the student’s overall course enrollment for that semester and must be considered for the purposes of overloads. Students interested in claiming retroactive credit must become fully appraised of the particular requirements applied by the source of the credit, such as a student organization or an experiential learning program at UHLC. Retroactive credit can be claimed by registering for the course and number of credit-hours relevant to the student’s extracurricular activity. Students are responsible for keeping track of their retroactive credits as well as registering for them.

5. *Removal from First Year Courses*

Students who would like to drop, or are dropped from first-year courses for non-attendance, must show compelling circumstances why they should not be withdrawn from the J.D. program. Such justification must be made by petitioning OSA.

H. *Employment While Attending Law School*

UHLC prohibits students enrolled in more than 12 credit hours in a given semester from working more than 20 hours per week.

Violation of the employment policy could result in an administrative withdrawal from one or more courses or a required transfer to the part-time program. Dishonest reporting or violation in bad faith could result in expulsion from UHLC.

I. *Graduation Requirements*

1. *Credit Requirements*

To graduate, students are required to complete and pass a total of 90 credit hours. Among those 90 credits, 64 must be graded with letter grades.

Students must have a cumulative average of 2.33. UHLC also imposes standards for good standing and academic dismissal. See section II.Q for the good standing policy.

2. *Professional Responsibility Course*

Students must take and pass a three-hour Professional Responsibility course.

3. *Upper-Level Writing Course Requirement*

Students may satisfy this requirement by: (1) completing a writing seminar (WRS); or (2) taking a writing course (WRC); and (3) meeting the requirements of section II.M for whichever type of course is taken.

4. *Experiential Credits Requirement*

Students must take and pass one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. No more than three credits of field placement credit can be applied to the experiential credits requirement. Except for up to three credits of field placement course(s), courses used to meet the experiential requirement must be graded with letter grades.

5. *Training in Bias, Cross-Cultural Competency, and Racism*

Beginning in Fall 2023, under new ABA standards, students must complete training in bias, cross-cultural competency, and racism provided by UHLC during their first year and at least once again before graduation or before or concurrent with a clinic course or field placement course. Such training may be required in some courses/contexts before then during the 2022-23 academic year.

6. *Professional Identity Development Requirement*

Students must complete professional identity development session(s) provided by UHLC during each year of law school.

J. *Distance Education Credit-Hour Limit*

Students are not permitted to take more than one third, that is, 30 credit-hours of distance education courses. A distance education course means one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously.

UHLC's course listings can be found on its main webpage, along with the individual course descriptions for each course. The course description for a course will indicate whether that course is designated as a distance education course.

K. *Special Courses Rule*

In computing the number of hours completed for graduation, the limits described below apply.

Students may not count more than a total of 21 credit hours from any of the credit granting activities listed in the table below towards the 90 credit hours necessary to receive a J.D. degree. Note that some credit areas have sub-limits.

Credit Area	Description; Grading; Sub-Limits; Other Details
Journal credit	Houston Law Review, Houston Journal of International Law, Houston Journal of Health Law and Policy, Houston Business and Tax Law Journal, Journal of Consumer & Commercial Law - number of credits depends on the requirements satisfied, and the position held. 7 credits maximum towards law degree. (pass/fail)
Competition credit	4 credits maximum towards law degree - This includes all internal and external competitions in any combination. (pass/fail)
Advocates Board credit	2 credits maximum towards law degree - Students who serve on the Advocates Board may receive up to 2 credits in addition to the 4 competition credits. (pass/fail)
UHLC Tutor credit	4 credits maximum towards law degree - Students can receive up to 4 credits for being a course tutor through academic enrichment program(s) and related tutoring programs offered by UHLC. (pass/fail)
Special Research & Writing	4 credit maximum towards law degree - Students can earn credit for writing an independent paper under the supervision of a full-time faculty member for credit. Paper length varies depending on the number of credits. (Graded). See petition form for specifics.
Externships	12 credits maximum towards law degree. Only three credits may be applied to the experiential course requirement as field placements. (pass/fail).
Non-law graduate coursework	12 credits maximum (6 credits for transfer students). Not included in UHLC GPA, assessed as indicated by the other UH unit or institution, but posted to the UHLC transcript effectively as pass/fail; see details in this handbook in subsection II.Z.7.

L. *Completing Required Courses*

The following courses are required and should be taken at UHLC:

1L	Upper Level
Civil Procedure	Professional Responsibility*
Contracts	Upper-Level Writing Requirement
Constitutional Law	Experiential Credits (clinical, simulation or field placement)
Criminal Law	
Property	
Statutory Interpretation and Regulation	
Torts	
Lawyering Skills & Strategies* (LSS)	

* Students must receive a passing grade.

Students should complete all first-year courses before taking any upper-level courses. Exceptions to this rule, which are rare, must be requested by petition to OSA.

M. *Upper-Level Writing Requirement*

To graduate, students must satisfy the Upper-Level Writing Requirement. The purpose of this requirement is to provide significant faculty instruction in writing to students who have completed the first year of law school and to allow for a diverse writing experience. Courses that satisfy this requirement will give substantial focus to writing instruction. The student written work product for these courses must not be group writing.

Either of the following courses satisfy this requirement:

1. *Writing Seminars (WRS)*

Students in a Writing Seminar (WRS) must complete a paper that is original and demonstrates the student's research and writing skills. Regardless of credit hours, the final version of the paper must be at least 10,000 words, including footnotes. Instructors may require longer papers.

2. *Writing Courses (WRC)*

Students in a Writing Course must complete several kinds of practical writing assignments. These may be expository exercises (e.g., drafting client letters, research memoranda, court documents, and short articles similar to those that appear in bar journals) or transactional or litigation drafting assignments (e.g., contracts and other business agreements, wills or other estate planning instruments, pleadings, and discovery documents). Assignments must be no more than 2,500 words each, when feasible. Instructors have discretion over the kind and number of assignments students

complete; however, students must complete at least 5,000 words of writing over the course of the semester.

3. *Other Provisions for the Upper-Level Writing Requirement*

The following additional provisions apply for the upper-level writing requirement.

- i. For all courses that satisfy this requirement, at least one draft of every assignment must be completed, though prior drafts need not be as long as, and may be in a different form than, the final version students submit. The faculty member teaching the course will provide detailed feedback to students on prior drafts. In addition to completing at least one draft, students will turn in a final version of every assignment.
- ii. Courses that satisfy this requirement can be taken in the second year but preference in course selection is given to third-year students.
- iii. All writing assignments should be completed during the semester in which the student is enrolled in the course.
- iv. Students may not submit work they previously completed in any prior course.
- v. Students must receive a grade no lower than a “C” in the course.
- vi. Students who apply to complete the balance of their degree requirements at another institution as visiting students and who have not satisfied this requirement might not be permitted to complete their work elsewhere. The decision rests with the dean’s office.

N. *Credit Hours Applied for Coursework*

UHLC awards credit for coursework in compliance with ABA standard 310, which requires, in its most typical mode, that students receive two hours of work assignments outside the classroom for every fifty minutes (a credit “hour”) of instruction in the classroom (physical, or virtual in a synchronous distance education mode); all for fifteen weeks, but where a final exam or project can suffice for the fifteenth week. UHLC emphasizes that instructors meet the necessary classroom instructional minutes for a course based on the number of credits, and that the course syllabus specify sufficient reading or other pre- or post-class course activity so as to meet the out of class time requirement. Courses by default are provisioned with a final exam where the time to take the exam is one hour for each credit hour, with the confidence that study time for the exam will meet the out of class time in the fifteenth week, that is, the exam week. Academic activities for credit other than classroom or direct faculty instruction, such as some experiential course types, co-curricular, and other academic work, may have effort-hour requirements wherein student recorded time equates to the necessary effort in order for the course to equivalently meet ABA standard 310.

O. *Other Types of Research and Writing Experiences*

The opportunities discussed in this section do not satisfy the upper-level writing requirement.

1. *Special Research and Writing Course*

Students can gain valuable research and writing experience by writing an independent research paper under the direct supervision of a faculty member. Research projects will be graded on the ordinary grading scale from A to F.

The first step to enrolling in Special Research and Writing is to identify a professor to serve as the project supervisor. Students should ask professors who teach subjects related to their area of interest. It is wise to have some ideas about possible paper topics before approaching a faculty member.

Note: Students must receive permission from the ADAA to have anyone other than these categories of full-time faculty supervise this course: tenured/tenure-track faculty; or promotion-eligible Non-Tenure-Track (PE-NTT) faculty as defined in the UHLC bylaws, which comprise the titles clinical professor, instructional professor, and research professor.

Once the student has identified the professor and secured their permission, the student should register for the Special Research and Writing course by submitting a signed petition form to OSA.

Students may earn up to four credit hours of Special Research and Writing. A one credit hour paper should be 15 pages long, plus footnotes; a two credit hour paper should be 25 pages long, plus footnotes; a three credit hour paper should be 40 pages long, plus footnotes; and a four credit hour paper should be 55 pages long, plus of footnotes. The supervising professor may establish more demanding standards.

The paper must be completed during the semester in which the student registers to receive the credits. Students whose grades are not submitted within this time frame may be administratively withdrawn from the course. Students will not be given tuition reimbursement for the course in which a “W” was received. Credit for Special Research and Writing is not intended for open-ended projects.

2. *Serving as a Research Assistant (RA) for UHLC Faculty*

Professors engage in research projects in addition to their teaching obligations. UHLC policies permit students to earn pay for serving as a research assistant for a law professor. Work under this program can never satisfy the upper-level writing requirement.

Students interested in serving as a RA generally find suitable experiences in one of two ways. First, a student can approach faculty who are teaching or writing in their areas of interest and indicate their willingness to serve as a researcher. Second, a student can look for notices posted by faculty members who are seeking researchers. In either case, it is wise to approach the professor with an updated resume and a letter indicating the basis of interest in the professor’s research project.

3. *Academic Enrichment Program (AEP) Tutor*

Students may also receive pass/fail academic credit for working as a tutor in the AEP. One cannot earn both academic credit and pay for serving as a tutor. The AEP program provides upper-level student tutors for 1L J.D. courses and some upper-level courses.

The number of credit hours associated with this work is related to the number of hours worked. Sixty hours of tutoring work for an instructor will equal one hour of academic credit. Students are able to earn up to four credit hours of AEP credit. The instructor may withdraw a student from this credit for unsatisfactory performance.

Students interested in participating as tutors in the AEP should first approach the faculty member for whom the student is interested in tutoring and express their willingness to serve as a tutor. Once the student receives confirmation from the faculty member, the student and/or the faculty member should notify OSA. OSA will register the student for the credit.

4. *Duplicate Credit Prohibition*

Students may not receive credit for one research and writing project by submitting it for credit more than once. For example, this means that the same paper cannot be used for two upper-level writing requirements courses. Similar prohibited duplicate use of work product would include writing for a student journal, such as for law review, that is later deployed for a course.

P. *Dean’s List*

To be eligible for the UHLC Dean’s List, a student must have completed at least nine credit hours of graded course work during the fall or spring semester and must have earned a grade point average of 3.50 or better. Dean’s List honors will be calculated each fall and spring semester after all grades are finalized. Dean’s List is based on semester GPAs only.

Q. *Good Standing and Academic Suspension*

To be eligible to continue at UHLC in good standing, a student must maintain a cumulative GPA of 2.33 or above at the completion of each semester or summer session.

A student on probation will be permitted to continue, under a status of academic warning, without an appeal according to the guidelines below:

A student whose cumulative GPA is at least 2.167 after 30 hours; or

A student whose cumulative GPA is at least 2.25 after 45 hours.

If a student's cumulative GPA does not fall within the guidelines above they will be subject to academic dismissal. If the student wishes to continue at UHLC, they must appeal to the Executive Committee, as provided below.

1. *Prohibited activities while on academic probation*
 - i. Hold a significant leadership role within student organizations (i.e. President, Vice President, Secretary, Treasurer);
 - ii. Participate in Externships or Clinics;
 - iii. Participate in Moot Court, Mock Trial or other competition teams;
 - iv. Engage in employment without permission;
 - v. Take graduate courses outside of UHLC;
 - vi. Take courses Pass/Fail, including use of the S/U Election system;
 - vii. Receive permission to visit other universities;
 - viii. Register for more than 13 credit hours without permission; or
 - ix. Serve as an Academic Enrichment Program tutor.
2. *Required activities while on academic warning or probation*
 - i. Have their proposed schedule approved by an academic advisor in OSA prior to registering.
 - ii. Must participate in any academic support programs being offered by OSA.
 - iii. Meet with instructors to discuss exams and other course assessments.

3. *Removal from academic probation*

To be removed from academic probation a student must raise their cumulative GPA to a 2.330 by the following semester.

4. *Academic dismissal*

A student will be academically dismissed if they fail to maintain a cumulative GPA at or above the guidelines referred to above.

5. *Readmission*

All first-time academically dismissed students have the right to apply for readmission to UHLC. Such applications will be acted upon by the Executive Committee. Petitions for readmission should be submitted to OSA.

First-time academically dismissed students may be readmitted only upon showing substantial likelihood of satisfactory completion of the curriculum. The following are examples of bases for readmission which may be favorably considered:

- i. resolution of a family crisis;
- ii. resolution of a financial crisis;
- iii. completion of course(s) that might assist academic performance in law school; and/or
- iv. overcoming a serious illness.

A readmitted student whose grades subsequently fall below the academic probation minimum prescribed above will be dismissed from UHLC with no opportunity for readmission.

6. *At-Risk students*

In efforts to improve student performance on the bar exam, students with GPAs below 2.8 after the completion of the first year will be individually counseled on steps that can help students pass the bar exam.

R. *Assessments*

The broad term “assessment” is used to indicate the various ways in which a student earns a grade in a course or receives feedback about performance in a course. This follows the nomenclature given in ABA standards; there are two types of assessment discussed in the standards: formative assessment and summative assessment. A typical example of a formative assessment is a mid-term examination because the assessment happens while the knowledge is forming, during the semester. The most typical example of a summative assessment is a final examination.

While there is an operational preference for anonymous assessments of both types, students should not expect that all UHLC course assessments will be anonymous. Many types of courses are inherently non-anonymous in assessment, such as writing or experiential courses of various types. There may also be situations where other practical factors, such as perhaps the technology platforms used in learning, may limit the process by which assessment is anonymous. Students should not expect that all doctrinal courses, particularly in the upper level, are always operated with fully anonymous grading.

1. *Provision of Student “Exam Numbers” by OSA for Anonymous Assessments*

OSA provides the service of issuing exam numbers to students each semester. This is the number students should use for all exams or assessments during that semester where the grading will be anonymous. For these anonymous assessments, instructors submit grade sheets with exam

numbers and grades to OSA for processing. Student exam numbers change from semester to semester, so they should not be reused beyond the particular semester for which they were issued.

When an assessment is in fully anonymous mode, OSA correlates exam numbers to student names, and then transfers the information to the official grade sheet. Then, instructors who count class participation or other factors into the grade must submit their grades, along with a list of those students who are to receive bonus/deduction points. OSA applies/deducts credit, as applicable.

2. *Final Examination Schedule*

Students are required to take their final exams (summative assessments) on the scheduled dates. Instructors may not make exceptions. Unless designated as a “take home” exam, all examinations must be taken in assigned examination rooms.

S. *Academic Modifications for Students with Disabilities*

Students with disabilities needing modification to existing academic requirements should contact the Justin Dart, Jr. Student Accessibility Center (“DART”). Modifications that do not fundamentally alter the nature of the program and are not unduly burdensome will be considered. For more information, please visit:

<https://uh.edu/accessibility/>

UHLC is committed to ensuring that all students with disabilities are reasonably accommodated and are able to compete on a level playing field with all other law students. Accordingly, UHLC works closely with DART to provide accommodations on law school exams, as deemed appropriate and necessary by DART. UHLC recommends contacting DART to begin the accommodations process at least one month prior to the start of the semester to ensure that students are timely accommodated.

The following take-home exam policy has been approved by DART:

1. *UHLC Take-Home Exam Policy in Relation to Accommodations*

The structure of take-home exams provides more flexibility to students. Students have more control over the timing and setting, which reduces the need to utilize the same accommodations that are offered for a typical in-class law school exam. Take-home exams allow students to create their own distraction-reduced environments, take breaks as needed, talk aloud, or employ any other necessary test-taking strategies, without taking significant time away from working on the exam. Additionally, the amount of time allotted for a take-home exams allows students – including those with disability accommodations – to have ample time to read and digest the material, organize their thoughts, and prepare a clear, concise response.

2. *Long-Duration Take-Home Exams: More than 24 hours*

Accordingly, absent extenuation circumstances, UHLC only offers accommodations for take-home exams that are less than 24 hours. Absent extenuating circumstances, students are not offered accommodations for take-home exams that students have 24 hours or more to complete.

The basic rules and procedures for take-home exams that are 24 hours or more (i.e. students do not receive accommodations) are listed below to help guide and answer any questions you may have:

- i. Be sure that you are adequately prepared for the exam beforehand, as no additional time will be given for the take-home exam.
- ii. You may schedule your exam to begin at a time that is convenient for you, within the time parameters allotted for the take-home exam.
- iii. It is up to you to pace yourself and use the time allotted for the exam appropriately, such as for meals, extended breaks, snacks, etc.
- iv. Feedback from instructors indicate that they do not intend for students to spend the entire time allotted for the take-home exam, without eating, sleeping, or taking breaks.
- v. Students who strategically plan their time can pace themselves to allow for a more thoughtful, polished response, which is what many instructors expect for take-home exams that students have 24 hours or more to complete.

UHLC's primary goal is to offer all students the tools necessary to succeed. Accordingly, the accommodations process is in place to ensure that all students receiving disability accommodations are placed on a reasonably leveled playing field with other students. UHLC cannot offer accommodations that provide students with an unfair advantage.

3. *Short-Duration Take-Home Exams: Less than 24 hours*

UHLC offers extended time for take-home exams of short duration (i.e. less than 24 hours), as specified on the Student Accommodation Form provided by DART. The additional time given on short-duration take-home exams is calculated in the same manner as all other in-class law school exams. OSA is not required to facilitate any other accommodations for take-home exams, given that the take-home exams are self-administered. If the student would like OSA to administer the take-home exam and the structure of the take-home exam reasonably permits doing so, OSA will contact the student to discuss the details of the exam administration.

Note: Any student-requested adjustment on a take-home exam must be previously approved by the ADSA.

T. *Academic Modifications for ESL Students*

Students who are in their first-year of law school, who have the status of “English as a Second Language” (ESL), whose undergraduate education is not in English and who have been in the United States for two years or less, may have an additional 15 minutes per hour of in class exam time. Extra time will not be permitted for take-home exams. Requests for additional time should be directed to OSA at least six weeks before exams.

U. *Extenuating Circumstances Involving Examinations*

1. *Exam Conflicts*

An exam conflict is defined as (1) two exams scheduled on the same calendar day or (2) an exam scheduled at 6 PM in the evening and an exam at 9AM the following morning. In extremely compelling cases, which do not meet the technical rules for a “conflict,” exceptions will be considered, if supported in writing by the deadline stated in the UHLC academic calendar (approximately six weeks before the final exam period begins).

Note: Multiple, consecutive exams is not a conflict. For example: 3 exams in 3 days is not a conflict.

For “exam conflicts,” there is a right to have one of the conflicting exams rescheduled. The request for rescheduling due to exam conflict must be made to OSA by the deadline for doing so posted each semester. OSA will select which of the conflicting exams will be rescheduled to an alternate date during the exam period.

2. *Exams Impacted by Illness or Emergency*

For “illness or emergency” cases, students must contact OSA prior to the scheduled exam. OSA will verify the legitimacy of such claim and set the date for makeup exams with the student.

A student who becomes ill before an exam should immediately contact OSA. Students should not start an exam if they are feeling ill.

Requests for exceptions should be submitted to OSA prior to the exam date.

- i. All examinations should be taken on the date scheduled. Exceptions for alternate dates will be made only for illness or emergency or a conflict with another exam.
- ii. Students will be expected to contact OSA prior to the exam time and provide reasonable documentation (which may include a physician’s verification) for exam rescheduling requests that are based on emergency or illness.

3. *Students with Other Compelling Circumstances*

Students with compelling circumstances such as a death in the family, a serious personal crisis, etc., should contact OSA prior to the scheduled exam. If the situation merits, alternative exam arrangements will be made. Airline reservations do not justify a compelling circumstance inasmuch as the students have notice of exam times at the time of registration. Employment requirements are not a justification for alternative exam dates, except in extremely unusual situations. Participation in extracurricular activities is not considered a compelling circumstance. Students with questions about this policy should contact OSA before enrolling in the course.

4. *Computer Exam Policy*

Absent approval from the ADAA, UHLC instructors may not prohibit or deter students from drafting and presenting answers to exams on a computer equipped with UHLC approved security software. Instructors may permit students to draft answers to exams on a computer not equipped with security software provided that the instructor reasonably believes that such

procedure would not materially advantage students based on factors other than understanding of the course material.

V. *Grades*

1. *Grading System*

Letter grades will be given to students in all courses unless otherwise specified in this handbook. The letter grades and their numerical equivalents on a four-point grading scale are as follows:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

2. *Course Curve*

Effective with courses in the Fall of 2020:

J.D. students in courses have a mandatory curve in the range of 3.20 to 3.40.

3. *First-Year Grade Distribution*

The following grade distribution is mandatory for J.D. students in all first-year courses:

A	5% to 30% (in aggregate among the grade levels)
A- or B+ or B	50% to 90% (in aggregate among the grade levels)
B- or below	5% to 20% (in aggregate among the grade levels)

4. *Class Standing Information*

UHLC does not publish class standings. Instead, a percentile ranking is provided based on entering class year so individual students may determine their general position within the group of students with whom they entered UHLC. A final individual class rank may be obtained only after graduating.

W. *Electing “Pass/Fail” for Some Upper-Level Courses*

J.D. program students have the option to elect to take a course where the “grade” awarded is either “S” for Satisfactory, or “U” for Unsatisfactory, under the parameters in this section. This may be referred to in UHLC course listings or other locations in a colloquial manner as the “P/F election” but this section will refer to it as the S/U Election. When a course properly taken under the S/U Election results in a grade of “S,” the course credits accrue to the J.D. student’s necessary graduation credits. A grade of “U” does not reduce the student’s GPA but the credits cannot be counted towards graduation.

1. *Scope*

1.a. *Inapplicable to Required Courses*

The S/U Election cannot be applied to any courses required by this Handbook or to courses when those courses are intended by the student to be used to meet the required courses to graduate with the J.D. degree. Students who use the S/U Election for upper-level writing requirement courses (WRS or WRC courses) or simulation or clinic courses must account for the fact that they may need graded instances of these types of courses for graduation; this is the “graduation audit” aspect of the S/U Election system – it is up to the student to plan their progression of courses in order to meet all required courses for graduation.

1.b. *Applicability Toward J.D. Degree*

Students must have a minimum of 64 credits of graded coursework for graduation. The S/U Election must be applied to a course in its entirety, for all the offered credits. If the J.D. student is also enrolled in the joint J.D./LL.M. program, no S/U Elected course may count for the LL.M. credits. Use of the S/U Election does not impact a student’s privilege to engage in pass/fail credit or pass/fail courses as specified elsewhere in the Handbook or offered by UHLC as pass/fail, subject to the 64 graded credit-hour requirement for graduation.

2. *Limits on Quantity of Credits*

The S/U Election cannot be applied to more than 9 credits or more than three courses, except in the following case: 3 additional credits are available under the S/U Election for courses designated as clinical and for certain designated courses associated with the Blakeley Advocacy Institute (“BAI”).

The allotment of 3 additional credits for clinic or BAI designated courses is practically only able to be implemented for one additional course because, typically, UHLC offers no one credit courses. This is a consequence of the typical UHLC course offerings and is not a basis for expansion of the limit of 3 additional credits.

3. *Course Schedule/Information*

Each course listing has a field that specifies how the S/U Election is applicable to that course. A course can be listed as having one of four settings for applicability under the S/U Election system: Available; Unavailable (Required Course); Conditional Availability; and Unavailable (Instructor Preference).

3.a. *Available*

If a course is listed as “Available,” students can apply the S/U election, subject only to the limitations imposed by this section.

3.b. *Unavailable (Required Course)*

If a course is listed as “Unavailable (Required Course),” students are not permitted under any circumstances to apply the S/U Election because the course is required for graduation. This includes all first-year courses and Professional Responsibility.

3.c. *Conditional Availability*

If a course is listed as having “Conditional Availability,” the S/U Election may be applied subject to the student ensuring that they have graded instances of that type of course as necessary

for graduation. This primarily applies to courses that satisfy the upper-level writing requirement and satisfy the experiential course requirement for simulation and clinical courses.

3.d. *Unavailable (Instructor Preference)*

If a course is listed as “Unavailable (Instructor Preference),” the instructor for the course, or the UHLC administration, has elected to not permit any student in the course to apply the S/U Election.

4. *Grading*

Shortly after the end of regular classes during a semester, OSA will provide a list of the S/U Elected students to the course instructor. If a course has a purely anonymous assessment mode for any final (summative assessment) the instructor will be provided only the exam numbers of the S/U Elected students. If a course has a non-anonymous assessment mode or a mix of anonymous and non-anonymous assessment modes for any forthcoming assessment, the instructor will be provided the names and, if necessary, corresponding exam numbers of the S/U Elected students.

Students who apply the S/U Election to a course will not receive a letter grade for that course and the student’s grade will not be factored into the overall curve for that course. If a student receives a grade of “S” in a S/U Elected course, the student will receive credit for the course, but the “S” “grade” will not be factored into the student’s cumulative GPA. If a student receives a grade of “U” in a S/U Elected course, the student will not receive credit for the course for purposes of graduation, but the “grade” of “U” will not impact the student’s cumulative GPA. The instructor will assess all other non-S/U Elected students in the course according to performance, the curve, and the modes of assessment used in the course, which may include anonymous or non-anonymous assessment modes.

5. *Non-Disclosure of the P/F Election*

Students are prohibited from disclosing their S/U Election status to the course instructor. Students may lose the privilege of applying the S/U Election to a course if a student makes such disclosure.

6. *S/U Election Process*

The S/U Election system does not prohibit a student from registering for a course. Students should register for courses on their own during the registration period. A student must then submit an election form to OSA to request that the S/U Election be applied to a specified course. The student must submit the S/U Election form to OSA before the commencement of the second class session for intersession courses, and by the end of the last day to add a course for all other courses. The election form must be submitted during the semester in which the student wishes to have the S/U Election applied, therefore, please do not submit these elections when you register for a course in a prior semester. The S/U Election cannot be applied retroactively. After the deadlines given in this paragraph, a student may not revoke their S/U Election, nor apply it to any course.

The election form will likely be a web-page fillable form, and its URL may eventually be permanently listed here, but until then it will be provided by OSA at the start of each semester or term. After completing the election form, a student will receive an automated email confirmation with a link to view the student’s submission. It is the student’s responsibility to print or otherwise

save their responses. If a student does not have a copy of their responses, OSA will rely exclusively on its records for any inconsistency that may arise.

X. *Grade Change Policy*

After an instructor has submitted a grade to OSA, the instructor may change the grade only if it was incorrect due to an arithmetical, administrative, or other mechanical error. If an instructor discovers an arithmetical, administrative, or mechanical error in reviewing one student's exam and discovers that the same error was also made in grading exams of other students, the instructor must change the grades of all students affected by the error. A grade may not be changed as a result of a substantive reevaluation of a student's work or otherwise, except by vote of the faculty upon the instructor's request.

A student requesting a grade change from the instructor must request it as soon as possible, but no later than 90 days after grades are posted on the University system. All grade changes should be made by the instructor within 30 days of the request.

Y. *Grade Appeal Process*

Students should meet with the instructor to review the exam as soon as possible, but no later than 90 days after the grades are published on the University system. Per UHLC's grade change policy, the instructor may change the grade only if it was incorrect due to an arithmetical, administrative, or other mechanical error. Therefore, the purpose of the review with the instructor is not to reevaluate, but rather to check for administrative errors and to assist the student in understanding the grading process. It is helpful for the instructor to show the student a model or sample answer and explain to the student how the student's answer was scored.

If, after meeting with the instructor, the student wishes to appeal a grade, the appeal should be made in writing to the ADSA. A copy of the appeal will be forwarded to the instructor. The instructor must provide a response to such petition within a reasonable period of time (typically not to exceed 10 business days). A written response will be provided to the student and instructor as soon as possible, typically not later than 10 working days following receipt of instructor's response. If, after receiving the written response, the student wishes further appeal, such appeal should be made to the Vice Provost/Dean of the Graduate School.

Note: See Grievance Policy for Graduate, Professional, and Post-Baccalaureate Students of the Graduate and Professional Studies Catalog.

<http://publications.uh.edu/content.php?catoid=45&navoid=16191#grievance>

Z. *Special Academic Opportunities*

1. *Joint J.D./LL.M. Degree*

1.a. *Application and Admission*

A UHLC J.D. student can apply to the Joint Degree program after all grades are reported for the 1L year through the fall semester of the 3L year. Part-time students may apply to the program after receiving all grades for their summer 1L courses.

Students visiting UHLC can apply and be admitted to an LL.M. specialty program. Application can be made prior to or during the visit to UHLC. A visiting student must finish at least one semester of the 3L year at UHLC and complete a minimum of 12 credits. Upon graduation from the visiting student's home school, the visiting student must complete 15 LL.M. credits at UHLC before the end of the third regular UHLC semester, not including summers.

Joint Degree applications are processed by the Graduate Legal Studies (GLS) Committee according to its normal admissions process for the LL.M. degree.

1.b. Coursework

The Joint J.D./LL.M. degree requires completion of 105 credits. Within the 105 credits, students must complete the required number of specialty-specific credits required by the LL.M. program to which the student is admitted:

- i. Energy, Environment and Natural Resources (15 credits of EENR coursework)
- ii. Health Law (18 credits of health law coursework)
- iii. Intellectual Property & Information Law (15 credits of IPIL coursework)
- iv. International Law (15 credits of international law coursework)
- v. Tax (18 credits of tax coursework plus completion of Federal Income Tax. Federal Income Tax is not included in the 18 credit requirement.)

Credits for specialty coursework taken before admission to the Joint Degree program are counted toward degree completion.

1.c. Grading

A Joint Degree student is treated as a J.D. student, for purposes of the grade curve, through the semester in which 90 credits are completed, even when LL.M. courses are taken that semester. In any given semester a student is either completely a J.D. student and included in the J.D. curve for all courses, or completely an LL.M. student and not included in the J.D. curve.

LL.M. students are required to maintain a minimum 2.50 grade point average. Only specialty concentration courses are used to calculate the LL.M. grade point average, regardless of whether a course is taken under the J.D. curve or with the LL.M. status and not included in the J.D. curve.

1.d. Class Standing and Honors Designation

Class standing and honors designation are against whatever class with whom a Joint Degree student graduates. The J.D. class standing is calculated on all credits graded on the J.D. curve.

1.e. Joint Degree Program Withdrawal

Students who complete 90 credits under the J.D. curve can leave the Joint Degree program with the permission of the ADSA. The student will graduate as a regular J.D. student, provided that all of the generally applicable requirements for J.D. graduation are met.

2. *Visiting Another Law School*

After completing the first year, a student may request permission from OSA to take up to 30 semester hours of credit at another ABA-approved law school. Rules regarding transfer of credit from other law schools (including summer abroad programs) are as follows:

- i. The student must be in good standing.
- ii. The student must have completed all first-year courses.
- iii. The student should complete Professional Responsibility, the required experiential credits, and the upper-level writing requirement at UHLC.
- iv. The student must enroll in graded courses at the other law school. UHLC will not accept and give credit for courses graded pass/fail.
- v. Only courses in which a "C" or better is received will be credited toward hours earned.
- vi. The grade received at another institution is not calculated into the UHLC GPA.

The student must submit a petition requesting the specific course(s) for which credit is sought, with a copy of the course description attached. It is the student's obligation to inquire as to whether coursework at another institution unduly overlaps with coursework taken or to be taken at UHLC. The approval of the petition does not indicate that this overlap has been reviewed.

Students usually will not be given permission to take courses from other law schools in Houston, except when the courses are not offered at UHLC.

3. *Summer Abroad Programs*

UHLC does not sponsor a study abroad program; however, students may enroll in other ABA-approved programs. Approval is generally given for students to participate in these programs and receive credit, as long as the coursework does not duplicate previous coursework or coursework that the student plans to take at UHLC. Pass/Fail coursework will not be approved. The other rules pertaining to coursework at other law schools also apply and should be reviewed.

4. *Dual J.D. Program*

UHLC and the University of Calgary offer an International Energy Lawyers Program which allows students to earn both American and Canadian law degrees in four years. Students will spend two years at each school and take courses that will enable them to apply for admission to practice in jurisdictions in both the United States and Canada. The driving force behind the program is a shared commitment to natural resource, energy, and environmental law. More information on the program can be found here:

<http://law.uh.edu/academic/UHLC-Calgary-Dual-Program-Full-1.asp>

5. *Exchange Programs*

5.a. *North American Consortium on Legal Education (NACLE)*

UHLC leads the NACLE, a consortium of law schools in the United States, Canada, and Mexico. NACLE arranges semester-long exchanges for UHLC students and faculty, which

facilitate greater understanding of neighboring legal systems and foster greater international and multicultural cooperation. More information on the exchange programs can be found here:

<http://law.uh.edu/academic/study-abroad.asp#nacle>

6. *UH Joint Degree Programs*

UHLC offers students the opportunity to work toward combined and concurrent degrees, completing both degrees in less time than it would take to complete them sequentially. Students must be admitted separately to each of the programs. Admission to one program has no official bearing upon admission to the other. Students should be admitted to both programs within one year. (Special rules apply to the JD/MD program). The grades from the non-law courses will not factor into the calculation of the UHLC grade point average.

The established joint degree programs include those listed below.

6.a. *JD/MBA*

UHLC has arranged a dual degree in law/business with the University of Houston Bauer College of Business Administration. The J.D./MBA dual degree program is designed to enable J.D. students to obtain the MBA credential and better equip themselves for many areas of law. Students enrolled at UHLC, and who have been accepted to the graduate program at the Bauer College of Business Administration, must petition OSA for admission to the joint program. UHLC will award up to 15 credit hours for coursework completed in the Bauer MBA joint program. The MBA program will apply up to 12 hours of law school courses toward their degree.

Application to the joint JD/MBA program, from students who have been enrolled in either the MBA or J.D. program for an academic period of one calendar year, may not be permitted.

6.b. *JD/MSF*

UHLC has arranged a dual degree in law/finance with the University of Houston Bauer College of Business Administration. The J.D./MSF dual degree program is designed to target a niche for J.D. students where the heightened level of finance knowledge will enhance student competitiveness for more prestigious and beneficial employment related to several areas of law. Students enrolled at UHLC, and who have been accepted to the graduate program at the Bauer College of Business Administration, must petition OSA for admission to the joint program. UHLC will award up to 15 credit hours for coursework completed in the Bauer MSF joint program. The MSF program will apply up to 6 hours of law school courses toward their degree.

6.c. *JD/MA in History*

A UHLC student may apply for admission to the graduate program in History by petition to the UH History Department. UHLC will apply up to 12 credit hours of graduate history courses toward the law degree. The History Department will apply up to 6 hours of law school courses toward the M.A. degree.

6.d. *JD/MSW*

Students can earn a joint degree in social work through UHLC and the UH Graduate School of Social Work. As a full-time student, both degrees can be obtained in four years. Upon completion of all requirements for each degree, 14 credit hours from the law curriculum will be

applied to the MSW, and 15 semester credit hours from the MSW program will be applied to the J.D.

6.e. JD/MPH

In conjunction with the University of Texas School of Public Health, students have the opportunity to obtain concurrently a J.D. and a Master of Public Health. By receiving joint credit for courses approved by both institutions. UHLC will apply 12 hours towards the degree requirements from the MPH coursework.

6.f. JD/MD

UHLC, in conjunction with the Baylor College of Medicine, offers students the opportunity to jointly obtain both a J.D. and an MD. A student earns both degrees in six years of full-time study, one year less than it would take to complete the degrees separately. This extraordinary educational program highlights the relationship between law and medicine and provides students an important enrichment in their interdisciplinary studies. Students in this program attend their first, second, and fifth years of study at the Baylor College of Medicine, begin their law school curriculum during their third and fourth years, and complete both degrees in their sixth year. UHLC will apply 12 hours towards the degree requirements from the MD coursework.

6.g. JD/MPP

Students can earn a joint degree in public policy through UHLC and the UH Hobby School of Public Affairs. As a full-time student, both degrees can be obtained in four years. Upon completion of all requirements for each degree, 9 credit hours from the law curriculum will be applied to the MPP degree, and 15 semester credit hours from the MPP program will be applied to the J.D.

6.h. JD/MPA

Students can earn a joint degree in public administration through UHLC and the UH College of Liberal Arts and Social Sciences. As a full-time student, both degrees can be obtained in four years. Upon completion of all requirements for each degree, 12 credit hours from the law curriculum will be applied to the MPA degree, and 15 semester credit hours from the MPA program will be applied to the J.D.

7. Taking Other Graduate Level Courses

Students who have completed 45 semester hours of law school courses and are in good academic standing may petition OSA to take up to 12 semester hours of non-law graduate credit, either all at UH or, within the 12 hour limit, up to 6 semester hours from another university offering graduate programs upon petition approval by the ADSA. A course description should be attached. The requested course should enhance the student's law studies. Permission must be received prior to enrolling in graduate courses, and a grade of "C" or better is required to receive credit. Pass/Fail courses may not be taken for credit. The grades earned in these other graduate school courses will not be calculated into the student's UHLC grade point average.

Students who count non-law courses as part of their credit must petition for an overload if the total enrollment is greater than 16 hours.

Note: Students should not enroll in graduate level coursework without prior UHLC approval and expect that the coursework will be accepted for J.D. credit; students may not seek J.D. course credit retroactively for such graduate level coursework.

AA. *Obtaining A Transcript*

Official University of Houston transcripts may be ordered online, in person or by mail. Each transcript is \$10. More information may be found at:

<http://www.uh.edu/academics/forms/#transcripts>

BB. *Graduation*

There are five steps in the graduation cycle. The first step is an optional graduation “check” performed by OSA, which informs a student of their progress toward meeting the graduation requirements. Students may request a check at any time, but it is recommended that students submit a request for a check no later than the next to last semester of attendance. The objective is to find and correct any problems before students begin their last semester. Graduation check forms are available online at:

<http://www.law.uh.edu/OSA>

The second step is the application process. Every UHLC student must file a graduation application online through PeopleSoft by the deadline. The approximate deadlines are in February for May graduation; in June for August graduation; and in September for December graduation. The actual deadlines are published in the Daily Lex each semester and the UHLC Academic Calendar online. Any student who files an application to graduate and is disapproved must file a new application for the next graduation period.

The third step is the commencement ceremony held in May of each year. Graduation candidates for May and August, and graduates from the previous December, are eligible to participate. This is a hooding ceremony only. Diplomas are mailed after final grades are posted in PeopleSoft, and the student has been approved by the designated graduation analyst for UHLC.

The fourth step is the approval/disapproval process. Once an applicant’s grades for the last semester have been received, the records are reviewed to ensure that the applicant has met all graduation requirements. If so, the applicable documentation is approved and returned to the UH graduation office. Several weeks later, the diploma is mailed to the graduate. Candidates planning to relocate shortly after the end of their last semester should update the diploma mailing address in PeopleSoft.

The last step is that all UH and UHLC student financial accounts must be settled in full before graduation will be allowed.

CC. *Leaves of Absence/Withdrawal*

Students must file a petition with OSA to take a leave of absence or to withdraw from UHLC. Failure to do so could prejudice the student’s chances of being readmitted at some later date. Students who do not receive administrative approval to withdraw have no automatic right to

continue in law school. Students who have medical reasons or other personal situations may be asked to provide documentation.

Students who seek to withdraw or drop courses for medical reasons after the normal deadlines should submit documentation as requested on the general petition available in the OSA and online. Students are responsible for checking the UH refund policies. Refunds are not available past the stated deadlines even where there are compelling reasons to permit the drop/withdrawal.

Note: A first-year student, who is dropped from one course for nonattendance or otherwise, where there is no justification for the nonattendance, may be dropped from all of the courses for the semester.

DD. *Credit for Foreign Study*

ABA standards allow law schools to admit students with advanced standing and allow credit for studies at law schools outside the United States under certain conditions. Students with a foreign degree may petition the ADSA for credit toward their J.D. after they have completed the first-year curriculum. The granting of credit is within the discretion of the ADSA, and no more than 30 semester hours will be credited.

EE. *General Transfer Rules - (Students from other Law Schools)*

1. *Completion of the First-Year Requirements:*

Upon acceptance, OSA will perform a Transfer Credit Evaluation for all transfer students and notify students how many credits UHLC will accept and which first-year courses, if any, students will need to complete at UHLC before graduation. Transfer students should have completed the equivalent of the first year of law school and most of UHLC's first-year required courses. UHLC will accept a maximum of 30 transfer credits.

III. PROCEDURES OF THE APPLICATION DISCLOSURE SUBCOMMITTEE OF THE ADMISSIONS COMMITTEE

A. *Composition of the Subcommittee*

The Application Disclosure Subcommittee (ADS) shall be comprised of two members, consisting of a UHLC professional staff member from OSA or Admissions, and, a member of the Admissions Committee designated by its faculty chair. Where those two members cannot agree as to the disposition of a particular case, they may appoint a third member from among the members of the Admissions Committee.

B. *Duties of the Subcommittee*

Subject to the powers of the faculty, the dean, and the full Admissions Committee, the ADS shall have the following powers and duties:

1. *Education*

Educate students and other interested parties about disclosure obligations imposed on students by UHLC's application process.

2. *Consultation*

Consult with interested parties concerning the content of UHLC forms and publications discussing the disclosure obligations imposed on students by UHLC's application process.

3. *Adjudication*

Hear and resolve cases in which either students supplement their applications to UHLC or are reported to UHLC by the Board of Law Examiners for an apparent failure to comply with the disclosure obligations imposed on students by UHLC's application process, and determine what sanctions, if any, are warranted under the circumstances.

C. *Pre-Hearing Procedures*

1. *Self-Reported Students*

Students who self-report an apparent failure to comply with the disclosure obligations imposed on students by UHLC's application process will have their cases considered by the ADS. Initially, the ADS will meet and determine whether it is inclined to impose any sanction on the student involved or if it needs additional information from the student or others in order to make that determination.

1.a. Where No Sanction Found Warranted

If the ADS determines that it has sufficient information to proceed and that no sanction is warranted, it shall so advise the student, without holding a hearing.

1.b. Where Additional Information Needed

If the ADS determines that additional information is needed before making a determination, it shall so inform the student and provide a copy of these procedures to him or her. Upon receipt of the information involved, the ADS shall meet and decide whether to proceed in accordance with section III.C.1.a or III.C.1.c.

1.c. All Other Cases

If the ADS believes that a sanction might be appropriate, or if a request for additional information from the ADS is not responded to in a complete and timely manner, the ADS shall hold a hearing in accordance with the provisions of section III.D of these procedures in this part III.

2. Board of Law Examiners-Reported Students

Students who are reported to UHLC by the Board of Law Examiners for an apparent failure to comply with the disclosure obligations imposed on students by UHLC's application process before that student has self-reported concerning that apparent failure, will be advised of UHLC's receipt of the communication as well as its contents and invited to submit any written explanation that they care to submit concerning the issue within ten working days. As soon as practicable after receipt of that explanation, or upon the expiration of the ten working-day period if no explanation is received, the ADS shall hold a hearing in accordance with the provisions of section III.D of these Procedures, unless it determines that a hearing can be dispensed with under the standards set out in section III.C.1.a. For purposes of this provision, a student who self-reports some matters but not others will be considered as being subject to this paragraph.

D. Hearing Procedures

Hearings before the ADS are informal. Students should assume that members of the ADS will have reviewed their file prior to the hearing, and be prepared to answer any questions that members may have as a result of that review. Students will be given an opportunity to make a final statement to the ADS should they so desire.

E. Effect of Application Instructions

Students who establish that they did not disclose a particular matter because they were advised that they did not have to do so in UHLC's application instructions will not be sanctioned for their nondisclosure. However, students who wish to offer such a defense are expected to provide proof at the hearing of all of the prerequisites for nondisclosure contained in those instructions. The ADS is not required to accept a student's undocumented defense of this kind as valid.

F. Sanctions

Upon completion of a hearing, the ADS shall deliberate about what sanction, if any, to impose. A student should not expect to be advised of that outcome at the hearing itself. The factors that the ADS will consider in arriving at a sanction are set out in section III.J in these procedures. All students shall provide the ADS with a means of notifying them of the ADS's decision.

G. Review of ADS Decision

Review of decisions of the ADS may be had in accordance with the procedures set out below.

1. When ADS Decision Is Final

All decisions of the ADS are final unless appealed within five working days of the issuance of that decision in accordance with section III.G.2.

2. *Appeal to the ADSA*

A student may appeal any aspect of a decision of the ADS to the ADSA by doing so in writing within five working days of issuance of the ADS's decision and providing a copy of that appeal to the ADS. The ADS may, but need not, provide a response to that appeal on its own initiative. If the ADS chooses to do so, the ADS shall notify the ADSA and the appealing student of that fact (the election to respond to the student appeal) and provide the response of the ADS to each as soon as practicable.

3. *ADSA Review*

The ADSA may request a further explanation of the ADS's decision, which the ADS will provide promptly. The ADSA may affirm, modify or reverse the ADS's decision, or remand the matter to the ADS for further proceedings. A decision of the ADSA to affirm, modify or reverse a decision of the ADS is final.

4. *Further Proceedings if Necessary Based on Remand to ADS*

The decision of the ADSA is final in all cases except where the matter is remanded to the ADS. In such cases, the ADS shall conduct such further deliberations or proceedings as are appropriate in light of the concerns expressed by the ADSA, after which the student shall be advised of the ADS's decision. A student has a right to appeal this revised decision to the ADSA in accordance with sections III.G.2 and III.G.3. The ADSA may either affirm, modify, or reverse the ADS's revised decision. The decision of the ADSA in any of those respects is final.

H. *Confidentiality of ADS Proceedings*

Proceedings before the ADS are confidential. No information concerning the charges involving a student, evidence introduced or matters revealed or discussed at or in connection with a hearing before the ADS or an appeal to the ADSA, or decision(s) reached by the ADS or by the ADSA, shall be disclosed except as provided in the sections below in this section H.

1. *Access to Board of Law Examiners*

All written communications to UHLC from a student or from the Board of Law Examiners concerning the student's apparent failure to comply with the disclosure obligations imposed on students by UHLC's application process, any final decision of the ADS under sections III.C.1.a, III.F, or III.G.1 or of the ADSA under sections III.G.3 or III.G.4, and any other documents that the student involved requests be included, will be placed in a student's permanent file and made available to the Board of Law Examiners.

2. *Response to Disclosures by or on Behalf of Student*

If a student or a student's representative chooses to disclose information otherwise protected as confidential by section III.H, whether directly or indirectly, other than in connection with the hearing and appellate review processes set out in these procedures, the ADS or the ADSA may make such other and further disclosures of that information as are reasonably necessary to a fair presentation of the issues involved.

3. *Disclosure Ordered by Competent Tribunal*

The ADS may make such disclosures of confidential information as are ordered by a tribunal that is competent to issue the order involved, or when advised by counsel that a particular disclosure is required by law.

I. *Protection of Confidential Information*

If a student tenders information to the ADS or the ADSA in connection with an ADS proceeding that is protected as confidential by the law of any state or of the United States, upon written request made at the conclusion of the proceedings, the ADS or ADSA shall cause that material to be returned to the student involved, including any copies of such materials previously placed in the student's permanent file. The ADS and the ADSA shall make reasonable efforts to ensure that any communications remaining in the student's permanent file do not refer to materials protectable under this paragraph.

J. *Aggravating and Mitigating Factors*

In deciding whether to impose a sanction and, if so, what sanction to impose, the ADS will endeavor to treat comparably situated students similarly. In doing so, it will consider the following as aggravating and mitigating factors:

1. *Factors in Aggravation*

- i. Serious nature of omitted matter(s)
- ii. Multiple omitted matters
- iii. Matter occurred in recent past
- iv. Conscious awareness of need to disclose information
- v. Failure to sincerely accept responsibility for clear violation(s) of disclosure obligations
- vi. Apparent lack of sincere remorse for clear violation(s) of disclosure obligations

2. *Factors in Mitigation*

- i. Minor nature of omitted matter(s)
- ii. Single omitted matter
- iii. Matter occurred in distant past
- iv. No conscious awareness of need to disclose information due to:
- v. A reasonably arguable exclusion of matter from disclosure under UHLC application instructions
- vi. An unambiguous state statute, consulted prior to completing application, stating that answer given to question by student would be truthful (students are encouraged to provide documentary evidence of this fact)

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- vii. Good faith reliance on the advice of counsel stating that answer given to question by student would be truthful, provided that advice was rendered prior to student completing application (students are encouraged to provide documentary evidence of this fact)
 - viii. Apparent sincere acceptance of responsibility for any violation of disclosure obligations
 - ix. Apparent sincere remorse for any violation of disclosure obligations

IV. SUPERVISED PRACTICE CARD (TEXAS “BAR CARD”)

A. *About the Texas Supervised Practice Card*

Texas law permits qualified law students and qualified unlicensed law school graduates to participate in the trial of cases in Texas under the supervision of a licensed attorney. Bar card applications are available online. Completed applications should be submitted to the OSA for certification purposes.

Students who plan to enroll in a clinic course should check with the instructor as to whether a bar card will be necessary for participation in that clinical program.

B. *Eligibility for the Texas Supervised Practice Card*

To be eligible for a bar card, a student must have at least a 2.330 GPA at the time they apply and the student must satisfy one of the following criteria:

- i) Completion of at least two-thirds (60 earned hours) of the required hours toward graduation;
- ii) Completion of at least half, (45 earned hours) of the required hours toward graduation and enrollment in a clinic program; or
- iii) Be an unlicensed law school graduate.

V. BAR ADMISSIONS

A. *General Admission Requirements*

Graduates of UHLC are eligible to apply for admission to practice law in any state. Students are responsible for complying with all rules governing admission to practice law in the state or states in which they desire admission. Students seeking bar admission should research the state rules and forms within 30 days after starting law school. Detailed information regarding state requirements may be found on the National Conference of Bar Examiners' website at:

<https://www.ncbex.org/>

B. *Texas Bar Information*

Information on the Texas Bar Exam and the requirements for admission to the Texas Bar can be found on the Texas Board of Law Examiners' webpage at:

<https://ble.texas.gov/current-exam>

C. *Law Study Requirement*

Applicants may take the Texas Bar Exam if they are within four hours of completing their degree requirements. However, students planning to exercise this option should be aware of the following policies:

- i. The required 86 hours must be shown on the "official" records by the end of the Fall Semester for the February Bar and by the end of the Spring Semester for the July Bar. (This means that all hours must have been registered, paid, and passed by the aforementioned deadlines.)
- ii. Intersession courses offered in January are Spring Semester courses and therefore will only qualify for applicants taking the July Bar Exam.
- iii. Courses taken in UH's May "Summer Mini" session and Summer I session courses will not qualify in the hours required to sit for the July Bar. The qualifying hours must be on record prior to the start of the Summer I for the July bar exam.
- iv. Students whose GPA places them below a 2.330 will not be certified to take the bar exam in any state.

Questions regarding these policies should be directed to OSA.

VI. STUDENT INFORMATION AND SERVICES

A. *Financial Aid*

Information regarding scholarships and financial aid can be found on UHLC's financial aid webpage at:

<http://law.uh.edu/financialaid/homepage.asp>

B. *Emergency Loans*

UHLC has a small emergency loans program (maximum amount available is \$300). These loans are designed for students who have truly short term needs, e.g., their student loan check has been delayed, a check from parents has been delayed, etc. Students who have chronic financial problems or bigger needs should explore other options. These loans are at no interest and are to be repaid in 30 days. Please allow 3-5 days for processing the paperwork once a request has been submitted. All paperwork is available from the OSA.

The following guidelines apply to the emergency loans:

- i. Students may receive only one emergency loan each semester.
- ii. Students with a poor record with the university accounting office are ineligible.
- iii. Students who are 30 days from degree completion are ineligible.
- iv. Students in poor academic standing are ineligible.
- v. Students who have been delinquent in repaying previous emergency loans are ineligible.

C. *Personal Problems*

UHLC genuinely desires to make reasonable accommodations for problems that affect the student's academic performance, as well as to provide a resource or referral to help assist in resolving some of these problems. If you experience problems that may benefit from an accommodation, please contact OSA.

D. *Grievances and Complaints*

1. *Complaints Involving Instructors or Other Students*

Complaints involving instructors, other students, and student organizations should be discussed initially with the ADSA. An attempt will be made to resolve the complaint informally, but if that is unsuccessful, the student will be advised as to the next appropriate step. Complaints about the ADSA or the ADAA should be directed to the Dean.

2. *General Grievances Concerning Academic or Instructional Matters*

UHLC students can take advantage of UH's university-wide policy and procedure relating to grievances concerning academic and instructional matters and other general grievances. Students are encouraged to initially attempt to amicably address their concerns with the parties involved with some informal involvement from the ADSA, if necessary. For issues that are not resolved, the student is required to submit a formal written complaint to the ADSA within 10 days

after a decision is mutually made amongst the involved parties that the matter cannot be settled informally. If after receiving the ADSA's response the student wishes to appeal, the student must submit a written appeal to the Graduate and Professional Studies Grievance Committee within 30 calendar days of receiving the ADSA's final disposition. The full policy may be found at:

<http://publications.uh.edu/content.php?catoid=22&navoid=6017>

3. *Complaints about Violations of Building Use Policy*

These should be addressed to LawBuildingHelp@Central.UH.EDU, with a copy of the complaint or notification to OSA.

VII. COMPLAINTS THAT IMPLICATE THE ABA STANDARDS

As an ABA-accredited law school, UHLC is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at:

http://www.americanbar.org/groups/legal_education/resources/standards.html

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

- i. Submit the complaint in writing to the ADSA within OSA for purposes of delivery. The writing may be delivered in any manner, including, email or some form of physical delivery. All complaints shall be retained for at least ten years or until the next accreditation of UHLC.
- ii. If the complaint identifies the person complaining, the ADSA will acknowledge the complaint within five business days of receipt of the written complaint.
- iii. Within three weeks, UHLC's ADAA, or that administrator's designee, shall address the complaint, and when the student is identified offer to meet with the complaining student. If there is a meeting, the student will either receive a substantive response to the complaint, or information about what steps are being taken by UHLC to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided a response to the complaint explaining what steps are being taken by UHLC to address the complaint within three weeks after completion of the investigation. If the complaint is anonymous or the student chooses not to meet, the complaint should be addressed within similar time periods. A writing describing the resolution of the complaint shall be retained with all complaints.
- iv. Appeals regarding decisions on complaints may be taken to the Dean of UHLC.

VIII. STUDENT ORGANIZATIONS

Student organizations are an important part of life as a law student. There are many dozens of student organizations at UHLC. These organizations provide activities that range from the academically related (Law Review, Houston Journal of International Law, Order of the Barons, etc.), to service and social organizations (Student Bar Association, Advocates, the law fraternities, etc.), to organizations related to subject matter (Public Interest Law Organization, Intellectual Property Student Organization, Health Law Organization, etc.).

For a complete list of UHLC student organizations, please visit:

<http://www.law.uh.edu/organizations/homepage.html>

Students interested in joining an organization should talk to current members of the organization. Information about the officers and activities of each group is available on the UHLC website. Students are encouraged to become involved in at least one organization, but they are cautioned not to become so overextended in extracurricular activities that their academic work suffers as a result.

Students who are interested in starting a new student organization should discuss official recognition requirements with OSA. Official UHLC recognition of a student organization may give the group access to resources, including the possibility of some nominal financial support. A group must have at least ten members and a faculty sponsor before official recognition is granted. In addition, the group's purpose should fill an important need in the UHLC community not already met by existing organizations.

IX. UHLC POLICIES

A. *Student Records and Confidentiality*

1. *Providing Outsiders with Student Schedules and Directory Information*

Frequently, relatives, employers, etc., will ask to know where they can find a specific student. OSA determines whether the inquiry allows the provision of any information as guided by UH policy. UHLC will not provide course schedules to anyone. If an emergency justifies notifying a student, an OSA staff member will go to the class session to make the notification.

2. *Releasing Eligibility Information to Student Organizations*

When possible, the list of students eligible for a student organization is released to the faculty advisor for that organization. When that is not feasible, one or two representatives of the organization are given the list of eligible individuals. Students to whom this information is released are advised that the information is confidential, and the student is not to release the names to anyone else without approval of the administration. Once invitations have been accepted, those who have become members may have their names published.

B. *Nondiscrimination Policy and Protected Classes*

UHLC is committed to ensuring the equality of opportunity in legal education for all persons, including applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, sex (including pregnancy), genetic information, religion, age, national origin, disability, veteran status, or any other legally protected status; and for this policy UH includes in the term “protected class” sexual orientation, gender identity and gender expression. The facilities and/or services of UHLC may be denied to all individuals whose behavior contravenes UH and UHLC policy in this area.

C. *UHLC Building Policy*

The facilities included within this policy are the John M. O’Quinn Law Building, the Law Library within that building, and the grounds and parking lots surrounding the building (collectively “UHLC Building” or “Building”).

1. *Use of the Building*

The Building is open to the public from 7:00 a.m. to 8:00 p.m. Monday through Friday. After hours, the Building will be accessible to UHLC students, instructors and staff through electronic access points that work with the Cougar Cards.

If there are problems with Cougar Card access contact OSA. For damaged or lost cards, contact the UH Cougar Card office.

Food and drinks are allowed in reservable rooms as indicated in the room reservation system rules. Use of alcohol is prohibited unless permission is granted in advance from the ADA’s office.

2. *Animals in the UHLC Building*

The presence of animals at UH may pose a safety concern, which places UH at risk of a potential liability. Therefore, as a general rule, animals are not allowed on campus. The exceptions to this policy are:

- i. Service animals, under this policy:
https://uhsystem.edu/compliance-ethics/_docs/sam/01/1c12.pdf
- ii. Research animals authorized by UH policy

3. *Security*

In case of emergency, you should call the Campus Police at 713-743-3333.

UHLC has security officers onsite. Their contact number is 713-743-5806. They are available on weekends at all times. For Monday through Friday they operate in two shifts: an afternoon shift beginning at 3 p.m., and a night shift beginning at 11 p.m. and ending at 7:30 a.m. Thus, they are not present during the day when the building is open, but are available for evening assistance.

Non-emergency security problems should be reported to OSA.

D. *Logo and Brand Content Policy*

Student organizations may use the names “University of Houston” or “University of Houston Law Center” or “Houston Law” on tee shirts, mugs, etc. Use of the logo or other brand content of either UH or UHLC requires permission. If you have any questions about this policy, please contact OSA. The links below are also applicable:

<https://www.uh.edu/marcom/guidelines-policies/>

<https://uh.edu/marcom/resources/uh-brand-student-organizations/>

E. *UHLC Communications Policy*

The Daily Lex is the UHLC “paper of record.” Everyone in the UHLC community will receive the Daily Lex via their UH assigned e-mail account. All official communications will be posted in the Daily Lex. Students will be held responsible for all information that is posted in Daily Lex.

The Daily Lex will not carry commercial announcements.

There are several physical bulletin boards located throughout the UHLC building. The label determines the exclusive use of the board. If there is no label, the board is open for students to announce student organization events and activities or other events on UHLC premises that are relevant to members of the UHLC community. Please be sure to remove the posting in a timely manner.

All notices from individuals or agencies not directly associated with UHLC are limited solely to the large board located across from the snack bar. Students representing such agencies must abide by this procedure.

F. *Policy Regarding Computer Use During Class*

While computing enhances legal education, improper use of computers during class can be a problem. Sometimes they are used in ways likely to distract others. Sometimes, even though they do not distract others, their use proves a distraction for the students using them. How to balance the utility of computers with their potential for self-distraction is a complex issue of classroom control that should generally be addressed by the instructor for a course. Accordingly, UHLC issues the following policy regarding classroom computer use. This policy is subject to revision without prior notice.

During class, students may not use computers in a way likely to distract other students from appropriate classroom activities. Playing games or watching movies are examples of computer use that is distracting. An instructor may not waive this policy any more than the instructor can waive other policies designed to prevent classroom disruption. Each instructor teaching a class has the option of further limiting use of computers during class hours or during selected class hours to prevent self-distraction.

These limits may include (without limitation) forbidding use of computers altogether, forbidding certain uses of computers such as Internet surfing, chat rooms, e-mail, or other uses often not generally related to legal education. Provided the instructor has notified the class in advance of the computer use policy, preferably in writing, the instructor may treat violations of their rules as either a lack of preparation, a constructive lack of attendance, or, in appropriate circumstances, as a disruption of the class. Instructors may enforce their computer use restrictions by all reasonable means, including requiring students to disable (or, where feasible, remove) network access cards and prohibiting computers on desks.

This computer use policy is subject to the Americans with Disabilities Act, which may require accommodations for students who require use of electronic devices.

X. UH POLICIES

Students are also governed by some UH policies issued for graduate students, although in many areas local UHLC policy supersedes (for example, in the area of attendance based on UHLC's ABA accreditation). There are also generally applicable UH student policies, such as in the area of sexual harassment or misconduct.

The UH Student Handbook and other General Academic Regulations and Requirements can be found here:

<http://publications.uh.edu/content.php?catoid=22&navoid=6361>

For example, the generally applicable UH student code of conduct is here:

<https://www.uh.edu/dos/behavior-conduct/student-code-of-conduct/>

Many of the UH policies are available in its MAPP system of policy documents:

<https://uh.edu/policies/mapps/>

For example, the Freedom of Expression Policy under the MAPPs for Student Affairs is:

https://uh.edu/policies/_docs/mapp/13/130101.pdf

XI. ADMINISTRATION

The current UHLC administration is listed here:

<https://www.law.uh.edu/about/administration/>

For most student matters, staff in OSA, and the ADSA, who is the staff leader for OSA, are your first resource. Like most law schools, the official hierarchy of UHLC begins with the Dean, and after that operational authority rests with the ADAA. However, most matters for your time at UHLC, beyond the instructors for your courses, will be serviced by OSA and other service functions with the school, such as the Career Development Office (CDO) or the LawIT department.

XII. ALBERTUS MAGNUS

“Albertus Magnus” or Albert the Great is the name of the imposing bronze statue on UHLC’s grounds. Everyone has seen him, but how many know anything about him?

Albert the Great was a medieval theologian and “Man of Universal Knowledge.” Born in Lauingen, Bavaria sometime between 1193 and 1206, he was a bishop, doctor (Doctor Universalis) and saint of the Roman Catholic church, having as one of his students Saint Thomas Aquinas. Albert’s lifetime (d. 1280) neatly coincided with the thirteenth century’s “Golden Age of Scholasticism,” and his literary production covered as least forty years. A dominant figure, he was an influential teacher, an experienced traveler, a keen observer of life and nature, and the one learned persons of the “Golden Age” to be called “the Great.” Albert was cited by name even before his death, a rare occurrence in medieval authorship.

The UH bronze statue was purchased in 1970 through the efforts of the UH Art Acquisition Committee. It is one of the major art works acquired by UH since September 1966, when the Board of Regents’ Building Committee unanimously approved a motion to set aside a small percentage of all construction cost for future building projects to acquire art.

“Albertus Magnus” is the best known work of German sculptor Gerhard Marcks, and is considered his finest by many scholars and artists. The UH acquisition was made from a special cast in Dusseldorf by permission of Marcks and his family.

With his open law book and profound expression, Big Al (as he is informally called) is the bigger-than-life symbol of the legal profession for UH students and faculty. He is also considered a good luck symbol, as evidenced by a golden toe protruding from an open sandal: the well-rubbed bronze rabbit’s foot of students on their way to exams.

XIII. VERSION HISTORY

Date Issued	Version	General Indication of Changes
8/24/2020	Ver4c	General refresh of the Handbook. Implemented four policy changes approved by UHLC faculty from March of 2020: the uniform curve; a revised 1L curve distribution; changes to the special courses rule; and implementation of the new system whereby students can, for some courses, elect to take a course with S/U “grading.” Finally, removed the Honor Code from the Handbook to post the Honor Code as a disentangled document.
7/19/2022	Ver4r	Spot revisions, likely averaging no more than one per page, many non-substantive. The most important revisions for this version are: (a) the 1L grade distribution; (b) the addition of two items under Graduation Requirements; and (c) the revision of the Dean’s List criteria.
10/25/2022	Ver4u	Included language regarding two existing policies that had previously operationalized by UHLC but had not been published in this handbook. One policy outlines a general grievance process available to students. The second policy relates to UHLC’s credit hour determinations for courses and academic activities.
11/20/2022	Ver4x	Updated to include the recently approved JD/MSF joint dual degree program with the Bauer College of Business.
3/3/2023	Ver4y	Updates to final step of the grade appeal process to accurately reflect the Grievance Policy provided in the Graduate Catalog