



UNIVERSITY OF **BALTIMORE**

School of Law

2019-2020 STUDENT HANDBOOK

Students are advised that the policies and procedures in this handbook are subject to change at any time. Students are notified of such changes by email to the University of Baltimore account and are bound by them.

Also available online: law.ubalt.edu/academics

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DEAN'S MESSAGE

Dear Students,

Welcome (or welcome back) to the University of Baltimore School of Law. Some of you are just beginning your careers at UB, while others are returning as seasoned law school veterans. I'm glad you're all here, and I look forward to seeing you around the building in the coming months.

The UB School of Law offers students many academic opportunities. Our curriculum ranges from courses in substantive law and legal theory to nationally renowned clinics, externships and other highly practical learning experiences. You can enrich your academic experience by working on journals, moot court teams and skills-based courses. You'll find it all here.

To take full advantage of the school's rich curricular offerings, weigh your options carefully and plan ahead. I strongly encourage you to meet with an academic adviser and to attend the sessions on curriculum planning offered by the Office of Academic Affairs (OAA). That office, under the direction of Associate Dean Dionne Koller, is available to assist you with all your academic needs. Don't hesitate to visit our new Dean of Students, Paul Manrique, on the 7th floor of the John and Frances Angelos Law Center. And visit me too (I'm also on the 7th floor) – I love to talk to students about their UB experience and their plans for the future.

You should also work with the Law Career Development Office to begin your career path through clerkships, summer jobs, volunteer opportunities and pro bono work. Also, find a student organization that interests you, and take time to attend some of the fascinating lectures and conferences held here. Please keep in mind that a law school education takes place both inside and outside the classroom.

Finally, during your years at UB, enjoy Baltimore. Sample the great restaurants, museums and music found all around town – and root for the Orioles, even as they rebuild. So go O's and go UB!

Ronald Weich

Ronald Weich
Dean

OVERVIEW

This document incorporates, by reference, all the policies and procedures found in the University of Baltimore Student Handbook. All academic, student and financial policies and regulations, as well as individual programs, courses, and standards are subject to change at any time. Students are advised by way of this notice that such changes may affect their program requirements, degree status, tuition, fees and financial aid, and any other aspect of their enrollment at the University of Baltimore. The University notifies students of such changes through the University of Baltimore email system and online.

This document is not to be considered a contract between the student and the University. Each student at the University of Baltimore is personally responsible for his or her academic progress, and all are urged to read this document and all University academic publications and correspondence carefully, and to consult regularly with appropriate University personnel for additional information.

The School of Law Honor Code sets the standards of integrity and professionalism for law students and provides the exclusive method for handling violations of its rules and standards related to academic honesty. Each student is bound by the Honor Code. At Orientation, incoming students are required to take a pledge to uphold the Honor Code and they are required to sign a form indicating their commitment to the same. The Honor Code is included in this manual and online.

INTRODUCTION TO ACADEMIC PROGRAM

Change is occurring at a rapid pace in legal education, the practice of law and the economy. To meet the new demands occasioned by these continuing shifts, the School of Law's Long-Range Planning Committee developed a [2013-2018 University of Baltimore School of Law Strategic Plan](#). It ensures that students are prepared for fulfilling professional lives in the 21st century and, for all of law school constituencies, it brings four principal areas into focus: curriculum development, the cost of legal education, admissions and student career planning. As part of this planning process, the School of Law Faculty adopted "Core Competencies" — principles that shape the academic and programmatic structure of the School of Law.

Core Competencies

Justice, Professionalism and Ethics

- Ethical responsibilities in the service of justice
- Development of a professional identity
- Development of professional values, including judgment, reflectiveness, and decision-making
- Development of professional interpersonal skills, and cultural sensitivity
- Commitment to public and *pro bono* service

Core Legal Contexts

- Statutory law
- Common law
- Constitutional law
- Procedural law
- Administrative law
- International law

Substantive Knowledge

- Knowledge of doctrinal law, including its history, theory, policy, and context
- Principles of the U. S. legal system and legal systems worldwide

Fundamental Lawyering Skills

- Critical thinking, including critical analysis of law
- Legal and factual research and conventional legal citation
- Problem solving
- Persuasion and rhetoric
- Litigation Skills
- Transactional Skills
- Legal writing
- Oral advocacy
- ADR
- Client interviewing
- Client counseling

THE HONOR CODE

Academic Integrity at the School of Law is governed by the Honor Code. The School of Law Honor Code is based in substantial part on the University's Academic Integrity Policy. While the procedures for adjudication of Law School Honor Code matters differ in some respects from the procedures employed in the other schools of the University, the essential policies, standards and basic objectives of the Honor Code and the University Academic Integrity Policy are entirely consistent. The University Academic Integrity Policy can be found in the section on University Policies.

All students must sign a pledge that they are familiar with the Honor Code of the University of Baltimore School of Law. By signing this pledge, they affirm to uphold themselves in accordance with the Honor Code.

The [Honor Board](#) is the student organization charged with implementation of the policies and procedures outlined in the Honor Code. The Honor Board works closely with the School of Law administration when complaints about possible Honor Code violations are filed. The website for the Honor Board provides forms for filing complaints, information about the process, names of the Honor Board members and information about serving on the Honor Board.

Purpose (Section I)

The University of Baltimore School of Law prides itself on maintaining high standards of academic and professional responsibility. The Honor Code presumes that all students will embody the principles of honesty and personal responsibility during their legal education.

The Honor Code sets out specific guidelines that will govern student conduct with regard to academic integrity. The Honor Code creates and defines the administrative structure in which matters of academic dishonesty are addressed by the law school community, and it establishes an Honor Board that is charged with implementing the procedures.

Notice of Honor Code Provisions (Section II)

All students are on notice of this Honor Code and its provisions by virtue of enrollment at the School of Law. Copies will be distributed at orientation, are placed on reserve in the Library, are available at the Office of Academic Affairs,

and are available online. All students should also be aware that a record of academic dishonesty is an extremely serious obstacle to a student's gaining admission to the practice of law. All students have a duty to promptly report conduct reasonably believed to be a violation of the Honor Code.

Definitions (Section III)

- A. "The Dean" shall mean the Dean of the Law School or the Dean's designee, who may be the Honor Board Advisor.
- B. "Examination" shall include any graded test or assignment, or any work required or performed for academic credit.
- C. "Investigator" shall mean a person(s) who is charged with being a neutral finder of facts of alleged violations.
- D. "Business day" shall mean any weekday on which the School of Law is open for classes, and shall not include holidays, breaks or days closed for inclement weather.

Prohibited Conduct (Section IV)

An honor code violation demonstrates a lapse in professional judgment and may have a serious adverse effect on a student's professional career. In this context, except as otherwise specified below, to be guilty of an honor code violation, a student must be found to have engaged in the prohibited conduct with purpose, knowledge, recklessness or negligence. Accused students are presumed to have acted without violating the Honor Code unless proven otherwise, or unless the contrary presumption is clearly stated in the code.

It shall be a violation of the Honor Code to engage in any of the following academic misconduct:

- A. **Plagiarism.** Plagiarism is misrepresenting the work of another person as one's own. Examples include—but are not limited to—submission of papers purchased or downloaded on the internet or supplied by others; paraphrasing or quoting material written by another, published or unpublished, without properly documenting the source; misrepresenting another's analysis, synthesis, organization, or compilation of sources as one's own, whether the source is a fellow student or any other author; or using any Internet sources as one's own without full citation and appropriate use of quotation marks. Plagiarism is a breach of academic honesty and does damage to the student's own education, to the legitimate interests of other

students who observe the norms of academic professionalism and to the process of education and scholarship generally. The harms caused by plagiarism are the same whether the conduct is knowing or simply negligent. For this reason, as articulated above, any incident of plagiarism, even negligent or inadvertent plagiarism, is a violation of this code. Law students are adults who aspire to membership in a profession that demands integrity and high standards of professional care. They are responsible for ensuring that their academic conduct steers well clear of the line between original work and plagiarism.

- B. **Cheating.** Cheating includes the giving, receiving, having, or possessing any unauthorized assistance or unfair advantage on any form of academic work. Examples may include, but are not limited to, talking with other students during the administration of an exam, the use of crib sheets or any other materials not expressly authorized by the professor during exams, unauthorized possession of exam materials prior to or after the administration of the exam, and copying from other students' exams, use of unauthorized resources on a research or other writing assignment or in a competition for academic credit when prohibited by the competition's rule, and violating rules provided by a professor or proctor on an examination or assignment.
1. There shall be a presumption, rebuttable by clear and convincing evidence, that any student who possesses prohibited resource materials during an examination, including, but not limited to, crib sheets, outlines, cellular phone, "smart phone", tablet, mobile device, or any other technological device not specifically authorized by a professor for use during an examination has cheated.
 2. There shall be a presumption, rebuttable by clear and convincing evidence, that any student who violates rules provided by a professor or proctor on an examination or assignment has cheated.
- C. **Misuse of Materials.**
1. Misuse of any law school library, writing center, or law career development office materials. Misuse includes marking,

damaging, hiding, or destroying materials; removing materials without authorization or depriving other students of materials meant to be for the use of all students.

2. Use of another student's or professor's books, class notes, or other study materials without that person's consent.
3. Depriving another student, temporarily or permanently, of that student's books, class notes, or other study materials.
4. Intentionally giving another student false or inaccurate information about class assignments, study materials, notes, or other class requirements.

D. **Communications regarding examinations.**

1. Knowingly discussing an examination that has been taken with another student who has yet to take the examination or with any person in any place where a reasonable person should realize that the conversation could be heard by another student who has not yet taken the examination. Any student who learns, intentionally or accidentally, of any question or answer to an exam not yet taken must report this information immediately to the professor, administrator or staff member responsible for supervising the examination or to the Dean's Office.
2. Knowingly discussing an examination that has not been taken (but is scheduled to be taken) with another student who has already taken the examination.

E. **Misrepresentation.**

Misrepresentation includes but is not limited to:

1. Misrepresenting one's own or another's class attendance or falsifying attendance records.
2. Misrepresentation of one's own credentials, academic record, class standing or extracurricular experience including, but not limited to misrepresentation on a resume, transcript, a job application, or a cover letter.

3. Misrepresentation to any member of the Law School faculty, staff or administration or to any supervising attorney in the case of clinics or internships of any matter pertinent to satisfaction of employment or course requirements, including, but not limited to, the number of hours worked.

F. Impeding the Honor Code Process.

A student who engages in the following misconduct shall be considered to be impeding the Honor Code Process:

1. Failing to reveal fully any knowledge or evidence concerning an alleged violation on proper request of an Investigator, the Hearing Committee, or any accused student or his or her representative.
2. Knowingly misstating or misrepresenting a material fact in testimony or a written statement given during an investigation or a hearing of an alleged violation of this Code.
3. Knowingly filing a false complaint of a violation of this Code.
4. Knowingly failing or refusing to comply with any order of an Investigator or the Hearing Committee.

Proceedings (Section V)

Every stage of the proceedings shall be conducted without unnecessary delay. All parties shall act as expeditiously as possible, consistent with the purposes of the Honor Code. Persons who become aware of possible violations of the Honor Code shall report such violations promptly.

A. Complaint

1. Complaints may be made by students, faculty, administrators, staff members or the Dean and shall be reported in writing to the Honor Board Chairperson (hereinafter the Chairperson), or to the Honor Board Advisor (hereinafter the Advisor).
2. The complaint shall describe the incident, shall state the date(s), time(s), place(s), person(s) involved (by name, if known, otherwise

by description) and potential witnesses, and shall be signed and dated by the complainant.

3. Upon agreement, the Chairperson and the Advisor, in their discretion, may dismiss immediately a complaint that does not allege academic misconduct or fall within the purview of the Honor Code. They shall send notice of the dismissal to the accused student. The dismissal shall not be reported to the Board of Bar Examiners.
4. For complaints made on or before the last day of class during the fall or spring semesters, If not dismissed, the Chairperson or Advisor shall send, within ten (10) business days of the filing of a complaint, notice of the complaint to the accused student. For complaints made after the last day of class of the fall or spring semesters, if not dismissed, the Chairperson or Advisor shall send notice of the complaint to the accused student no later than within ten (10) business days of the first day of the next semester (fall or spring). For complaints filed during the summer term, the notice of the complaint shall be sent to the accused student no later than within ten (10) business days of the first day of the fall semester. The date of notice to the student shall be the starting date for the Investigation, Preliminary Review Panel and Hearing timetables, set out in Sections B, C, and D, below.
5. Notice of the complaint shall be sent via official University Communication means (University email) and shall include the following:
 - a. A description of the alleged conduct that constituted the charged Honor Code violation;
 - b. Identification of specific Honor Code sections alleged to have been violated;
 - c. Names of the student investigator and members of the Preliminary Review Panel;
 - d. That the accused student is entitled to be represented by counsel or other representative;
 - e. That the accused student is entitled to consult with the designated "Process Aide" for advice about the process and procedure;
 - f. That the accused student is under no obligation to admit or deny the charges or to make any other statement;

- g. That any statement the accused student makes may be used against him/her;
 - h. That the accused student may concede the alleged action(s) that is the subject of the complaint and waive his/her right to a hearing on the merits and proceed with a hearing on sanctions only.
- 6. Upon notice of the complaint, the accused student may request the recusal of any investigator or members of the Preliminary Review Panel on the grounds of potential bias.
- 7. Complaints against graduates:
 - a. Except for § V(A)(7)(b), below, no complaint may be filed against a student more than six months after that student leaves the University of Baltimore School of Law.
 - b. If a student leaves the University of Baltimore School of Law and either returns or attempts to transfer this law school's credit to another law school, complaints may be filed until six months after that student graduates from law school.

B. Investigation

- 1. Within a reasonable period of time after the filing of the complaint, the Chairperson or Advisor shall select one member of the Honor Board to serve as Investigator for the matter, and shall select three (3) student members of the Honor Board to serve as the Preliminary Review Panel.
- 2. Any Honor Board member who could potentially be called as a witness in the matter, or who has a professional or personal relationship with the accused that would create, or give the appearance of creating, an unfair bias, must be recused from all proceedings relating to the matter.
- 3. The Investigator shall complete the investigation within twenty (20) business days of notice to the student, unless an extension for good cause is granted by the Chairperson. The accused student shall be notified of any extension of time.
- 4. The Investigator shall interview all relevant witnesses, the accused student, and any witnesses then proffered by the

accused and shall prepare an investigation report. The investigation report shall consist of a written statement approved by each witness, and any other relevant information collected by the investigator.

5. During the investigation, the accused student shall not have the right to be informed of the name of the complainant, but shall be informed of the name of the complainant if the Preliminary Review Panel finds sufficient evidence to set the matter for a hearing. All witnesses contacted by the Investigator shall be informed of the confidentiality requirement imposed by Section V.(G).
6. The Investigator shall strive to be a neutral fact finder with respect to the Preliminary Review Panel. The investigator does not participate in the panel's deliberations.

C. **Preliminary Review Panel**

1. Upon completion of the investigation, the Preliminary Review Panel (hereafter the Panel) shall meet to determine whether the Investigator has offered sufficient evidence to support a prima facie case that an Honor Code violation has occurred. The Investigator shall present to the Panel the following materials for its consideration:
 - a. The complaint;
 - b. The investigation report, and
 - c. A written statement submitted by the accused student, if the student chooses to submit a statement.
2. The Advisor shall attend the Panel proceedings for purposes of clarifying procedural matters, but shall not vote in the Panel's deliberations.
3. **Sufficient evidence - Prima Facie Case.** If a majority of the Panel finds that the investigator has presented sufficient evidence to support a prima facie case that a violation has occurred, the Panel will prepare and deliver a letter to the Dean outlining the allegation, the investigation, the evidence considered and the Panel's findings. The matter shall proceed to a Hearing.

- a. The Dean shall send, via university email, a letter to the accused student enclosing the Panel's letter. The letter shall include:
 1. Name of the complainant;
 2. A description of the alleged conduct that constituted the charged Honor Code violation;
 3. Identification of the specific Honor Code sections alleged to have been violated;
 4. That the accused student is entitled to be represented by counsel or other representative;
 5. That the accused student is entitled to consult with the designated "Process Aide" for advice about the process and procedure;
 6. That copies of all documentary evidence susceptible to photocopying are available and that the accused student and counsel shall have a reasonable time to examine any evidence not susceptible to photocopying;
 7. The names and available contact information of all persons that may be called as witnesses;
 8. That the accused student is under no obligation to admit or deny the charges or to make any other statement;
 9. That any statement the accused student makes may be used against him or her; and
 10. That the accused student may admit to the conduct at issue and waive the right to a hearing on the merits at any time, in which case the Hearing Committee will hear evidence relating to sanctions.
 - b. The Honor Board Advisor shall work with the accused student or his/her representative to establish a mutually convenient date for the hearing. Once established, the Honor Board advisor will provide the accused student or his/her representative with a list of hearing committee members.
4. **Insufficient evidence - No Prima Facie Case.** If a majority of the Panel finds that the investigator has presented insufficient evidence to support a prima facie case for an Honor Code

violation, the Panel shall prepare and deliver a letter to the Dean outlining the allegation, the investigation, the evidence considered and the Panel's findings, and the matter shall be dismissed. The Dean shall send, via official university communications, a letter to the accused student enclosing the Panel's letter and a notice of dismissal. The matter shall not be reported to the Board of Bar Examiners.

5. If thirty (30) business days pass, without an extension for good cause, from the date of notice to the student without a finding by the Panel or admission by the student to the conduct alleged, the complaint shall be dismissed. Notice of the dismissal shall be sent to the accused student, and shall not be reported to the Board of Bar Examiners.
6. Should exonerating or mitigating evidence or information appear at any point after the Panel has found reasonable grounds of a violation but before the hearing has occurred, such evidence shall be provided to the accused student and introduced at the Hearing by the Presenter of Facts.

D. Hearing

1. Composition of the Hearing Committee. The Hearing Committee shall be composed of four Honor Board student members and two faculty members selected from members of the faculty who are tenured. A Faculty member may be excused from a Hearing Committee by the Honor Board Advisor for hardship or cause. Any Hearing Committee member who may be called as a witness or who has a professional or personal relationship that would create, or has the appearance of creating, an unfair bias shall be recused by the Honor Board Advisor. In cases of related actions, the Honor Board Advisor in consultation with the Dean shall have the discretion to decide whether to consolidate the hearings of several students or of several complaints or to consider them separately. The Hearing Committee shall immediately select a Chair from among the student members.
2. Rights of Accused Students.

- a. An accused student may represent him/herself or use outside counsel. Current members of the full-time or part-time faculty may not represent students before the Hearing Committee or on an appeal of an Honor Board proceeding.
 - b. The Dean annually shall appoint a full-time, tenured faculty member to serve as accused student's Process Aide. The Process Aide will make himself or herself available to the accused student in order to provide information about proceedings under the Honor Code, including information about the alternatives that are available to the student at each step. The Process Aide shall not represent any student in proceedings related to the Honor Code.
 - c. An accused student need not testify, but an adverse inference may be drawn from a student's refusal to answer questions if, under the circumstances, it would be reasonable to draw that inference.
 - d. The accused student may request the recusal of any Hearing Committee member on the grounds of potential bias. Such requests are to be addressed to the Dean who shall have final, non-reviewable authority to determine whether to grant the request. If the request is granted, a new Hearing Committee member will be selected pursuant to the procedures of Section V.(D)(1), above.
 - e. An accused student may admit to the alleged conduct by informing the Honor Board Advisor or the Hearing Committee Chair. The Hearing Committee Chair shall draft a statement of agreed facts and submit it to the accused student for review. Upon agreement, the statement shall be submitted to the Hearing Committee for consideration during sanctions deliberation. If the accused student admits to the alleged conduct, it shall be considered a violation of the Honor Code and the Hearing Committee shall hear evidence relating to and deliberate only about appropriate sanctions, including the factors outlined in Section V.(E)(2).
3. Procedures for the Hearing.

- a. The Hearing shall be a bifurcated hearing in which the matter of sanctions shall be addressed only after the Committee has determined - either based on the evidence presented or upon the admission of the accused student to the conduct alleged - that a violation occurred.
 - b. The Hearing shall be informal, confidential and shall be closed to all except official participants. For all proceedings relating to a complaint, the accused student may be accompanied by counsel. If the Hearing Committee Chair and accused student agree, others may be permitted to attend the Hearing.
 - c. An audio recording shall be made of the Hearing.
 - d. All of the materials reviewed by the Preliminary Review Panel, the Panel's letter to the Dean and new evidence, if any, shall be made available to Hearing Committee members at least one business day prior to the Hearing.
 - e. The accused student and all witnesses will be requested to be present during the hearing, although witnesses shall not be in the hearing room except during their own testimony.
 - f. The Hearing Committee Chair shall call the Hearing to order, summarize the facts of the complaint and then call witnesses.
 - g. The Hearing Committee Chair shall ask the accused student (or representative) to present any witnesses, evidence, and statements in the student's favor.
 - h. The Hearing Committee shall have the right to participate in the questioning of any witness, including the accused student.
4. Deliberations. After all evidence and testimony relating to the alleged conduct has been presented, the Committee shall meet privately to deliberate and make findings. The standard for establishing a violation shall be clear and convincing evidence that a violation has been committed. The Hearing Committee may only find an Honor Code violation if at least 5 members so vote. The Committee shall vote by secret ballot, counted by the Hearing Committee Chair.

- a. *No violation.* If the Hearing Committee finds that the accused student did not violate the Honor Code, it shall announce its finding to the accused student right away, dismiss the complaint and prepare its decision, which shall include findings of facts. The Hearing Committee's decision shall be provided to the accused student within seven (7) business days of the hearing. The matter shall be reported to the Bar Examiners as "Dismissed after a Hearing."
- b. *Violation.* If the Hearing Committee finds that the accused student violated the Honor Code, or if the student has admitted to the alleged conduct as described in the agreed upon statement of facts, the Hearing Committee shall meet privately and vote on an appropriate sanction(s) pursuant to Section V.E. of this Code. The Hearing Committee shall then prepare its decision, outlining the basis for the finding of the violation and the sanctions. The Hearing Committee's decision shall be provided to the accused student within seven (7) calendar days of the hearing. The matter shall be reported to the Bar Examiners as "Violation."

E. Sanctions

1. Upon a finding of an Honor Code violation or upon an admission by the accused student to the alleged conduct (as set forth in an Agreed Statement of Facts), the Hearing Committee shall, by a secret ballot vote of at least four (4) members, select one or more of the following sanctions
 - a. Written reprimand, to be made part of the student's official record;
 - b. Loss of credit for the particular academic endeavor involved;
 - c. Loss of credit for the course for which the academic work involved was prepared;
 - d. Suspension for a stated period;
 - e. Expulsion (or revocation of degree if finding of violation follows the awarding of the degree);
 - f. Probation for a stated period (must include terms of probation);

- g. Reduction of course grade, including failure with Honor Board citation (XF);
 - h. Community Service (to be specified); or
 - i. Any other sanction the Hearing Committee deems appropriate.
2. If no sanction receives the support of four (4) members of the hearing Committee, the Hearing Committee shall impose sanction 1.(a) above (Written reprimand, to be made part of a student's official record.)
3. In addition to the evidence presented to the Hearing Committee, the Hearing Committee may consider any or all of the following factors when imposing sanctions:
 - a. Whether the student cooperated with the Honor Board's investigation;
 - b. The nature of the violation;
 - c. The degree of premeditation;
 - d. Whether the student admitted to the alleged conduct, and/or
 - e. Records of previous honor code violations, if any.

F. Appeals

1. An accused student may appeal either a finding of violation or the imposition of a particular sanction.
2. Requests for appeals must be made in writing to the University's Dean of Students within ten calendar days of the emailing of the Hearing Committee's decision to the accused student. The Request for appeal must specify the ground(s) of appeal as set forth in V.F.4 below. Requests for appeals will then be promptly transmitted to either the Provost or the Provost's designee, who will be responsible for deciding the appeal.
3. The accused student, the Chair of the Hearing Committee and the Dean shall have the opportunity to submit materials for consideration on appeal.
4. The grounds for appeal are:

- a. Findings of a violation are unsupported by substantial evidence in the view of the entire record;
 - b. There was substantial departure from the required procedures which materially affected the fairness or reliability of the decision-making process;
 - c. There is previously unavailable evidence which, if proven accurate, would substantially alter the finding of violation or the appropriateness of the penalty; or
 - d. The sanction imposed is disproportionate to the gravity of the conduct.
5. The accused student, Dean and Chair of the Hearing Committee shall be notified in writing of the result of the appeal.

G. Confidentiality

1. Honor Board members (students and faculty) as well as the complainant(s) student or faculty member shall not engage in any discussion that is not called for by their functions either of a pending case or after a case which does not result in a finding of a violation.
2. The Advisor or Hearing Committee Chair or Honor Board Chair may answer a complainant's reasonable request for information about the procedural status of a case.
3. Once yearly, the Honor Board shall publicize to the Law School Community findings of violations of the Honor Code in summary fashion.

H. Discovery of New Evidence

1. Within twelve months after the imposition of a sanction, the accused student may petition the Dean for reconsideration based on new evidence that could not with reasonable diligence have been discovered prior to the initial evidentiary hearing. The Dean, upon concluding both that the new evidence is relevant and that there were reasonable grounds for the evidence not being brought forth earlier, shall convene a new Hearing Committee to consider the new evidence.

2. The new Hearing Committee shall contain as many members of the original Committee as possible.

Reports to the Maryland State Board of Law Examiners or Other State Bar Admitting Authority (Section VI)

A. **Records retention**

School of Law Office of Academic Affairs retains records of all charges of academic misconduct issued in accordance with this Honor Code, including decisions from all hearings, as well as the disposition of all such charges.

B. **Bar Applications**

The Office of Academic Affairs shall report Honor Code violations and/or dismissal to the Maryland State Board of Law Examiners or any other jurisdiction's bar admitting authority as indicated in this Code. Students are responsible for reporting Honor Code violations and/or dismissals on their applications to be admitted to any jurisdiction's bar, including but not limited to applications to sit for a bar examination, applications for character, fitness or other similar investigations, or any other applications necessary to gain admission to a jurisdiction's bar.

Members of the Student Honor Board (Section VII)

A. **Selection of Honor Board members**

Honor Board membership is open to all University of Baltimore law students whose grade point averages are 2.750 or higher. Members of the Honor Board shall be selected by an application and interview process. The selection committee shall include the current Honor Board Chairperson and the Honor Board Advisor.

B. Composition of the Honor Board

The Honor Board shall be composed of a maximum of 15 students, including the Chairperson. Term of service for new members begins the semester, including summer, after the applicant is selected to serve on the Honor Board and continues until graduation unless the Honor Board member resigns or is removed. An Honor Board member shall be removed by the Chair or Honor Board Advisor for good cause.

C. Honor Board Chairperson

The Honor Board Chairperson shall be selected by majority vote of the current Honor Board members, the Honor Board Advisor and the Associate Dean for Academic Affairs. The Honor Board Chairperson shall not serve on the Student Bar Association Board. The Honor Board Chairperson shall:

1. Schedule and preside over monthly Honor Board meetings;
2. Facilitate Honor Code procedures in conjunction with the Honor Board Advisor;
3. Keep and disseminate meeting minutes to members;
4. Report Honor Board general business to the student body and faculty as necessary;
5. Any other responsibilities conferred by the Honor Board.

Miscellaneous Provisions (Section VIII)

- A. This Honor Code shall be publicized to the student body as often as is necessary to ensure student awareness of its provisions.
- B. If any provision of this Code is determined to be invalid, all remaining provisions shall continue in effect.
- C. This Code shall become effective on the first day of the semester following its publication for student review and comment, adoption by the Faculty Council, and its approval for legal sufficiency by the Office of the Attorney General.

(NOTE: At the beginning of the fall semester during orientation, new students take a pledge to be governed by the Honor Code during their tenure at the law school. They are also required to sign a copy of that pledge.)

JURIS DOCTOR REQUIREMENTS AND PROGRAM INFORMATION

Degree Requirements

Students must complete a minimum of 87 credits with a cumulative GPA of 2.00. The American Bar Association requires the law degree to be completed within 84 months of matriculation.

Students will complete a combination of required and elective coursework to reach 87 credits. Students may count towards graduation up to a total of 12 credits of non-classroom credit activities approved by faculty. Clinic work does NOT count as a “non-classroom” activity. Up to 6 of these 12 credits may be earned for Moot Court or other advocacy competitions, and the Moot Court Board activities. Please refer to the [Non-Classroom Course Credit Policy](#) for more details on qualifying credits.

Required Courses

Students may monitor their progress toward degree completion by logging in to the MyUB portal and viewing the “Academic Requirements” feature. This is a degree audit feature that tracks completed and in-progress courses, grades and requirements.

Required Courses for students entering Fall 2018 and afterwards

- Civil Procedure I (3 credits) or Introduction to Lawyering Skills/Civil Procedure I (6 credits)
- Civil Procedure II (3 credits)
- Constitutional Law I (4 credits)
- Constitutional Law II (2 credits)
- Contracts I (3 credits) or Introduction to Lawyering Skills/ Contracts I (6 credits)
- Contracts II (3 credits)
- Criminal Law (3 credits) or Introduction to Lawyering Skills/Criminal Law (6 credits)
- Introduction to Advocacy (2 credits)
- Property (4 credits)
- Torts (4 credits) or Introduction to Lawyering Skills/Torts (7 credits)
- Evidence (3 credits)
- Professional Responsibility (3 credits)
- Law in Context course (3 credits)
 - American Legal History, Jurisprudence, Comparative Law, Critical Legal Theory, or Law and Economics
- Scholarly Seminar Writing course (3 credits)

- Seminar course OR Publication Comment for Law Review or Law Forum
- Experiential course(s) (total of 6 credits)
 - Minimum of 3 credits of Live Client Experiential designated coursework
 - 3 credits of Live Client or Simulation Experiential designated coursework
- Rules and Reasoning Requirement* (3 credits)
 - * *Required course for all students whose cumulative GPAs are below 2.80 after the completion of their second semester. More information available under [Mandatory Academic Support Curriculum](#).*

Maximum and Minimum Credit Hour Loads for Full and Part Time Students

Full Time Student

The minimum and maximum semester course loads for a full-time student are 13 and 16 credit hours, respectively. In limited circumstances and with approval of the Associate Dean for Academic Affairs or his or her designee, students may register for fewer than 13 hours or for more than 16 hours. Credits for non-classroom activities are computed in the minimum and maximum course loads for full time students.

Part Time (Day or Evening) Student

The minimum and maximum semester course loads for a part time student are 8 and 12 hours, respectively. With approval of the Associate Dean for Academic Affairs or his or her designee, students may register for fewer than 8 hours. First year evening students may only take 9 credits in the fall and 9 credits in the spring. Credits for non-classroom activities are computed in the minimum and maximum course loads for part time and evening students.

Summer Semester - All Divisions

There is no minimum load requirement for the summer term. The maximum summer term course load is 8 credits for full time students and 6 credits for part-time students.

Exceptions to Credit Loads

Upon a showing of exceptional need and academic ability, the Associate Dean may approve an overage of credits above the credit limit (that is, greater than 16 for full time students or greater than 12 for part time students), pursuant to the American Bar Association (ABA) Standards for Law Schools. A student is billed by the Bursar's office for all credits, including those above the 16 or 12 credit limits.

Transfer Between Divisions

All division transfer requests must be approved by the Office of Academic Affairs.

Part time day and evening division students may change divisions only after completing the first three semesters of study. Evening students who switch to the day division before their fourth semester may be required to take some classes in the evening during that semester. Once a student switches divisions, the student must remain in that division for two semesters before switching back.

Student employment

This student employment policy was adopted by the Law school faculty on December 10, 2016.

We, the faculty of the University of Baltimore, School of Law, believe that the study of law presents unique academic challenges as students encounter a workload, curriculum, perspective and vocabulary that many are experiencing for the first time.

Full-time day division students are required to take 13 or more credits per semester and expected to devote the majority of their time to their studies. Therefore, full-time students should not work at all during the first semester of law school. During second semester, full-time students should work no more than 15 hours per week. Thereafter, full-time students should devote a maximum of 20 hours per week to paid positions or other activities outside of their academic commitments. This recommendation reflects an appropriate balance between such non-academic endeavors and work for academic credit.

Part-time day and evening students may take a maximum of 12 credits per semester. This limit reflects the fact that most of these students work full time during their studies and represents the maximum course load that will allow students to achieve an appropriate balance of academic and non-academic activities. Accordingly, permission for part-time students to exceed a 12 credit hour course load in a semester will be granted by the Associate Dean for Academic Affairs only upon a showing of exceptional need and academic ability. We also believe that the ideal course load for evening students during the first three semesters of law school is 10 credits or fewer.

The balance envisioned by these guidelines will permit students to experience the varied legal concepts and subject matters needed for success on the bar and in a multi-decade legal career.

First and Second Year Curriculum

The first-year curriculum is composed entirely of required courses. Full time students are required to take 16 credits in the fall and 16 credits in the spring. Evening students take 9 credits and part time day students take up to 12 credits in the fall. Evening students take 9 credits in the spring. The course sequences for first and second-year day and evening students are set out below:

First Year Day (Full time)

All full time day students will take either Introduction to Lawyering Skills (ILS)/Contracts I, ILS/Torts, ILS/Criminal Law or ILS/Civil Procedure I in their first semester. The ILS course will combine instruction on legal writing with a substantive course such as Criminal Law, Torts, Contracts I or Civil Procedure I. The purpose of the ILS course is to teach legal writing skills within the context of a required first-year course. All students, regardless of the ILS course in which they are enrolled, will receive a similar legal writing experience.

Fall Full Time Day		Spring Full Time Day	
Course	Credits	Course	Credits
Introduction to Lawyering Skills/Torts or Torts	7 or 4	Introduction to Advocacy	2
Contracts I	3	Contracts II	3
Introduction to Lawyering Skills/Civil Procedure or Civil Procedure I	6 or 3	Civil Procedure II	3
Introduction to Lawyering Skills/Criminal Law or Criminal Law	6 or 3	Property	4
		Constitutional Law I	4
Total	16	Total	16

Second Year Day (Full time)

Second year full time day students must take Constitutional Law II (2 credits), Evidence (3 credits), and Professional Responsibility (3 credits). Students who earn below 2.80 cum GPA after the first two semesters, must also take Rules and Reasoning (3 credits). Student may choose whether to take these courses in the fall or spring semester, keeping in mind that sometimes the classes may be in the evening. Remaining requirements may be taken during the second or third year.

First Year Part-Time Day

Fall		Spring	
Course	Credits	Course	Credits
Introduction to Lawyering Skills/ Civil Procedure	6	Civil Procedure II	3
Contracts I	3	Contracts II	3
Criminal Law (optional)	3	Introduction to Advocacy	2
		Constitutional Law I	4
Total	9 or 12	Total	12

Second Year Part Time Day

Part Time Day students must take Property in the spring of their second year and must consult with an Advisor to plan out their course schedule. Students who earn below 2.80 cum GPA after the first two semesters, must also take Rules and Reasoning (3 credits) in either the fall or spring of their second year.

Fall		Spring	
Course	Credits	Course	Credits
Torts	4	Property	4
Criminal Law (if not taken prior fall)	3	Rules and Reasoning or Elective(s)	2
Constitutional Law II	2	Professional Responsibility	3
Rules and Reasoning or Elective (optional)	3	Elective(s)	2-3
Total	9 - 12	Total	9 - 12

First Year Evening

Fall		Spring	
Course	Credits	Course	Credits
Introduction to Lawyering Skills/Civil Procedure	6	Introduction to Advocacy	2
Contracts I	3	Contracts II	3
		Torts	4
Total	9	Total	9

Evening students may take a limited number of approved courses during the summer after their first year.

Second Year Evening

Students who earn below 2.80 cum GPA after the first two semesters, must also take Rules and Reasoning (3 credits) in the spring of their second year.

Fall		Spring	
Course	Credits	Course	Credits
Criminal Law	3	Constitutional Law II	2
Civil Procedure II	3	Property	4
Constitutional Law I	4	Rules and Reasoning or Elective	3
		Elective (optional)	3
Total	10	Total	12

Upper Level Requirement Options for Students Entering Fall 2018 or later

The upper level requirements which students will be able to select from a list of options include the scholarly writing, experiential course requirements and a law in context designated course.

Scholarly Writing Requirement

For students entering Fall 2018 and later: Students entering the School of Law in Fall 2018 or later must complete a course or activity (journal) that satisfies the scholarly writing requirement.

This requirement must be met by submission of an acceptable law review or journal article or by submission of a research paper which meets the definition. That is, the paper format should be that of a law review comment with footnotes; that it have a length of at least 25 pages; and that the process of developing it include the scheduling of discussion and review of written scope notes, outlines, and drafts, as well as the final product and earns a grade of C or higher in a designated "seminar" course listed below. Note: Advanced Legal Research course does not satisfy the requirement, though students may earn elective credits for the course. Seminar courses designated to fulfill the "scholarly" upper-level writing requirement include:

- Advanced Business Organizations Seminar
- Alternative Dispute Resolution Seminar
- American Legal History Seminar
- Animal Law Seminar
- Capital Punishment & the Constitution Seminar
- Civil Liberties Seminar
- Coastal Law Seminar
- Election Law Seminar
- European Union Law Seminar
- Mediating Family Disputes: Theory & Practice Seminar
- Government Contracting Seminar
- International Human Rights Law Seminar
- International Women's Rights Seminar
- Philosophy of Law Seminar
- Law and Disabilities Seminar
- Law and Poverty Seminar
- Law and Religion Seminar
- Local Economic Development Seminar
- Military Law Seminar
- Media Law Seminar
- Patents, Copyright & Trademarks Seminar
- Perspectives on Sexual Orientation and the Law Seminar
- Race and the Law Seminar
- Sentencing and Plea Bargaining Seminar

- Special Topics in Law Seminar
- Tax Policy Seminar

Law in Context Requirement

A complete legal education requires more than knowledge of legal rules and proficiency in legal skills. Law in Context courses are intended to provide the law student with the third element of a complete legal education: the ability to understand law in a variety of theoretical, social, historical, and philosophical contexts. The courses available to students to complete this requirement include:

American Legal History*

Comparative Law*

Critical Legal Theory*

Jurisprudence*

Law & Economics*

*Not all courses may be available every semester.

Experiential Requirement – Learn by Doing

Hands on learning is central to our curriculum here at UB School of Law. We seek to ensure that each graduate is ready to transition from law student to law practitioner. The experiential requirement allows you to gain real experience while earning your law degree. The requirement is to earn six credits in an experiential capacity -- all six credits may be earned in a "live client" setting such as a clinic, or you may combine three credits of "live client" with three credits of a simulation or skills class or activity, as shown below:

LIVE CLIENT EXPERIENCES	SIMULATION/ SKILLS CLASSES
<p>6 credits: Clinics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Civil Advocacy Clinic <input type="checkbox"/> Civil Advocacy Clinic: Topic - Human Trafficking Prevention Project <input type="checkbox"/> Community Development Clinic* <input type="checkbox"/> Criminal Practice Clinic <input type="checkbox"/> Family Law Clinic <input type="checkbox"/> Immigrant Rights Clinic* <input type="checkbox"/> Innocence Project Clinic (2 semesters) <input type="checkbox"/> Tax Clinic <input type="checkbox"/> Veteran's Advocacy Clinic* <p>3 credits: Clinics</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mediation Clinic for Families <input type="checkbox"/> Mental Health Law Clinic <p>* these clinics are usually designed to accommodate evening students</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Advanced Trial Advocacy <input type="checkbox"/> Appellate Advocacy Workshop <input type="checkbox"/> Banking Law Workshop <input type="checkbox"/> CFCC Student Fellows Program I and II <input type="checkbox"/> Commercial Real Estate Workshop <input type="checkbox"/> Dispute Resolution Workshop <input type="checkbox"/> Electronic Evidence & Discovery Workshop <input type="checkbox"/> Interviewing, Negotiation & Counseling <input type="checkbox"/> Judicial Externship <input type="checkbox"/> Legal Research Workshop <input type="checkbox"/> Legislation Workshop <input type="checkbox"/> Litigation Process <input type="checkbox"/> Mediating Family Disputes: Theory & Practice <input type="checkbox"/> Mediation Skills <input type="checkbox"/> MSBA-UB Business Law Fellowship <input type="checkbox"/> Planning for Families & Seniors Workshop <input type="checkbox"/> Residential Real Estate Workshop <input type="checkbox"/> Tax Research and Writing Workshop <input type="checkbox"/> Transactional Skills Workshop <input type="checkbox"/> Trial Advocacy
<p>3 credits: Externships</p> <p><i>Students receive academic credit for substantive legal work performed in the field under the supervision of an attorney and in conjunction with a weekly interactive and reflective classroom component.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attorney Externship <input type="checkbox"/> Corporate Counsel Externship 	
<p>Note:</p> <ul style="list-style-type: none"> ❖ Judicial Externship satisfies <i>only</i> the simulation criteria (not live client). ❖ Advanced Attorney Externship, S.E.C. Externship, moot court teams and trial teams <i>do not satisfy</i> the live client or simulation criteria because there is no classroom seminar which satisfies the ABA definition. 	

Repeating Required Courses

If a student earns a grade below C- in any required course (not including a Law in Context course) the student must retake the course until a grade of C- or above has been earned. The grades for multiple takings of the same courses shall be averaged for GPA purposes and the student shall receive credit for taking of the course once (the credits for the first attempt will appear on the transcript until the second attempt is completed and graded). Students must repeat a Law in Context courses only if they receive a grade of F.

If a student earns a D+ or below in Introduction to Lawyering Skills, but a C- or above in its doctrinal component, the student must take the ILS portion again as a stand-alone course (LARW I) in the following fall semester. If a student receives a grade of D+ or below in both ILS and its doctrinal component, the student will be required to repeat the entire course the following fall semester. The student will not be permitted to enroll in Introduction to Advocacy until the student has earned a C- or better in either LARW I or ILS.

If a student earns a D+ or below in the doctrinal component of an ILS course, but a C- or above in ILS, the student must repeat the doctrinal course in a stand-alone format the next time the course is offered.

If a student earns a grade below C- in a Clinic, the Clinic course may not be used to satisfy the experiential requirement, and the student is not eligible to retake the Clinic or enroll in another Clinic. The student would instead be required to satisfy the experiential requirement with an externship, upon notice to the Director of Externships. The Associate Dean, in consultation with the Associate Dean for Experiential Education and the Director of Externships, retains discretion to pursue alternatives under extraordinary circumstances.

A student who must repeat a required course must repeat it the next semester it is offered in their division. If a student's schedule permits, the student may take the course in the other division. A student who repeats a class or enrolls in a required class during the last semester should be on notice that if his or her performance in the class does not meet the grade requirements, eligibility for graduation and/or certification for the bar exam may be jeopardized. A student may not repeat courses except as provided in this rule.

** Required courses that are repeated will be recorded as follows:*

- *The course and grade remain on the student record. Credit and quality points do not.*
- *The grade for the second taking of the course is the average of both the first and second grade. A transcript note indicates what the actual second grade is and that the first and second grades are averaged.*
- *Credit hours for the course may only be earned on one attempt.*

Incoming Transfer Student Course Credits and Grades

Requirements to Transfer to UB and transfer evaluation

A student seeking to transfer to the University of Baltimore School of Law must be in good standing at the law school he or she is attending. The transfer applicant must meet the minimum requirements for new applicants. Transfer applicants apply directly to the Office of Law Admissions.

The transfer student may receive credit for work satisfactorily completed (C or better) at the school he or she is attending. If a student received a grade below C in one semester of a year-long course, the entire course is excluded from transfer. Transfer students may be given advanced standing for up to 29 credits (1/3 of the total number of credits needed to graduate from the University of Baltimore). The Associate Dean for Academic Affairs may approve transfer of a greater number of credits. A student who has completed the second year of law study is ineligible to transfer unless extenuating circumstances are present. Credits but not grades are transferred to the student's University of Baltimore record.

Academic Good Standing

The student's grade point average for the purpose of the 2.00 degree requirement is calculated only on the work completed at the University of Baltimore School of Law or University of Maryland School of Law.

Honors and Class Rank

The transfer student's grade point average, for the purpose of honors at graduation and class rank, is computed on work completed at both the University of Baltimore School of Law and the school from which the student transferred.

Course Plan for Incoming Transfer Students

Each transfer student must meet with an advisor in the Office of Academic Affairs prior to beginning coursework at the University of Baltimore. At that time, the student receives an overview of the course requirements and will develop a course plan. The transfer student must complete any outstanding core/first year requirements as soon as possible.

Class Rank, Graduation, and Honors and Awards

Class Rank

The official class rank is determined after graduation. This is published at the top of the transcript with the degree. Graduated class rank is calculated once a year in July and includes all J.D. graduates from the previous year (August, December and May).

Continuing student class rank is calculated once a year in July. Separate rankings are done for day and evening students. Class rank is unofficial until the student graduates. Students may view their continuing student class rank information in myUB.

Graduation Application

In order to participate in graduation, a student must file a graduation application in the Records Office at the beginning of the semester in which he or she expects to graduate. The specific deadlines for graduation applications are published in the academic calendar. Once a graduation application is filed, an Office of Academic Affairs staff member audits a student's records to determine that all the requirements for graduation are met. A preliminary approval is granted prior to the commencement ceremony, but a final approval and granting of the degree is contingent upon successful completion of all requirements for graduation.

The diploma of the University, signed by its proper officers, remains the official testimony to the possession of a degree. Diplomas are distributed directly from the vendor to the address provided by the student during the semester prior to graduation. The Law School holds one graduation ceremony annually in May. Students who will complete all graduation requirements prior to the start of the fall semester and who have filed for graduation in the Records Office may participate in the spring commencement ceremony. Students who have eight or fewer credits to complete at the end of the spring semester and who plan to complete those credits during the summer, may participate in the graduation ceremony. Participation in the graduation ceremony does not guarantee that the degree will be conferred.

Honors and Awards

Honors and Awards for Current Students

Students achieving high academic performance after the first year may be eligible for induction into the Royal Shannonhouse Honor Society. The minimum GPA for eligibility is 3.15 cum GPA at the time of review. Full time day students are reviewed after two semesters. Part time day and evening students are reviewed after three semesters. Induction is contingent on continuing the second year at University of Baltimore.

Honors Designations for Graduating Students

Students receiving the highest grade in a required or foundational course are presented a certificate in recognition of the achievement at the annual awards ceremony held each spring. Other awards given at the annual awards ceremony include a clinical excellence award and Dean's Citations. The J.D. degree is granted cum laude to those who complete the requirements with a cumulative grade point average of at least 3.25, magna cum laude to those whose average is at least 3.50, and summa cum laude to those whose average is at least 3.75. Students in the top 10 percent of the graduating class are inducted into the Heusler Honor Society. Transfer students who have earned a cumulative average of at least 3.25 or higher (considering grades earned at both the transferring school and the University of Baltimore School of Law) are eligible to graduate with honors.

Awards for Graduating Students

The C. Richard Martin Award is a \$1,000 stipend presented to the graduate with the highest academic grade point average. The Scholarly Achievement Award is presented to the graduate with the second highest grade point average. The Nancy Cogliano Strouse Award for \$1,000 is presented to the evening law graduate with the highest GPA.

Ronald Shiff Memorial Award (\$500) is presented to the Graduate Tax student with the highest GPA at graduation as determined by the University of Baltimore Records Office.

International and Comparative Law Awards: The Director's Award is given by the Director of the Center for International and Comparative Law to the law student who has done the most for international and comparative law at the University of Baltimore; and two awards for the best papers submitted on international and

comparative law topics as determined by International and Comparative Law faculty.

Clinical Excellence Awards: Awards of \$200 each presented to two students who have demonstrated exceptional work in a University of Baltimore Law clinic. The recipients are chosen by the Clinic Director in consultation with the clinic supervisors.

The Law Faculty Award, presented at the graduation ceremony, is given to one day division graduate and one evening division graduate who, in the judgment of the faculty, exhibit unusual qualities of scholarship, leadership, and service.

Maryland Chapter of the Academy of Matrimonial Lawyers, Cheryl Hepfer Law Student Award is given to a student who has completed and excelled in the CFCC Student Fellows Program I and II, has completed and excelled in the core Family Law course, and has participated as a student attorney in a family law-related clinic.

Petition for Exception to Academic Policies

To obtain an exception to an academic rule or policy, a student must submit in writing a petition to the Associate Dean for Academic Affairs or his or her designee. The student is urged to discuss the particulars of the situation with the Associate Dean for Academic Affairs, who will render a decision or direct the petition to the Academic Review Committee. The decision by the Associate Dean for Academic Affairs or the Academic Review Committee may be appealed to the Dean of the School of Law, whose decision is final.

Course Planning Guide: J.D. For students entering Fall 2018 to Present

The School of Law provides a rich range of classes in both the day and evening divisions. In addition to the required curriculum, we strongly recommend that you prepare for the rigors of legal practice by enrolling in as many bar tested and “foundational courses” listed below as possible.

REQUIRED COURSES	BAR SUBJECT AREAS
<ul style="list-style-type: none"> <input type="checkbox"/> Civil Procedure I (3) <input type="checkbox"/> Civil Procedure II (3) <input type="checkbox"/> Constitutional Law I (4) <input type="checkbox"/> Constitutional Law II (2) <input type="checkbox"/> Contracts I (3) <input type="checkbox"/> Contracts II (3) <input type="checkbox"/> Criminal Law (3) <input type="checkbox"/> Evidence (3) <input type="checkbox"/> Experiential Education (6) <ul style="list-style-type: none"> Live Client (6) OR Live Client (3) & Simulation (3) <input type="checkbox"/> Introduction to Advocacy (2) <input type="checkbox"/> Introduction to Lawyering Skills (3) <input type="checkbox"/> “Law in Context” Class (3) <ul style="list-style-type: none"> American Legal History, Comparative Law, Critical Legal Theory, Jurisprudence or Law and Economics <input type="checkbox"/> Professional Responsibility (3) <input type="checkbox"/> Property (4) <input type="checkbox"/> Rules and Reasoning (3) <ul style="list-style-type: none"> Required for all students who complete the first two semesters with a cumulative GPA below 2.80. <input type="checkbox"/> Scholarly Writing <ul style="list-style-type: none"> Seminar Class (3) OR Approved Journal Comment <input type="checkbox"/> Torts (4) 	<p><i>In addition to the subject matter of the Required Courses, left, the following additional subjects are tested on the Uniform Bar Exam, either on the Multistate Bar Exam, Multistate Essay Exam or both.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Organizations (4) <input type="checkbox"/> Conflict of Laws (3) <input type="checkbox"/> Constitutional Criminal Proc. I (3) <input type="checkbox"/> Constitutional Criminal Proc. II (3) <input type="checkbox"/> Elder Law (3) <input type="checkbox"/> Essential Skills for the Bar (3) <input type="checkbox"/> Family Law (3) <input type="checkbox"/> Federal Courts (3) <input type="checkbox"/> Real Estate Finance (3) <input type="checkbox"/> Sales and Leases (3) <input type="checkbox"/> Secured Transactions (3) <input type="checkbox"/> Trusts and Estates (3)
	<p style="text-align: center;">FOUNDATIONAL COURSES</p> <p>These are not bar tested or required but are strongly recommended for all students in addition to bar tested subjects.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Law (3) <input type="checkbox"/> Antitrust Law (3) <input type="checkbox"/> Federal Income Tax (3) <input type="checkbox"/> International Law (3) <input type="checkbox"/> Remedies (3)
<ul style="list-style-type: none"> ❖ All students must earn at least 87 credits to graduate with a minimum GPA of 2.00. ❖ Up to 12 credits (of 87) may be earned for non-classroom credit activities (moot court, externship, publication & fellows). Maximum number of externship credits is 9. 	

Course Planning Guide: J.D. For students entering Fall 2015 to Summer 2018

The School of Law provides a rich range of classes in both the day and evening divisions. In addition to the required curriculum, we strongly recommend that you prepare for the rigors of legal practice by enrolling in as many bar tested and “foundational courses” listed below as possible.

REQUIRED COURSES	BAR SUBJECT AREAS
<ul style="list-style-type: none"> <input type="checkbox"/> Civil Procedure I (3) <input type="checkbox"/> Civil Procedure II (3) <input type="checkbox"/> Constitutional Law I (4) <input type="checkbox"/> Constitutional Law II (2) <input type="checkbox"/> Contracts I (3) <input type="checkbox"/> Contracts II (3) <input type="checkbox"/> Criminal Law (3) <input type="checkbox"/> Evidence (3) <input type="checkbox"/> Experiential Education (6) <ul style="list-style-type: none"> Live Client (6) OR Live Client (3) & Simulation (3) <input type="checkbox"/> Introduction to Advocacy (2) <input type="checkbox"/> Introduction to Lawyering Skills (3) <input type="checkbox"/> “Law in Context” Class (3) <ul style="list-style-type: none"> American Legal History, Comparative Law, Critical Legal Theory, Jurisprudence or Law and Economics <input type="checkbox"/> Professional Responsibility (3) <input type="checkbox"/> Property (4) <input type="checkbox"/> Scholarly Writing <ul style="list-style-type: none"> Seminar Class (3) OR Approved Journal Comment <input type="checkbox"/> Torts (4) 	<p>In addition to the subject matter of the Required Courses, left, the following additional subjects are tested on the Uniform Bar Exam.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Organizations (4) <input type="checkbox"/> Conflict of Laws (3) <input type="checkbox"/> Constitutional Criminal Proc. I (3) <input type="checkbox"/> Essential Skills for the Bar (3) <input type="checkbox"/> Family Law (3) <input type="checkbox"/> Federal Courts (3) <input type="checkbox"/> Sales and Leases (3) <input type="checkbox"/> Secured Transactions (3) <input type="checkbox"/> Trusts and Estates (3)
	<p style="text-align: center;">FOUNDATIONAL COURSES</p> <p>These are not bar tested or required but are strongly recommended for all students in addition to bar tested subjects.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Law (3) <input type="checkbox"/> Antitrust Law (3) <input type="checkbox"/> Federal Income Tax (3) <input type="checkbox"/> International Law (3) <input type="checkbox"/> Remedies (3)
<ul style="list-style-type: none"> ❖ All students must earn at least 87 credits to graduate with a minimum GPA of 2.00. ❖ Up to 12 credits (of 87) may be earned for non-classroom credit activities (moot court, externship, publication, and fellows). The maximum number of externship credits is 9. 	

J.D. CLINICAL LAW PROGRAM – PRACTICAL SKILLS EXPERIENCE

The University of Baltimore School of Law annually provides nearly 150-200 students the opportunity to participate in clinical programs. These programs provide both day and evening students a broad range of experiential learning opportunities as licensed student-attorneys under Maryland Rule 19-220. As a student attorney under the supervision of a faculty member, clinic students engage in all the tasks of practicing lawyers, such as interviewing, negotiating, counseling, fact investigation, legal research and writing, planning case strategy, legislative advocacy, legal documents drafting, and trial and other advocacy before courts and administrative agencies.

Participation in experiential learning allows you to gain real experience while earning your law degree. Students are required to complete 6 credits of experiential learning to graduate. All six credits may be earned in a “live client” setting such as a clinic, or you may combine three credits of “live client” with three credits of a simulation or skills class or activity.

While students in the clinical program at the University of Baltimore School of Law receive unmatched, real-life practical experience, they also generate significant results that benefit low-income clients and organizations. Clinics represent, on average, 460 low-income clients every year, including individuals, neighborhood associations and other nonprofit organizations. Many of the UB clinics also engage in systemic reform efforts, such as community education about legal issues, advocacy before the General Assembly and local government bodies, and participating in state and national task forces on legal reform issues.

The Clinical Law Program consists of twelve Clinics, each of which is more fully described below. Note that most – but not all clinics – are for six credits and one semester. Several clinics are particularly suited for evening students. All clinics are graded pursuant to objective grading criteria that are provided to students.

- Saul Ewing Civil Advocacy Clinic
- Community Development Clinic
- Criminal Practice Clinic
- Bronfein Family Law Clinic
- Human Trafficking Prevention Project
- Immigrant Rights Clinic
- Innocence Project Clinic
- Legal Data and Design Clinic
- Mediation Clinic for Families
- Mental Health Law Clinic
- Low-Income Taxpayer Clinic
- The Bob Parsons Veterans Advocacy Clinic

Descriptions of Clinics

Saul Ewing Civil Advocacy Clinic – 6 credits

Law students enrolled in the Saul Ewing Civil Advocacy Clinic represent low-income individuals and community organizations that could not otherwise afford legal representation. Students' caseloads are diverse, touching on many areas of civil practice, including housing, consumer, education, employment, and public benefits law. Under faculty supervision, students engage in the full range of lawyering activities and litigation. Students interview and counsel clients, investigate facts, strategize case options, negotiate with opponents, draft pleadings, and argue in court. The three-hour weekly seminar focuses on lawyering skills as well as poverty law. In addition, the course has a trial advocacy component that culminates in a mock trial before guest judges. Students then apply these skills in their cases by advocating before state and federal courts and agencies at both the trial and appellate levels. Students also work on special projects, including testifying before the General Assembly on legislation that impact our clients, and conducting community education presentations. Students are expected to devote approximately 20 hours per week to clinic activity.

Community Development Clinic – 6 credits

Students represent small businesses, non-profit organizations, and for-profit/non-profit hybrid companies that support improved economic, educational, social, health, and other outcomes for underserved communities. Students primarily perform transactional and regulatory compliance work under local, Maryland, and federal law, serving as first-chair attorneys under the supervision of a faculty member and collaborating with clients and peers to investigate and craft creative solutions to legal problems. Students interview clients, perform factual and legal research and drafting, counsel clients, structure legal relationships between clients and their partners, and advocate for clients before governmental agencies. Cases and projects include business entity structuring, contract drafting, regulatory compliance, obtaining non-profit tax exempt status, implementing best practices as to organizational governance and other matters, community education, and legislative reform. Students are expected to devote approximately 20 hours per week to clinic activities, including the weekly clinic seminar, meetings with faculty, and client work. This clinic is suitable for both day and evening students.

Criminal Practice Clinic – 6 credits

Participating students are assigned to either a state's attorney's or a public defender's office. Under the direction of a member of the professional staff at the assigned agency, they prepare and try a variety of criminal cases, including allegations of juvenile delinquency misdemeanors and felonies in the district and circuit courts of Maryland. There is a graded academic component (2 credits), in which students study criminal law and procedure, address ethical issues and develop the skills needed to handle their cases effectively.

Bronfein Family Law Clinic – 6 credits

Students represent low-income clients in a variety of family law issues, including child custody, child support, divorce, marital property, adoption, name change, family immigration relief, and parentage matters, as well as civil protective orders because of domestic violence. Under the supervision of a faculty member, students are licensed to practice law and represent clients in Maryland District and Circuit Courts, and on occasion, in the Maryland Court of Special Appeals. Students conduct trials and other court hearings. Students interview and counsel clients, negotiate with opposing counsel or parties, conduct fact investigation, case development, and legal research and analysis, and prepare pleadings and other court filings. In addition, students work on community-based projects such as legislative advocacy or community education. Students are expected to devote approximately 20 hours per week to clinic activities including client work, the weekly seminar, and the weekly supervision meetings.

Human Trafficking Prevention Project – 6 credits

The Human Trafficking Prevention Project is a clinical project housed within the Civil Advocacy Clinic. The project focuses on reducing the collateral consequences of involvement in the criminal legal system for survivors of human trafficking and those populations made most vulnerable to exploitation. Under faculty supervision, student attorneys will provide representation to clients filing expungement, shielding, and state or federal pardon petitions. They also represent survivors of sex trafficking seeking to vacate their prostitution convictions under Maryland's "vacating convictions" law, as well as in cases involving currently incarcerated survivors seeking to commute their federal criminal sentences. Students may also engage in advocacy efforts including providing community education presentations at partnering community organizations, as well legislative advocacy on both the state and federal levels designed to support systemic criminal legal reform.

Immigrant Rights Clinic – 6 credits

Students enrolled in the Immigrant Rights Clinic represent low-income immigrants seeking various forms of relief from removal, including asylum; protection for victims of human trafficking; protection for battered immigrants; protection for victims of certain types of crimes; protection for abused, abandoned, or neglected immigrant children; and cancellation of removal. Under the supervision of faculty members, students are responsible for all aspects of representing their clients, including interviewing and counseling clients, preparing

witnesses, engaging in fact investigation, conducting legal research, drafting litigation documents (such as affidavits and briefs), and oral advocacy. Ideally, each team of students will represent a client at an immigration interview or hearing at the end of the semester. Students may also engage in advocacy efforts involving issues faced by immigrant communities. Students will attend a weekly seminar focused on substantive law and legal skills and are expected to devote approximately 20 hours per week to clinic activity.

Innocence Project Clinic – 6 credits over two -semesters

Under the supervision of an experienced criminal defense attorney, students will review records, interview clients and witnesses, conduct legal research, devise investigative strategies, draft pleadings and argue motions in cases involving claims of wrongful conviction. Students will develop an understanding of the post-conviction process and the various scientific issues that have emerged that impact on the reliability of eyewitness identification, forensic evidence and police interrogation methods.

Legal Data and Design Clinic – 6 credits

Students in the Legal Data and Design Clinic will engage in “digital advocacy” applying technology and principles of data and design to solve real-world legal problems. Clinic students will represent organizational clients and use innovative tools to assist in client litigation, lobbying, law reform, and public education. Clinic students will gain expertise in the use of spreadsheets, pivot tables, SQL databases, visualizations, coding, APIs and more in order to design applications, create websites, and produce detailed and evidence-informed legal memoranda and briefs. Although hard technical skills will be taught, no specific prior technical experience is required. Substantively, the clinic will focus on the criminal justice domain and students will learn about, and participate in, criminal justice reform in Maryland.

Mediation Clinic for Families (3 credits)

The goal of this Clinic is to employ experiential learning in order to ground students in the theory and practice of mediation. Under the supervision of a faculty member, students gain experience as mediators and as attorneys representing clients in mediation. The course is suitable both for students interested in pursuing family law and other students who wish to gain substantial experience in mediation. Students are involved in mediations in which families face child access issues and, depending on referrals, cases involving

foreclosure, truancy, and international child abduction, and a range of other matters. Clinic students may also engage in law reform projects relating to mediation and assess the suitability for mediation of family and non-family matters. By participating in the Clinic, students become qualified to conduct child access mediations in most Circuit Courts in Maryland.

Mental Health Law Clinic – 3 credits

This clinic is offered in conjunction with the Law & Disabilities Seminar course. The course will focus primarily on mental health law, teaching students substantive mental health law, interviewing, counseling and negotiating skills, the trial skills of case theory and case development and advocacy skills, in an administrative hearing context. The course will culminate with each student representing patients in involuntary commitment hearings at Sheppard Pratt Psychiatric Hospital in Towson, Maryland.

Low-Income Taxpayer Clinic – 6 credits

Students represent low-income taxpayers involved in disputes with the Internal Revenue Service and Comptroller of Maryland. Under the supervision of a faculty member, student attorneys interview clients, research legal and factual issues, draft administrative submissions and pleadings, and argue taxpayers' cases before the taxing authorities. Student attorneys represent clients in administrative controversies before the IRS and the Comptroller and litigate tax cases in the U.S. Tax Court and U.S. District Court. The course includes a weekly seminar and supervision meetings in addition to case work. Student attorneys are expected to devote approximately 20 hours per week to clinic activity.

The Bob Parsons Veterans Advocacy Clinic – 6 credits

Students enrolled in the Veterans Advocacy Clinic will represent indigent veterans before courts and administrative agencies in diverse civil and veterans benefits matters. Students may also engage in community education, legislative projects, and other systemic efforts at law reform. Under the supervision of a faculty member, students are responsible for all aspects of representing clients, including interviewing clients and witnesses, counseling clients, engaging in fact investigation and discovery, drafting pleadings and motions, negotiating with adversaries, and conducting hearings and trials. Students are expected to devote approximately 20 hours per week to clinic activity.

Law Clinic Prerequisites

Clinic Course Name	Prerequisites	Pre or Co-requisites
Civil Advocacy Clinic	First year day courses Evidence	Professional Responsibility
Civil Advocacy Clinic Topic: Human Trafficking Prevention Project	First year day courses Evidence	Professional Responsibility
Community Development Clinic	First year day courses Professional Responsibility Business Organizations	
Criminal Practice Clinic	First year day courses Evidence Professional Responsibility Constitutional Criminal Procedure I	Trial Advocacy
Family Law Clinic	First year day courses Evidence Professional Responsibility	
Immigrant Rights Clinic	First year day courses Professional Responsibility	
Innocence Project Clinic	First year day courses	Evidence Constitutional Criminal Procedure I
Legal Data and Design Clinic	First year day courses	
Mediation Clinic for Families	First year day courses	Mediating Family Disputes Professional Responsibility
Mental Health Law Clinic	First year day courses Evidence Professional Responsibility	Law and Disabilities Seminar (must be taken concurrently with clinic)
Tax Clinic	First year day courses	Federal Income Tax Professional Responsibility
Veterans Advocacy Clinic	First year day courses	Professional Responsibility

Clinic Selection Policies and Procedures

The selection policies and procedures for the University of Baltimore (UB) clinics are set forth below:

To apply for a clinic, a student must meet the requirements of Rule 19-217 (“student practice rule”) of the Maryland Rules governing admission to the Bar – *i.e.*, be in good academic standing, and have successfully completed 30 hours of class work (typically end of first year for day students and end of third semester for evening students). In addition, students must complete the clinic application form and provide a resume. Applications are available online at the Clinic website approximately one month before the application deadline.

For more information, please contact Laura Garcia, Clinic Administrator, at (410) 837-5659.

Selection Policies

Due to the enrollment limits and the student demand, the faculty has adopted selection policies for the clinics to meet several goals. A basic goal is to give students who have not taken a clinic priority in admission so that as many students as possible can have supervised legal experience.

Lottery: The lottery process is the primary way of selecting students for clinics. It is designed to give students who meet the prerequisites a fair chance of getting into a clinic. Students closest to graduation who have not taken a clinic get first priority in the lottery. Students select the clinic of their first choice, but are encouraged to select their second, third, fourth, etc. choices as well if they are open to enrollment in other clinics in order to broaden their chances of getting in one.

Access for evening students: Evening students receive priority treatment for some slots in the Community Development Clinic, Legal Data and Design Clinic, Mediation Clinic for Families, Innocence Project Clinic, Civil Advocacy Clinic: Human Trafficking Prevention Project, and Veterans Advocacy Clinic since it is difficult for them to participate in the other clinics. These Clinics schedule classes to be convenient for both day and evening students.

Restrictions: A student who is on academic probation will be considered for a clinic only after all clinic slots are filled with eligible students. Students found to be on academic probation will be placed on the waitlist below eligible students. Rule 19-220 (“student practice rule”) of the Maryland Rules governing admission to the Bar

states that students must be in good academic standing. Therefore, students admitted to the Clinic during the lottery will be required to drop the clinic if that student remains on academic probation when grades are posted from the semester preceding clinic enrollment.

Grading: If a student earns a grade below C- in a Clinic, the Clinic course may not be used to satisfy the experiential requirement, and the student is not eligible to retake the Clinic or enroll in another Clinic. The student would instead be required to satisfy the experiential requirement with an externship, upon notice to the Director of Externships. The Associate Dean for Academic Affairs, in consultation with the Associate Dean for Experiential Education and the Director of Externships and the Director of the Externships, retains discretion to pursue alternatives under extraordinary circumstances.

Selection Procedures

After the application deadline has passed, the clinic administrator, or her designee, conducts the lottery selection process. Students must first be certified to participate in the Clinic. The administrator certifies that students are in good academic standing and have successfully completed 30 hours of coursework. The next step is to identify priority applications.

A. Priority

After the application deadline has passed, the clinic administrator, or her designee, conducts the lottery selection process. Students must first be certified to participate in the Clinic. The administrator certifies that students are in good academic standing and have successfully completed 30 hours of coursework. The next step is to identify priority applications.

Priorities: Priority is given to students who:

- (1) turn in their application on time;
- (2) have not taken a clinic before; and
- (3) are closest to graduation.

From all the students certified, the administrator separates timely applications from late ones. From the applications submitted on time, she removes the applications of students who have previously taken a clinic. Applications of students who have not participated in a clinic are put in order of graduation (Dec. '19 graduates have first preference, May '20 graduates next, and so on).

B. Conducting the Lottery

Taking the priority applications closest to graduation, the next steps are to:

(1) Sort by Clinic of First Choice: The administrator sorts applications according to the clinic they have listed as their first choice. This yields a stack of applications, which list that clinic as a first choice.

(2) Make Sure Students Have Met the Prerequisites: Each application in the clinic's pile of first choices is checked to see if the student has the clinic prerequisites. If a student does not meet the prerequisites for their first choice, but does meet the requirements for his/her second choice, the application will be put in the second choice drawing pile and it will be considered for drawings for that clinic or the third choice clinic if the prerequisites are met.

(3) Select Students: At this point, the administrator counts the number of applications for that clinic's first choices. If there are more applications than enrollment spaces, all the applications are put in a box and blindly picked until all the spaces are filled. The administrator continues to pick the applications and place the names on a wait list until all the applications have been picked. If a student is put on the wait list, his/her application then goes into the second choice drawing pile and set aside. The administrator then goes on to the next clinic's first choice pile.

After the above process has been conducted for every clinic's first choice applications, the administrator repeats steps (1), (2), and (3) for each clinic's second choice ones. After every clinic's second choice applications have been selected, the administrator then does the same for each clinic's third choice applications.

(4) Next Graduation Class: The administrator then starts the whole process over with the next graduation class. The process indicated in (1) through (3) is conducted. The administrator then goes on to the next graduating class, and so on until all graduating classes have gone through the lottery.

(5) Late Applications (if received before the lottery occurs): If clinic slots still remain, the administrator considers late applications according to (1) through (3) above.

(6) Students Who Have Taken A Clinic: After all students who have not taken a clinic have gone through the selection process, the administrator then considers students who have previously taken a clinic. The lottery is conducted according to (1) through (3) above.

(7) Visiting Students: If clinic slots still remain, the administrator considers applications by students visiting from another law school.

(8) Faculty approval. After the lottery is complete, registration in the clinic is contingent upon approval by the director of the clinic, and registration may be denied in the event of exceptional circumstances, such as a student who demonstrates a risk of inability to meet ethical or professional standards or other clinic obligations.

Clinic Attendance Policy

Attendance at clinical seminars, team meetings, client meetings, and appearances before adjudicative and legislative bodies is a primary obligation of clinical students whose right to continued enrollment in a clinic is conditioned upon a record of attendance satisfactory to the professor. A student whose unexcused absences exceed a combination of three required clinic obligations or whose total absences, excused and unexcused, exceed five clinic obligations may be compelled to withdraw from the course. A student who is compelled to withdraw shall receive a FA in the course, unless in the professional opinion of the faculty member, it is deemed that the student should receive a WA. A student, who is compelled to withdraw in the second semester of a year-long clinic, shall receive a grade for the first semester of the course, along with the number of credits awarded for that semester, and a WF for the second semester of the course.

Individual Clinic Policies

Each clinic has its own internal policies that are shared with students, usually in the clinic manual for the specific clinic. Students are responsible for complying with the individual policies of each clinic.

Clinical Legal Writing Program

A vital and dynamic part of the University of Baltimore School of Law's clinical program is the Clinical Legal Writing Program. This unique initiative, created and directed by Professor Cheri Wyron Levin (known as the "Writing Doctor"), integrates the teaching of writing into the clinical program.

Students may participate in interactive seminars about legal-writing topics, such as letter writing and pleading and discovery drafting. Levin also works one on one with students on specific pieces of writing that they are preparing for their cases. Clinic students receive "Prescriptions for Healthy Writing," a series of mini-articles about various writing issues and problems compiled by Levin, who also assists clinic faculty with complex and challenging cases.

Contact Information

Associate Dean for Experiential Education: Margaret Johnson 410-837-5779
Clinic Administrator: Laura Garcia 410-837-5659

Clinic	Contact	Phone Number
Saul Ewing Civil Advocacy Clinic	Professors Michele Gilman, Daniel Hatcher and Nicole McConlogue	(410) 837-5706
	Admin Assistant: Roz Williams	(410) 837-5705
Civil Advocacy Clinic-Topic: Human Trafficking Prevention Project	Professor Jessica Emerson	(410) 837-5706
	Admin Assistant: Roz Williams	(410) 837-5705
Community Development Clinic	Professors Jaime Lee, Diane Glauber and Veryl Pow	(410) 837-5706
	Admin Assistant: Jaquetta Oram	(410) 837-6798
Criminal Practice Clinic	Professors Dan Shemer, Mary Jo Livingston and Murphy Hartford	(410) 561-3665
Bronfein Family Law Clinic	Professors Margaret Johnson and Shanta Trivedi Admin Assistant: Terry Berk	(410) 837-5706
Immigrant Rights Clinic	Professors Elizabeth Keyes and Nickole Miller Admin Assistant: Terry Berk	(410) 837-5706
Innocence Project Clinic	Professors Michele Nethercott and Brianna Ford	(410) 837-5706
	Admin Assistant: Jaquetta Oram	(410) 837-6798
Legal Data and Design Clinic	Professors Colin Starger and Alexandra Smith	(410) 837-4689
Mediation Clinic for Families	Professors Rob Rubinson and Alexandra Smith	(410) 837-5706
	Admin Assistant: Roz Williams	(410) 837-5705
Low-Income Taxpayer Clinic	Professors Jack Snyder and Elena Fowlkes	(410) 837-5706
	Admin Assistant: Jaquetta Oram	(410) 837-6798
The Bob Parsons Veterans Advocacy Clinic	Professor Hugh McClean and Katy Clemens	(410) 837-5706
	Admin Assistant: Roz Williams	(410) 837-5705
For additional information about the clinical program, please see our website at http://law.ubalt.edu/clinics/ and our blog at https://ublawnclinic.wordpress.com/		

J.D. OUTSIDE THE CLASSROOM LEARNING OPPORTUNITIES

Non-Classroom Course Credit Policy

Students may count towards graduation up to a total of 12 credits of non-classroom credit activities approved by faculty. **Clinic work does NOT count as a “non-classroom” activity.** During any semester, credits for these non-classroom activities are included in the computation for minimum and maximum credit loads. These activities are outlined below and include: Moot Court or other Advocacy Competitions, Moot Court Board, Externships, Publications and participation as student fellows in two of the five Centers at the School of Law. Up to 6 of these 12 credits may be earned for Moot Court or other advocacy competitions, and the Moot Court Board activities. Clinics are **not** considered non-classroom activities. The maximum number of externship credits is 9 which allows a student to complete up to three 3-credit externships.

In addition, students may also gain valuable experiential learning through participation in various teaching assistant programs at the School of Law.

Legal Externship Program (Attorney Practice, Corporate Counsel, Judicial, and Advanced)

The Legal Externship Program at the University of Baltimore allows students to receive academic credit for substantive legal work performed outside of the classroom in conjunction with a seminar designed to augment the learning process. Students may work in judicial placement or an attorney practice placement, including a law office, corporate counsel, non-profit, government agency, or legal services organization. In addition, students learn the practical application of substantive law, learn or improve lawyering skills (such as interviewing, counseling, and negotiating), and hone their research and writing skills by completing writing assignments in their placements. The educational objectives and requirements are the same for attorney or judicial placements, however, the course registration and classroom component differ accordingly. Externs may earn 3 pass/fail credits in the fall, spring or summer.

Attorney Practice Externship

The Attorney Practice Externship (APE) provides students a valuable opportunity to learn about the law and its practice by working closely with supervising attorneys.

Basic Requirements

1. Students must be supervised by a practicing attorney who is not a relative.
2. Assignments must be legal and substantive.
3. No compensation may be received for the work.
4. Students must attend a weekly classroom component.
5. The majority of work hours must be completed at the field placement office.
6. Students must meet with their supervising attorney at least once per week.
7. Students maintain a weekly journal. Journal topics are selected by the supervising faculty.
8. Students are required to submit written work product from their field placement; 10 pages for three credits.
9. Students work a minimum of 130 hours/semester for three credits and must keep track of their hours.

Procedures

Externships are open to all law students who (1) have completed the entire 1L curriculum toward the J.D. degree before participation in the field placement program and (2) are in good academic standing. Students must first secure a placement. Students must complete the Legal Externship Program (LEP) Application and submit it to the Director of Externships for placement approval. Once the placement has been approved, student will be assigned a permission number and will register for the class online. Attorney Practice Externship is LAW-860.

Students should review the LEP Program Requirements before registering for the class and once registered, must sign up on TWEN to view the syllabus, important dates, and course materials.

Placements

Students are responsible for obtaining their own placements but may seek assistance from the Director of Externships. There are externship positions posted on Symplicity. All placements must be approved by the Director of Externships at least one week prior to the start of class.

Corporate Counsel Externship

Under the supervision of an in-house counsel and faculty supervisor, students learn about the lawyering process first hand by externing in a corporate law office and attending a class.

Basic Requirements

1. Students must be supervised by a practicing attorney who is not a relative.
2. Assignments must be legal and substantive.
3. No compensation may be received for the work.
4. Students must attend a weekly classroom component.
5. The majority of work hours must be completed at the field placement office.
6. Students must meet with their supervising attorney at least once per week.
7. Students maintain a weekly journal. Journal topics are selected by the supervising faculty.
8. Students are required to submit written work product from their field placement; 10 pages for three credits.
9. Students work a minimum of 130 hours/semester for three credits and must keep track of their hours.

Procedures

Externships are open to all law students who (1) have completed the entire 1L curriculum toward the J.D. degree before participation in the field placement program and (2) are in good academic standing. Students must first secure a placement. Students must complete the Legal Externship Program (LEP) Application and submit it to the Director of Externships for placement approval. Once the placement has been approved, student will be assigned a permission number and will register for the class online. Attorney Practice Externship is LAW-860C.

Students should review the LEP Program Requirements before registering for the class and once registered, must sign up on TWEN to view the syllabus, important dates, and course materials.

Placements

This program has special rules with respect to who may register and what requirements must be satisfied to earn credits under this program. All placements must be approved by the Director of Externships at least one week prior to the start of class.

Judicial Externship

The Judicial Externship Program provides an opportunity for students to learn about lawyering and the judicial process by working closely with supervising judges.

Basic Requirements

1. Students must be supervised by a Judge who is not a relative.
2. Assignments must be legal and substantive.
3. No compensation may be received for the work.
4. Students must attend a weekly classroom component.
5. The majority of work hours must be completed at the field placement office.
6. Students must meet with their supervising attorney at least once per week.
7. Students maintain a weekly journal. Journal topics are selected by the supervising faculty.
8. Students are required to submit written work product from their field placement; 10 pages for three credits.
9. Students work a minimum of 130 hours/semester for three credits and must keep track of their hours.

Procedures

Judicial Externships are open to all law students who (1) have completed the entire 1L curriculum toward the J.D. degree before participation in the field placement program, and (2) are in good academic standing. Students must first secure a placement. Students must complete the Legal Externship Program (LEP) Application and submit it to the Director of Externships for placement approval. Once the placement has been approved, student will be assigned a permission number and will register for the class online. Judicial Externship is LAW-836.

Students should review the LEP Program Requirements before registering for the class and once registered must sign up on TWEN to view the syllabus, important dates, and course materials.

Placements

Students are responsible for obtaining their own placements but may seek assistance from the Director of Externships. There are externship positions posted on Symplicity. All placements must be approved by the Director at least two weeks prior to the start of class.

Advanced Legal Externship

Students who have successfully completed one semester of an externship may register for Advanced Legal Externship.

Basic Requirements

1. Students must be supervised by an attorney or Judge who is not a relative.
2. Assignments must be legal and substantive.
3. No compensation may be received for the work.
4. The majority of work hours must be completed at the field placement office.
5. Students must meet with their supervising attorney or clerk at least once per week.
6. Students maintain a weekly journal. Journal topics are selected by the supervising faculty.
7. Students are required to submit written work product from their field placement; 10 pages for three credits.
8. Students work a minimum of 140 hours/semester for three credits and must keep track of their hours.
9. Students must have an individual conference with the Director of Externships about their placements at least twice during the semester.

Procedures

Advanced Legal Externships are open to all law students who (1) have completed the entire 1L curriculum toward the J.D. degree before participation in the field placement program, (2) have successfully completed a prior externship, and (3) are in good academic standing. Students must first secure a placement. Students must complete the Legal Externship Program (LEP) Application and submit it to the Director of Externships for placement approval. Once the placement has been approved, student will be assigned a permission number and will register for the class online. Advanced Legal Externship is LAW-860A.

Students should review the LEP Program Requirements before registering for the class and once registered must sign up on TWEN to view the syllabus, important dates, and course materials.

Placements

Students are responsible for obtaining their own placements but may seek assistance from the Director of Externships. There are externship positions posted

on Symplicity. All placements must be approved by the Director of Externships at least one week prior to the start of class.

**Specialized Externship - Securities Exchange Commission ("S.E.C.")
Observer Program**

Students Extern with the S.E.C. and learn about the functions of the U.S. Securities and Exchange Commission as a front row student Observer. Students are assigned to one of four S.E.C. Divisions and engage in activities such as investigating industry and issuer practices, litigating civil enforcement actions and drafting proposed statutes and rules.

Basic Requirements

1. Students must apply and be granted entry by the S.E.C.
2. Students attend a weekly seminar at the S.E.C.
3. Students must satisfy the work requirements set out by the S.E.C. to receive credit.
4. Students are required to keep a journal in which they reflect on their lawyering experiences at the S.E.C. The journal entry topics are selected by the supervising faculty member and reviewed regularly.
5. Business Organizations is a pre-requisite for this course; Securities Regulation is a recommended pre-requisite.

Procedures

The SEC's Student Observer Program is nationally competitive. To be admitted, students must submit a cover letter, resume, transcript, writing sample and proposed course list. For more information please visit <http://www.sec.gov/>. If admitted to the Program, students are assigned to one of four SEC Divisions: Corporation Finance, Enforcement, Investment Management, or Market Regulation. Students should note that this is a nationally competitive Externship; it is possible that in some semesters, no students are admitted to the course. If you are selected, contact the Director of Externships and register for the class which is by permission only.

Publication Activities

Publication activities are the *University of Baltimore Law Review* and the *University of Baltimore Law Forum*. These publications require a minimum four-semester commitment, and students may earn up to 8 credits for participation in publication activities. Students are chosen for each journal based on a write-on competition and having the required minimum GPA set out by each journal. Members of the *Law Forum* executive board will receive 2 credits in the fall semester and 2 credits in the spring semester, and all other staffers will receive 1 credit in the fall semester and 1 credit in the spring semester. The Editor-in-Chief, Managing Editor, Articles Editor and Comments Editor of *Law Review* will receive 3 credits in the fall semester and 3 credits in the spring semester; all other members of the executive board will receive 2 credits in the fall semester and 2 credits in the spring semester; and all other staffers will receive 1 credit in the fall semester and 1 credit in the spring semester. No credits will be awarded for work performed during the summer session. A student who is a member of the staff of either of the School of Law publications can earn one credit/no-credit credit per semester.

Law Review

The *University of Baltimore Law Review* is a scholarly legal journal providing in-depth analysis of issues of current concern to practitioners and judges within the legal community. *Law Review* membership reflects excellence in scholastic achievement, as well as legal analysis, research, and writing skills. Each year's editorial board selects, with the concurrence of the faculty advisor, the succeeding editorial board. In order to participate in *Law Review*, a student must have a GPA of at least 3.20 at the completion of the spring semester and must be selected for membership after participating in the write-on competition.

Law Forum

The *University of Baltimore Law Forum*, founded in 1970, is a legal journal containing articles on developing trends in the law and items on law school achievements and activities. It is published under the direction of a student editorial board and staff. In order to participate in *Law Forum*, a student must have a GPA of at least 3.00 and must be selected for membership after participating in the write-on competition.

Satisfying Scholarly Writing Requirement through Publication Participation

A student member of one of the University of Baltimore publications may satisfy the scholarly writing requirement by completing a note or comment that is found by the editorial board of the publication to be of publishable quality and that is

approved by a faculty member as meeting the criteria for the scholarly writing requirement (a minimum of 25 pages, exclusive of footnotes or end notes).

Co-Curricular Competition Teams

Minimum GPA Requirement for all Co-Curricular Competition Teams

To be eligible for participation in moot court, trial team or counseling and negotiating competitions students must have a minimum cumulative GPA of 2.80.

Trial Advocacy and Counseling/Negotiation Competitions

Students may count up to 6 credits for participation on the following trial advocacy or counseling negotiation teams toward their degree requirements:

- ABA Section of Labor and Employment Law's Employment Litigation Student Trial Advocacy Competition
- American Association of Justice Trial Competition
- National Trial Advocacy Team

Membership on each team is determined by the advisor to that team through the annual Negotiation and Counseling Competition or Intra-school Competition. The competitions in which School of Law teams compete are subject to change from year to year.

Two credits are awarded to each member of a school sanctioned team for successful completion of the regional and/or national competition. Students may earn an additional two credits for successful completion of the regional and/or national competition as a member of a second team.

Students may earn credit a second time for the same team, when the rules of the competition permit students to be a member of the team a second time and when, in the judgment of the team's advisor, it is customary practice in the competition for teams to have members who are participating a second (or third) time in the competition. When a team has more than three members, no more than two members of the team may be students who previously received academic credit for that team. When a team has three or fewer members, only one member of that team can be a student who previously received academic credit for that team. Students may earn an additional two credits for successful completion of the regional and/or national competition as a member of a second team.

Moot Court Competitions

Students may count up to 6 credits for Moot Court teams toward their degree requirements.

The Moot Court Competition Teams for 2019-20 are:

- Frederick Douglass Moot Court Team
- Jessup International Law Moot Court Team
- John J. Gibbons Criminal Procedure Moot Court Competition
- National Appellate Advocacy Moot Court Team
- National Moot Court Team
- Taxation Moot Court Team

Membership on each team is determined by the advisor to that team through the annual Byron Warnken Moot Court Competition. Information about the teams may be obtained from the Moot Court Board. The competitions in which School of Law teams compete are subject to change from year to year.

Two credits are awarded to each member of a school-sanctioned team for successful completion of the regional and/or national competition. Students may earn an additional two credits for successful completion of the regional and/or national competition as a member of a second team.

Students may earn credit a second time for the same team, when the rules of the competition permit students to be a member of the team a second time and when, in the judgment of the team's advisor, it is customary practice in the competition for teams to have members who are participating a second (or third) time in the competition. When a team has more than three members, no more than two members of the team may be students who previously received academic credit for that team. When a team has three or fewer members, only one member of that team can be a student who previously received academic credit for that team.

Moot Court Board

The Moot Court Board administers the Byron L. Warnken Moot Court Competition at the University of Baltimore and facilitates advocacy and research skills training for interscholastic Moot Court team members. The Board is comprised of students selected on the basis of their grades, expertise in written and oral advocacy and demonstrated interest in the programs served by the Board, and operates under the supervision of its student-led Executive Board and its faculty advisor. The Board also assists with managing the National Moot Court Competition, of which the University of Baltimore School of Law is often a regional sponsor. One credit is awarded per

semester for 60 hours of substantive legal work; a maximum of 2 credits can be earned in one year.

Centers at the School of Law

Centers at the University of Baltimore School of Law provide opportunities for students and faculty to engage in research and policy work in select areas. There are currently six Centers at the law school:

- The [Center on Applied Feminism](#), founded in 2009, seeks to apply feminist insights to legal practice and the policy arena.
- The [Sayra and Neil Meyerhoff Center for Families, Children and the Courts](#), founded in 2000, seeks to create, foster, and support a national movement to integrate communities, families, and the justice system in order to improve the lives of families and the health of the community.
- The [Center for International and Comparative Law](#), established in 1994 promotes the study and understanding of international and comparative law, and of the political and economic institutions that support the international legal order.
- The [Center for Sport and the Law](#) was established in 2009 with the support of the Baltimore Orioles professional baseball franchise and the Baltimore Ravens professional football franchise to foster academic leadership, community engagement, and student excellence in the theoretical and practical aspects of amateur and professional sports law.
- The [Center for Medicine and Law](#), created in 2011, is a unique collaboration created in 2011 between Johns Hopkins University School of Medicine and the University of Baltimore School of Law that focuses on fostering meaningful collaboration between law and medicine so that doctors will better understand the legal issues that affect their daily practice while lawyers will gain a greater appreciation for the real-world issues involved in the practice of medicine.
- The [Center for the Law of Intellectual Property and Technology](#), created in 2015, seeks to promote research, education and legal practice in three intertwined areas of law. The second facet of CLIPT's focus is to examine and publicize legal issues stemming from the use of cutting-edge technologies.

Finally, CLIPT supports the use of technology to understand the law through endeavors such as the [Supreme Court Mapping Project](#).

For more information about any of the centers, please visit the [website](#)

Teaching Opportunities

Legal Skills Teaching Assistants

Upper-level students who serve as teaching assistants play a vital role in the Law School's first-year Legal Skills Program, which consists of five courses: Introduction to Lawyering Skills/Contracts, Introduction to Lawyering Skills/Torts, Introduction to Lawyering Skills/Criminal Law, Introduction to Lawyering Skills/Civil Procedure and Introduction to Advocacy. In the summer, teaching assistants help with the preparation of research and writing exercises. In the fall, they instruct a small section of first-year students in legal analysis and legal research or other duties prescribed by the ILS faculty. In the spring, their work includes helping students prepare for oral arguments. Teaching assistants earn a stipend for participating in the program.

Law Achievement Workshops ("LAW") Scholars

Upper level law students, with proven academic success, are assigned to the law school's first year foundational courses and, in collaboration with their respective faculty, assist students with working through problems, understanding doctrinal coursework, and improving study skills. Law scholar sessions are offered on a weekly basis and are open to all students. LAW Scholars earn a stipend for participating in the program.

Teaching Scholars

Upper level students are selected as Teaching Scholars and provide one-on-one and small group tutoring to specific students with a focus on improving study skills including note taking, outlining, and exam preparation. In addition to meeting with selected students, Teaching Scholars also assist in co-teaching workshops and are available to meet with any student who would like assistance in developing effective legal study skills. Teaching Scholars earn a stipend for participating in the program.

Legal Writing Fellows

The Legal Writing Center is staffed by upper-level law students who have a proven track record in legal writing, research, and analysis. Paid a stipend each semester, Writing Fellows work with law students at any stage of their legal writing process.

EXPANDING YOUR HORIZONS – STUDYING ELSEWHERE

Students may enhance their legal education by participating in programs that provide exposure to and engagement with other environments and other cultures.

Policies on Transfer Credits taken as a University of Baltimore student

Current JD students taking graduate, study abroad, and law courses

The following policies govern potential transfer coursework that a current JD student wishes to take outside of University of Baltimore School of Law or University of Maryland School of Law.

- All required courses must be completed at University of Baltimore, School of Law.
- Student must earn a grade of C or higher in any course taken at another school in order to receive academic credit for that course at UB Law. Transfer grades will not calculate into the UB Law GPA.
- A maximum of 9 credits will be accepted for transfer for any non-UB law course or graduate non-law course from another law school or an accredited graduate school, subject to the exceptions noted below. Up to 6 of the 9 credits transferred may be graduate courses. This provision shall apply to students who are in residence at UB for all 87 credits needed for graduation.
 - Student should have a minimum cumulative GPA of 3.00 to take graduate non-law courses outside of UB Law for use towards the J.D. degree program.
- If a student transfers into UB from another law school, such a student may not take any non-UB law courses, subject to the exceptions noted below, unless permission to take such non-UB law courses is granted by the Associate Dean for Academic Affairs upon a showing of extraordinary circumstances.
- If a student is in residence at UB Law but takes a transient status at another law school, then:
 - If said student is transient for approximately 32 credits (a whole year), such student may only have 4 non-UB Law credits count towards graduation, not counting the transient credits.
 - If said student is transient for approximately 16 credits (a semester), such student may only have 6 non-UB Law credits count towards graduation, not counting the transient credits.
- Advance permission must be granted to enroll in non-UB Law courses. The student must demonstrate that the non-UB Law course is not comparable to one regularly offered at UB Law and that the course will significantly

contribute to the student's legal education by providing an experience specific to the student's program of study.

- **EXCEPTIONS:** The regulations above do not apply to UB Law study abroad programs, UB dual-degree program students, or courses taken at the University of Maryland through inter-institutional registration rules. Credits earned through these articulations will not count against the 9 transfer credit maximum.

Maximum Credits per term when enrolled at two institutions

- Students may not exceed the maximum credit loads for the term, which includes coursework taken at University of Baltimore School of Law and through another academic program at UB or other institution.
 - Full Time Students: Maximum of 16 credits per semester. Summer course load maximum is 8 credits.
 - Part Time Students: Maximum of 12 credits per semester. Summer course load maximum is 6 credits.

Classes at the University of Maryland School of Law

Required courses must be taken at the University of Baltimore. University of Baltimore School of Law students may enroll in elective classes at the University of Maryland School of Law if there is space in the class. Students must earn a C or better in any course taken at another school in order to receive academic credit for that course at the University of Baltimore School of Law. Grades earned at the University of Maryland School of Law will be computed in the grade point average, but grades from courses taken at any other law school or non-UB study abroad program will not be computed into the grade point average – see section on Visiting, below.

To take advantage of these opportunities at University of Maryland School of Law during Fall and Spring semesters, students register under a simplified registration process called Inter-Institutional Registration (IIR). IIR forms are available from the Office of Academic Affairs, from the Registrar's office or on the student portal. IIR forms must be signed by an advisor in the Office of Academic Affairs, by a Records office staff member and by a designated official at the University of Maryland.

During the summer term students must apply as a visiting student through the Office of Admissions at the University of Maryland School of Law. In addition to tuition, there may be additional fees associated with this process. The IIR process described above does not apply to summer classes.

Graduate Level Course Option (Non-Law Coursework)

With the advance approval of the Associate Dean for Academic Affairs, a student, with a cum GPA of 3.00, may enroll in a maximum of 6 *credits* of courses in an accredited U.S. graduate school for credit toward the J.D. degree. These credits count toward the 9 credits maximum students may transfer from outside UB School of Law as a current student. To obtain approval, a student must explain how the graduate coursework enhances the student's legal education. Graduate coursework at the University of Baltimore must be coded 600 level or higher. Students must earn a C or better in any course taken in this manner in order to receive academic credit for that course at the University of Baltimore School of Law, but the grades in such graduate courses are not computed in a student's grade point average. Transfer students who have received 30 or more credit hours for work at their first law school may not be eligible for this option and should consult with the Associate Dean for Academic Affairs. Students who are enrolled in combined degree programs should also read the section on combined degree programs for policies about transferring graduate credits to the JD degree.

Visiting at another Law School

With approval from the Office of Academic Affairs, a student may spend a summer, a semester or a year as a visiting student at another law school. Students will work with an advisor to develop an approved course plan. All required coursework (including writing classes and advocacy classes) must be completed at the University of Baltimore; therefore students who wish to visit at another school should plan their schedules accordingly.

Students must earn a C or better in any course taken at another school in order to receive academic credit for that course at the University of Baltimore School of Law. The grades earned at another law school, including another school's study abroad program, will not be computed into the grade point average. A maximum of 32 credits may be transferred back to the University of Baltimore.

Students who receive financial aid and who choose to visit at another law school must meet with the Office of Financial Aid to complete the necessary paperwork, including consortium agreements, to ensure that aid is not disrupted.

Study Abroad Opportunities

Students at the University of Baltimore have many opportunities to experience other cultures by studying abroad. Overall, students must complete their first year

coursework (two semesters for full time day division; three semesters for evening division) before participating in study abroad programs. A student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrolled at the home institution for the purpose of applying for assistance under the Title IV, HEA programs. Students must satisfy the grade point average requirements and must meet with the Office of Academic Affairs for approval.

Summer/ Winter Programs

Students must have at least a 2.00 grade point average at the time of their formal application to any of the ABA-approved summer or winter study abroad programs, including those hosted by the University of Baltimore.

Aberdeen Summer Abroad Program

The University of Baltimore School of Law, in conjunction with the University of Maryland Law School, sponsors a [Summer Abroad Program in Comparative Law](#) at the **University of Aberdeen** in Scotland. The program provides students with insight into the laws of another country and a new perspective on the American legal system. Courses are taught by University of Baltimore and University of Maryland faculty, jointly with members of the University of Aberdeen faculty. Courses offered vary from year to year. The five-week program is open to students who have completed their first-year courses and are in good academic standing. Financial aid is available for qualifying students.

Curaçao, The Netherlands Antilles

The law schools of the University of Baltimore and Hofstra University, in collaboration with Erasmus University Rotterdam and the University of the Netherlands, Antilles, have joined together to offer a unique opportunity to study international and comparative law for three weeks in December on the Caribbean island of Curaçao. Students are exposed to foreign legal institutions of the Americas and Europe, and will experience the unique legal and social culture of Curaçao, which reflects strong African, Caribbean and European influences and traditions. The [Curaçao program](#) is accredited by the ABA. The program is open to students who have completed their first-year courses and are in good academic standing. Financial aid is available for qualifying students.

Fall/Spring Programs

With prior approval from the Office of Academic Affairs, qualified students whose grade point average is at least 2.75 may study abroad during the semester through

a University of Baltimore study abroad program, if any, through another law school's ABA-approved program or, in rare cases, at a foreign institution subject to the ABA and UB standards, as set forth in this section

Semester Exchange Programs through programs approved by the ABA

Students who have completed one year of full time or three semesters of part time study and have a grade point average of at least 2.75 at the School of Law may apply to participate in semester abroad foreign study through other law schools' programs that are accredited by the American Bar Association. Students must develop a course plan and obtain the permission of the Office of Academic Affairs prior to attending the program in order to receive credit for courses taken during the program. Students must receive a grade of C or better in order for the credits to transfer to the University of Baltimore.

Semester Exchange Programs through foreign institutions (non ABA approved)

The policy set forth below governs granting credits toward the J.D. degree for legal study abroad that is not conducted under the auspices of a United States law school. As set forth in the policy, any student seeking to study abroad at a foreign institution – not through an established ABA-approved program, must have a grade point average of at least 2.75 and obtain written approval in advance from the Office of Academic Affairs.

Semester Study Abroad Policy For Non-Accredited Foreign Programs

(Adopted by the Faculty, 2009)

This policy governs granting credits toward the J.D. degree for legal study abroad not conducted under the auspices of a United States law school based on Standard 307 of the American Bar Association's Standards for Law Schools.

A. Qualification of Foreign Institution

1. The foreign institution must be one that is government sanctioned or recognized, if educational institutions are state regulated within the country; recognized or approved by an evaluation body, if such an agency exists within the country; or chartered to award first degrees in law or to qualify students for state examination for legal practice by the appropriate authority within the country.

2. The foreign institution shall appoint an advisor for each student who shall effectively supervise and monitor the student's study at the institution. That advisor may be a faculty member at the foreign institution or a law school administrator at

the foreign institution who has the training or experience to discharge this responsibility.

B. Qualification of Student

1. Only students who have completed one year of full time or part time study and are in good standing at the School of Law may participate in foreign study under this Policy. In the absence of exceptional circumstances, at the time of application, the student shall have a minimum grade point average of 2.75.

2. The student's academic program must be approved in advance by the Associate Dean for Academic Affairs or such other person as the Dean may designate to exercise this responsibility. The student shall develop a written plan to define the educational objectives the student seeks to achieve during a period of study abroad. That plan shall specify the methods to be used in evaluating the student's attainment of those objectives.

3. If the foreign study is not at an institution with which the School of Law has a formal written agreement, then the student shall obtain written assurance from the foreign institution that the student's proposed educational objectives can be achieved at that institution.

4. The Associate Dean or the Dean's designee shall review course materials and sufficient written work of the student to ensure that the study meets standards equivalent to those employed at the School of Law.

5. Upon receiving notification from the foreign institution of cancellation of a course in which a student had been approved to enroll under these Criteria, the Associate Dean or the Dean's designee shall reexamine the student's study in light of the stated program for foreign study and the student's stated educational objectives for study abroad. The Associate Dean or the Dean's designee shall determine whether the approved foreign study continues to satisfy those objectives.

6. The student shall establish to the satisfaction of the Associate Dean or the Dean's designee that the student is fluent in the language of instruction.

C. Credit for Foreign Study

1. In the ordinary case, the maximum number of credits toward the J.D. degree for all foreign study not conducted under the auspices of a United States law school shall not exceed the maximum ordinary load for one semester. Upon a showing of

special circumstances, the Associate Dean or the Dean's designate may allow credit for up to one-third of the credits required for the J.D. degree.

2. Credits granted toward the J.D. degree shall not be computed in the calculation of the student's grade point average.

3. Credits shall only be granted after determination that the student has fulfilled the plan established in B.2. above.

4. No credits shall be awarded for:

a. Activities such as visits to legal and government institutions except in instances in which the content of such activities is academic in nature and is related to the course in which the credit is awarded.

b. Externship placements (e.g., in a law firm, government office, or corporation).

c. Distance Education courses.

D. Approval of Office of Academic Affairs

In addition to the approvals set forth in section B, all students seeking to study at a foreign institution must meet with the designated academic advisor from the Office of Academic Affairs for academic counseling. Such counseling includes, but is not limited to, satisfaction of academic requirements, grading options during the study abroad semester, transfer of credits, communications during the semester, coursework and law school activities such as journals and publications. Approval of the student's study abroad plan will be in writing. Students who fail to obtain such approval prior to going abroad will not receive credit for the study abroad coursework.

AREAS OF CONCENTRATION

General Requirements

Students may receive recognition for completing one of the following areas of concentration:

- Business Law
- Criminal Practice
- Estate Planning
- Family Law
- Intellectual Property
- International and Comparative Law
- Litigation and Advocacy
- Public Service
- Real Estate Practice

To receive recognition for completing an area of concentration, a student must satisfy the requirements for a particular area as set forth in the next section ("Specific Requirements for Areas of Concentrations"). In addition to satisfying the specific requirements for a concentration area, a student is required to have at least a 2.67 grade point average for courses taken in the particular concentration. Students may receive recognition for completing only one area of concentration. Students are strongly encouraged to meet with the faculty advisor for the selected concentration during their second year in order to discuss course selection and planning and employment strategies. Applications for recognition in an area of concentration are submitted to the Office of Academic Affairs during the student's final semester of law school.

With respect to each area of concentration, the Associate Dean for Academic Affairs or his or her designee may allow for substitutions for concentration requirements in exceptional circumstances. An example of such a circumstance is when a student is unable to be placed in an Externship involving the particular area of concentration and when other experiential courses or activities are not available. In addition, work done at other legal institutions (both U.S. and foreign) may count towards meeting the requirements of an area of concentration if substantially similar to that listed under the particular area of concentration. This determination shall be made by the Associate Dean for Academic Affairs in consultation with the concentration advisors for the particular area.

With regard to sequencing courses within an area of concentration, required courses for an area of concentration should be taken before other courses (subject to any course prerequisites being satisfied). Some areas of concentration provide more specific guidance on sequencing courses.

Requirements for Specific Areas of Concentration

Business Law

Faculty Advisors:

Professor Barbara White (x4536, rm. 1101) bwhite@ubalt.edu

Professor Cassandra Havard (x5038, rm. 1113) chavard@ubalt.edu

Professor Fred Brown (x4537, rm. 540) fbrown@ubalt.edu

1. *Required courses:*

- Business Organizations (recommend taking in second year, preferably first semester, for day students; recommend taking in second or third year for evening students)
- Federal Income Tax (recommend take in second year for day students; recommend taking in second or third year for evening students)

2. Choose one of the following:

- Sales & Leases
- Secured Transactions

3. Choose three of the following, one of which must satisfy one of the upper-level writing requirements and one of which must be experiential (a particular course may satisfy both these requirements)

- | | |
|---|---|
| <input type="checkbox"/> Antitrust | <input type="checkbox"/> International Business Transactions |
| <input type="checkbox"/> Attorney Practice Externship involving business law that is approved by the Director of the Attorney Practice Externship in consultation with the Business Law Concentration advisors (experiential) | <input type="checkbox"/> MSBA-UB Business Law Clerkship Fellow (upper-level writing) (experiential) |
| <input type="checkbox"/> Banking Law Workshop (upper-level writing) | <input type="checkbox"/> Securities and Exchange Commission Externship (experiential) |
| <input type="checkbox"/> Community Development Clinic (experiential) (upper level writing) | <input type="checkbox"/> Security Regulations |
| | <input type="checkbox"/> Transactional Skills Workshop (upper-level writing) |

While not part of the concentrations requirements, the following courses are recommended for students wanting to specialize in Business Law:

General:

- Administrative Law
- Bankruptcy and Creditor Remedies
- Electronic Evidence & Discovery Workshop
- Law & Economics
- Sports Law

Specialized:

- Employment Discrimination Law
- Employment Law
- Government Contracting Seminar
- Labor Law
- Workers' Compensation

Tax:

- Corporate Taxation
- Partnership Taxation
- Tax Policy Seminar

Criminal Practice

Faculty Advisors:

Professor Donald Stone (x4651, rm. 1116) dstone@ubalt.edu

1. Required courses:

- Constitutional Criminal Procedure I
- Constitutional Criminal Procedure II

2. Choose one of the following:

- Forensic Evidence
- Juvenile Justice
- Maryland Criminal Practice

3. Choose one of the following scholarly upper level writing courses:

- Capital Punishment & the Constitution Seminar
- Rights of Crime Victims Seminar
- Sentencing and Plea Bargaining Seminar

4. Choose one of the following skills courses/activities:

- Appellate Advocacy Workshop
- Interviewing, Negotiating & Counseling
- Trial Advocacy

5. Choose one of the following experiential courses:

- Criminal Practice Clinic
- Innocence Project Clinic
- Attorney Practice Externship involving criminal practice that is approved by the Director of the Attorney Practice Externship in consultation with Criminal Practice Concentration advisors

Estate Planning

Faculty Advisor:

Professor Angela Vallario (x4619, rm. 1013) avallario@ubalt.edu

1. Required courses:

- Federal Income Tax (recommend take in second year for day students; recommend take in second or third year for evening students)
- Trusts and Estates (recommend take in second year for day students; recommend take in second or third year for evening students)
- Estate & Gift Taxation (recommend take in third year for day students; recommend take in third or fourth year for evening students)
- Estate Planning (recommend take in third year for day students; recommend take in third or fourth year for evening students)
- Attorney Practice Externship involving estate planning that is approved by Director of the Attorney Practice Externship in consultation with Estate Planning Concentration advisors (recommend take in third year for day students; recommend take in third or fourth year for evening students)

2. Choose one of the following:

- Elder Law
- Income Taxation of Estates and Trusts
- Planning for Families and Seniors Workshop
- Tax Exempt Organizations
- Advanced Legal Research involving an estate planning topic that is approved by the Estate Planning Concentration advisors

Note: Students are required to take either Planning for Families and Seniors Workshop or Advanced Legal Research involving an estate planning topic, to ensure that they take one upper-level writing course in the Estate Planning area

While not part of the concentrations requirements, the following courses are recommended for students wanting to specialize in Estate Planning:

- Corporate Taxation
- Executive Compensation
- Fundamentals of Federal Income Tax II
- Interviewing, Negotiating and Counseling
- Partnership Taxation
- Qualified Pension and Profit Sharing Plans
- S-Corporations
- Tax Exempt Organizations
- Tax Moot Court Team
- Tax Policy Seminar
- Tax Practice and Procedure

Family Law

Faculty Advisors:

Professor Jane Murphy (x5657, rm. 430) jmurphy@ubalt.edu
Professor Elizabeth Samuels (x4534, rm. 504) esamuels@ubalt.edu
Professor Barbara Babb (x5661, rm. 534) bbabb@ubalt.edu

1. Required course:

- Family Law

It is recommended that students take Family Law first.

2. Choose four of the following, one of which must be Juvenile Justice or Child and the Family, one of which must be experiential, and one of which must satisfy one of the upper-level writing requirements (a particular course may satisfy both of these requirements):

- Advanced Legal Research involving a family law topic that is approved by Family Law Concentration advisors (upper-level writing)
- Center for Families, Children and the Courts Student Fellows Program I (experiential)
- Child and the Family
- Civil Advocacy Clinic I (experiential) (upper-level writing)
- Elder Law
- Family Law Clinic I (experiential) (upper-level writing)
- Juvenile Justice
- Mediating Family Disputes: Practice and Theory Seminar (upper-level writing)
- Mediation Clinic for Families I (experiential) (upper-level writing)

While not part of the concentrations requirements, the following courses are recommended for students wanting to specialize in Family Law:

- Center for Families, Children & the Courts Student Fellows Programs II
- Dispute Resolution Workshop
- Family Law Clinic II
- Federal Income Tax
- Interviewing, Negotiating and Counseling
- Litigation Process
- Mediation Skills
- Planning for Families & Seniors Workshop
- Trial Advocacy
- Trusts and Estates

Intellectual Property

Faculty advisors:

Professor Will Hubbard (x4553, rm. 508) whubbard@ubalt.edu

Professor Max Oppenheimer (x5127, rm. 1114) moppenheimer@ubalt.edu

1. Required courses:

- Copyright and the Arts
- Patents

2. Choose three of the following, one of which must satisfy the scholarly upper-level writing requirement:

- Advanced Legal Research involving an intellectual property law topic that is approved by Intellectual Property Concentration advisors (upper-level writing)
- Intellectual Property Survey
- International Intellectual Property
- IP Current Developments (any of the topics offered)
- Media Law Seminar (upper-level writing)
- Patents, Trademark and Copyright Law Seminar (upper-level writing)

3. Choose one of the following experiential courses or activities:

- Attorney Practice Externship involving intellectual property law that is approved by the Director of the Attorney Practice Externship in consultation with Intellectual Property Concentration advisors

While not part of the concentrations requirements, the following courses are recommended for students wanting to specialize in Intellectual Property:

- Antitrust Law
- Sports Law

International and Comparative Law

Faculty Advisors:

Professor Mortimer Sellers (x4650, rm. 527) msellers@ubalt.edu

Professor Nienke Grossman (x4529, rm. 525) ngrossman@ubalt.edu

A student must take the required Course and five or more courses on international or comparative law topics.

1. Required courses:

- International Law

2. Choose three of the following:

- Comparative Law
- Conflict of Laws
- Foreign Taxation (GTP)
- Immigration Law
- International Business Transactions
- International Intellectual Property
- Law and Human Rights
- Maritime Law
- National Security Law
- One course offered in the Summer Abroad Program in Aberdeen, Scotland
- One course offered in the Winter Abroad Program in Curaçao
- Other ABA-approved study-abroad programs (only one course in any single program could be counted towards the concentration)
- Any course taken in a foreign law school for which UB grants credit toward the JD degree.
- Any of the courses or activities listed below in #3 or #4 that are not also being used to satisfy the requirements in #3 or #4.

3. Choose one of the following writing courses:

- Advanced Legal Research (on an international or comparative law topic)
- European Union Law Seminar
- Military Law Seminar

4. Choose one of the following experiential courses or activities:

- Attorney Practice Externship involving international or comparative law that is approved by the Director of the Attorney Practice Externship in consultation with the International and Comparative Law Concentration advisors
- Immigrant Rights Clinic
- Jessup International Moot Court Team

Public or Private International Law

A student may elect a special concentrate in "public" or "private" international law by completing the required course (International Law), one of the writing courses listed under #3 above, one of the experiential courses or activities listed under #4 above, one of the required courses listed below, and an additional two (2) courses in international or comparative law topics:

A. Public International Law

- Required: One (1) Human Rights Seminar or Course. If a student takes a Human Rights Seminar, that seminar can also count for the writing requirement described in #3 above. In such case, the student would need to take three (instead of two) additional courses in international or comparative law topics as noted in #5 above.

B. Private International Law

- Required: International Business Transactions

Litigation and Advocacy

Faculty advisors:

Professor Jose' Anderson (x4398, rm.1107) janderson@ubalt.edu

1. Required courses:

- Evidence
- Litigation Process
- Trial Advocacy

2. Choose one of the following:

- | | |
|--|---|
| <input type="checkbox"/> Advanced Trial Advocacy | <input type="checkbox"/> Maryland Civil Procedure |
| <input type="checkbox"/> Federal Courts | <input type="checkbox"/> Maryland Criminal Practice |
| <input type="checkbox"/> Forensic Evidence | <input type="checkbox"/> Mediation Skills |
| <input type="checkbox"/> Interviewing, Negotiating, and Counseling | <input type="checkbox"/> Medical Malpractice Litigation |
| | <input type="checkbox"/> Remedies |

3. Choose one of the following upper level writing courses:

- | | |
|--|---|
| <input type="checkbox"/> Appellate Advocacy Workshop | <input type="checkbox"/> Electronic Evidence & Discovery Workshop |
| <input type="checkbox"/> Dispute Resolution Workshop | |

4. Choose one of the following experiential courses or activities:

- | | |
|---|--|
| <input type="checkbox"/> Center for Families, Children and the Courts Student Fellows Program I | <input type="checkbox"/> Family Law Clinic I |
| <input type="checkbox"/> Civil Advocacy Clinic I | <input type="checkbox"/> Immigrant Rights Clinic I |
| <input type="checkbox"/> Criminal Practice Clinic | <input type="checkbox"/> Mediation Clinic for Families |
| | <input type="checkbox"/> Mental Health Law Clinic |
| | <input type="checkbox"/> Pretrial Justice Clinic |

While not part of the concentrations requirements, the following courses are recommended for students wanting to specialize in Litigation and Advocacy:

- | | |
|---|---|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Any Inter-school Advocacy Team |
| <input type="checkbox"/> Conflict of Laws | |
| <input type="checkbox"/> Mediating Family Disputes: Theory & Practice | |

Public Service

Faculty advisor:

Professor Daniel Hatcher (x5650, rm. 427) dhatcher@ubalt.edu

1. Required Course:

- Administrative Law

Complete the additional requirements under one of the subspecialties below:

Public Interest Law and Individual Rights Subspecialty

2. Required course:

- Federal Courts

3. Choose one of the following:

- Capital Punishment and the Constitution Seminar
- Civil Liberties Seminar
- Race and the Law Seminar

4. Choose one of the following specialized courses:

- Bankruptcy and Creditor Remedies
- Elder Law
- Election Law Seminar
- Electronic Evidence & Discovery Workshop
- Employment Discrimination
- Juvenile Justice
- Law and Disabilities Seminar
- Consumer Law
- Health Care Law

5. Choose one of the following experiential courses:

- Civil Advocacy Clinic
- Family Law Clinic
- Community Development Clinic
- Immigrant Rights Clinic
- Innocence Project Clinic
- Mental Health Law Clinic
- Mediation Clinic for Families
- Attorney Practice Externship involving public interest law that is approved by the Director of the Attorney Practice Externship in consultation with Public Service Concentration advisors

Government Service and Regulatory Institutions Subspecialty

2. Choose one of the following core courses:

- Federal Courts
- Legislation

3. Choose one of the following:

- Government Contracting Seminar (upper-level writing)
- Local Economic Development Seminar (upper-level writing)
- Legislation Workshop (upper-level writing)

4. Choose one of the following specialized courses:

- Antitrust
- Election Law Seminar (upper-level writing)
- Electronic Evidence & Discovery Workshop
- Employment Law
- Federal Income Tax
- Health Care Law
- Immigration Law
- Labor Law
- Land Use
- Military Law Seminar (upper-level writing)

NOTE: At least one of the courses from categories 3 and 4 must satisfy one of the upper level writing requirements.

NOTE: Students are encouraged to further specialize in the substantive law of a regulatory practice area after taking an introductory course from category 4.

5. Choose one of the following experiential courses:

- Immigrant Rights Clinic
- Civil Advocacy Clinic
- Community Development Clinic
- Attorney Practice Externship with a governmental organization that is approved by the Director of the Attorney Practice Externship in consultation with Public Service Concentration advisors.

Real Estate Practice

Faculty Advisor:

Professor Audrey McFarlane (x6678, rm.1007) amcfarlane@ubalt.edu

1. Required courses:

- Land Use

2. Choose two of the following courses:

- Administrative Law or Maryland Administrative Law
- Bankruptcy and Creditor Remedies
- Business Organizations
- Construction Law
- Environmental Law
- Federal Income Tax

3. Choose one of the following courses that satisfies either the scholarly upper-level writing requirement or the workshop upper-level writing requirement:

- Coastal Law Seminar
- Community Development Clinic I
- Residential Real Estate Workshop
- Local Economic Development Seminar

4. Choose one of the following experiential courses or activities:

- Attorney Practice Externship involving real estate law that is approved by the Director of the Attorney Practice Externship in consultation with the Real Estate Practice Concentration advisors
- Community Development Clinic I

NOTE: Students receiving credit for the Community Development Clinic I and II will satisfy the requirements of both categories 3 and 4.

Course Groupings for Areas Where Concentrations Do Not Exist

Below are course groupings for areas where concentrations do not exist. This information is to provide guidance on course selections for these areas.

Electronic Commerce

- Business Organizations
- Business Planning Workshop
- Consumer Law
- Copyright and the Arts
- Patents
- Patent, Trademark and Copyright Seminar
- Sales and Leases
- Sports Law

Environmental Law

- Animal Law Seminar
- Administrative Law
- Coastal Law Seminar
- Land Use
- Maritime Law

Tax Law

- Federal Income Tax
- Tax Policy Seminar
- Any course offered in the Graduate Tax Program

Because of the combined J.D./LL.M Program, no Area of Concentration is offered in Taxation. Students interested in tax law customarily obtain a Master of Laws (LL.M.) in taxation. Normally, thirty credits of tax courses are required to obtain the degree. However, the School of Law has a J.D./LL.M. in Taxation combined degree program that permits a student to earn both of these degrees with less academic credit than would be required pursuing each degree separately.

Several tax courses are offered in the J.D. program (e.g., Federal Income Tax and Tax Policy Seminar). In addition, J.D. students are permitted to take most Graduate Tax Program (GTP) tax courses. Some tax courses can satisfy requirements of certain concentrations, as well as requirements for both the J.D. degree and the J.D./LL.M. in Taxation combined degree program.

Theories of the Law

History:

- Race and the Law Seminar

Jurisprudence:

- Conflict of Laws
- Philosophy of Law Seminar

DUAL-DEGREE & POST-JD PROGRAMS

Combined Degree Programs

The School of Law offers combined programs in Business Administration (with the Merrick School of Business), Negotiations and Conflict Management, Public Administration and Criminal Justice (with the College of Public Affairs) and a J.D./Ph.D in Policy Science with the University of Maryland Baltimore County Graduate School. Students may begin work on their master's degree either the summer preceding, or the summer following, the first year of law school, but classes taken before matriculation in the law school cannot be applied to the JD (pursuant to American Bar Association Standards for Law Schools). First year students may not take courses within their master's program during the fall and spring semesters of their first year of law school. The Office of Academic Affairs advises law students in combined degree programs. The credits for graduate courses taken in any semester are computed in the credit load for that semester and subject to the rules relating to maximum and minimum credits limits. Tuition for the semester is computed by including these graduate credits as well.

J.D./M.B.A.

The combined J.D./M.B.A. program permits a J.D. student to obtain Juris Doctor and Master of Business Administration degrees in an integrated sequence of courses over a three- to four-year period. The combined JD/MBA program permits law students to apply nine credits earned in the Merrick School of Business graduate program, courses 600 level and above, toward the 87 credits required for the School of Law J.D. degree if the two degrees are completed in the same academic year. If the MBA is completed later than the law degree, the law school will only accept six credits towards the law degree. Up to nine law credits may be used to satisfy M.B.A. requirements.

J.D./M.P.A.

The combined Juris Doctor/Master of Public Administration is available for students who plan to use their law degree in federal, state or local government agencies and not-for-profit or quasi-governmental organizations. Nine of the graduate credits, courses 600 level and above may be applied toward the J.D. degree if the degrees are completed in the same academic year. If the MPA is completed after the JD, only six credits will be applied to the law degree, and 12 of the law credits may be used to satisfy M.P.A. requirements.

J.D./M.S. in Criminal Justice

This program permits law students interested in using their law degree in federal, state or local criminal justice agencies to take graduate courses in criminal justice.

Up to nine of the graduate credits earned in electives for courses 600 level and above may be applied toward the 87 credits required for the J.D. degree (if the degrees are completed in the same academic year). Up to nine of the law school credits may be applied toward the 36 credits required for the M.S. degree. If the MS degree is completed later than the law degree, the law school will only accept six credits towards the law degree. Students in the combined program must also successfully pass the Criminal Justice comprehensive examination or successfully defend a master's thesis.

J.D./M.S. in Negotiations and Conflict Management

With the approval of the Law School's Associate Dean for Academic Affairs and prior to registering for a graduate College of Liberal Arts (CLA) course, a student in this combined degree program is permitted to apply up to nine credits of elective credits for courses 600 level and above in the CNCM courses toward the 87 credits required for the Law School's J.D. degree. Such decisions are made on a case-by-case basis. A law school student in this joint program can apply towards the M.S. degree up to nine credits of Law School courses [other than Evidence (LAW 651), Professional Responsibility (LAW 652) and Criminal Law (LAW 604)] that are listed as Advanced Perspectives Courses for the M.S. degree program. If the degrees are not completed in the same academic year, then only six credits will be applied towards the JD.

A limited number of non-law school students who are candidates for the M.S. degree in Negotiations and Conflict Management and who have secured the permission of the Law School's Associate Dean for Academic Affairs and the individual law school instructor, may take law school courses which are listed by the College of Liberal Arts under the heading of "Advanced Perspective Courses" for this M.S. degree. These students are expected to meet the same standards of class performance as their law school counterparts. (Note: A professor may inform the Law School's Associate Dean for Academic Affairs if he or she will not, under any circumstances, include non-law school students in his or her classroom or may discuss with him/her in advance under what particular circumstances he or she would accept such non-law students in his or her classes, as a means of simplifying administration of this policy.)

J.D./Ph.D. or Masters in Public Policy

Applicants interested in pursuing this combined degree must independently gain admission to both the School of Law and the doctoral program in Policy Sciences at the University of Maryland, Baltimore County. If the two degrees are not completed in the same academic year the law school will accept 6 credits from UMBC towards the JD.

See <https://publicpolicy.umbc.edu/programs-of-study/>

J.D./LL.M. in Taxation

Students may apply up to 15 credits earned for tax courses taken in the J.D. program toward the LL.M. in Taxation. After receiving the J.D. degree, students can complete the LL.M. program by taking as few as 15 additional credits (rather than the usual 30). A student whose cumulative law school G.P.A. is at least 2.50 at graduation will be admitted to the Graduate Tax Program and may earn the LL.M. degree. Students with a G.P.A. below 2.50 may be admitted to the Graduate Tax Program on a case-by-case basis. Details about the combined J.D./LL.M. program are available at <http://law.ubalt.edu/academics/jd-program/combined/jd-llm.cfm>. Please contact Prof. Fred Brown (fbrown@ubalt.edu) for more information.

Certificate in Estate Planning

Program Requirements and Curriculum

To receive a Certificate in Estate Planning, a student is required to complete twelve credit hours of prescribed coursework and maintain a cumulative GPA of not less than 3.00 for courses taken in the certificate program. Except for advanced credit toward the certificate (which is described below), the coursework must be completed after a student has received a J.D. or equivalent degree. Certificate requirements must be completed within two years of enrolling in the certificate program.

The program's curriculum consists of the following required courses, all of which are three credit courses:

- Estate & Gift Taxation
- Estate Planning
- Income Taxation of Estates & Trusts

In addition, students are required to take one or more of the following electives to meet the twelve credit certificate requirement:

- Corporate Taxation (3 Credits)
- Elder Law (3 Credits)
- Fundamentals of Federal Income Tax II (3 Credits)
- Partnership Taxation (3 Credits)
- Planning for Families and Seniors Workshop(3 Credits)

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- Qualified Pensions and Profit Sharing Plans (3 Credits)
- S-Corporations (1 Credit)
- Tax Exempt Organizations (2 Credits)

Students who have not taken Trusts & Estates and/or Federal Income Taxation while in their J.D. program will be required to take one or both courses in the certificate program (students may substitute Fundamentals of Federal Income Tax I for Federal Income Taxation). Credits and grades for such courses taken in the certificate program will not count towards the twelve credit certificate requirement or the GPA requirement, respectively.

Advanced Credit Toward the Certificate

Students may receive advanced credit toward the Certificate in Estate Planning as follows: students who have graduated from the School of Law can receive advanced certificate credit for up to six credits earned in the J.D. program for courses specified in the Program Requirements and Curriculum section above, provided that the student received a B or better for the course and enrolled in the certificate program within three calendar years of receiving the J.D. degree. Students who graduated from the J.D. or LL.B. programs of other ABA-approved law schools can receive advanced certificate credit for up to six credits earned for courses taken in such programs that are substantially similar to courses specified in the Program Requirements and Curriculum section above, provided that the student received a B or better for the course and enrolled in the certificate program within three calendar years of receiving the J.D. or LL.B. degree. Students who graduated from the University of Baltimore LL.M. in Taxation program can receive advanced certificate credit for up to 6 credits earned in the LL.M. program for courses specified in the Program Requirements and Curriculum section above, provided that the student received a B or better for the course and enrolled in the certificate program within three calendar years of receiving the LL.M. degree.

Certificate Program Admission Requirements

To be admitted to the certificate program, an applicant must have received a J.D. or its equivalent. J.D. or equivalent degrees earned in the United States must be from law schools that have the approval of the American Bar Association.

Administration of the Certificate Program

The certificate program is administered by the Director and staff of the U.B. Graduate Tax Program.

Coordination with the LL.M. in Tax Program

Students may complete the Certificate in Estate Planning as a stand-alone program or in conjunction with U.B. LL.M. in Taxation program. Regarding the latter, students completing the requirements of the LL.M. in Taxation program will also receive a Certificate in Estate Planning provided that they satisfy the curriculum requirements of the certificate program. Courses may count towards both the LL.M. and certificate requirements.

Students enrolled in the stand-alone certificate program may convert their status to enrollees of the U.B. LL.M. in Taxation program; in this case, courses taken and grades received in the stand-alone certificate program will count towards the LL.M. requirements. Students so converting their status will be required to complete the LL.M. requirements within five years of enrolling in the certificate program. Alternatively, a graduate of the certificate program may make a separate application to the U.B. LL.M. in Taxation program; in this case, advanced LL.M. credit for courses taken in the certificate program may be awarded under the advanced credit policy regularly employed by the LL.M. in Taxation program.

Online Post J.D. Certificate in Family Law

Program Requirements and Curriculum

To receive a Post-J.D. Certificate in Family Law, students will be required to complete 16 credit hours of prescribed online coursework and to pass all courses taken in the certificate program with a final GPA of at least 2.67. Except for advanced credit toward the certificate, the coursework must be completed after a student has received a J.D.

The program's curriculum, presented entirely online, consists of the following required courses:

- Psychology, Child Development and Mental Health in Family Law Matters (3 credits)
- Financial Foundations for Family Lawyers (3 credits)
- The Craft of Problem-Solving and Advocacy in Family Law (3 credits)
- Understanding the Business of Practicing Family Law (3 credits)
- Working Through a Family Law Case—Start to Finish (4 credits)

- All 3-credit required courses must be completed before students enroll in the 4-credit Capstone course, offered in the summer session. Students may also choose to add an optional Independent Study (1-3) to pursue a project of special interest or fieldwork/clinical experience to advance their careers at the discretion of and under the supervision of the program's director.

Advanced Credit Toward the Certificate

Applicants who meet the program's advanced standing requirements may receive a course waiver for the 3-credit course "The Craft of Problem-Solving and Advocacy in Family Law." Advanced standing may be granted to:

- UB School of Law graduates who completed the Family Law Area of Concentration as part of their J.D. program.
- Graduates from other law schools who completed, within the last five years, 15 credits of family law or related coursework with a GPA of 2.67 or higher in those courses.

Post-J.D. Certificate Program Admission Requirements

To be admitted to the post-J.D. Certificate in Family Law program you'll need:

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- At least one of the following: (1) a Juris Doctorate degree from an American Bar Association-accredited law school or (2) a Juris Doctorate degree *and* admission to the Maryland Bar or (3) eligibility for admission to the Maryland Bar without examination, pursuant to Maryland Rules 19-215 and 19-216 (effective March 1, 2019)—eligibility requirements for admission to the Maryland Bar without examination are outlined by the Maryland State Board of Law Examiners [here](#).
- An official transcript from each law school attended, not including the University of Baltimore School of Law

Admission is offered to candidates whose previous academic achievement and work experience indicate promise for success in graduate study.

Administration of the Post-J.D. Certificate

The program is housed in the University of Baltimore School of Law's [Sayra and Neil Meyerhoff Center for Families, Children and the Courts](#) (CFCC), and is directed by Professor Barbara Babb, the CFCC's director and founder. CFCC is a nationally renowned center of advocacy, legal education and community-based action dedicated to transforming the family justice system, improving family courts, and connecting courts to communities. CFCC works to ensure that the practice of family law in Maryland, the nation, and around the world improves the lives of families and the health of communities.

REGISTRATION POLICIES & PROCEDURES

Registration dates are set forth in the School of Law Calendar. Registration is administered by the Associate Dean for Academic Affairs of the School of Law and the Registrar of the University.

Pre-Admission Degree Requirements

First-year entering students must complete all undergraduate degree requirements prior to the first day of classes of the year they enter the School of Law. All entering students must present to the School of Law by October 1 of the year they enter law school a final undergraduate transcript showing the award of a Bachelor's Degree. The final transcript may be submitted directly to the School of Law or LSAC (preferred). In the case of students specifically admitted to the combined B.A./J.D. program, a transcript showing the completion of at least 87 credits must be submitted. Any student who fails to complete the above requirements shall be withdrawn from the School of Law and all tuition and fees forfeited.

Registration for First-Year Courses

Fall Semester: First year students are automatically registered for courses for the fall semester and are not permitted to transfer to courses in another section.

Spring Semester:

First-year full time day students, are automatically registered for the spring semester for their courses with the exception of the Law in Context course. Students are notified regarding the process for registering for the Law in Context course. If there are any hold flags on the student's account, registration cannot occur until the hold flags are removed.

Part Time Day students are registered for their spring courses with the exception of the Law in Context course and will also be granted permission to select any section of Property with seats still open in the spring of their second year. These students must consult an academic advisor before registration in the fall of their second year.

Evening students are registered for the spring semester required courses. Evening students will also be automatically registered for classes for their

second year first semester courses with the exception of the Law in Context course.

All **Part Time Day** students who did not take Criminal Law in the fall of their first year must register for Criminal Law in the fall semester of their second year.

First-year students are not permitted to enroll in upper-level courses or seminars.

Completion of Core/First Year Courses Required

All upper-level courses are deemed to have as pre-requisites the completion of the core/ first year required courses, whether or not those courses are specified as pre-requisites in the course descriptions or in the course registration database.

Reduction in First-Year Course Load Requirements

Any full time first-year student who earns an overall fall semester GPA below 2.00 may petition the Associate Dean for Academic Affairs to withdraw from Property or Constitutional Law I in the spring semester. The student must then take Property or Constitutional Law I the next time it is offered within their division.

Registration for Upper Level Courses

Advance Registration

Registration for each semester begins with an Advance Registration period which starts about mid-way through the prior semester. The directions for using MyUB to register are included with the schedule of classes for each term and available online under the [Student Center Help Guides](#).

During the first part of Advance Registration, a student can only register/wait list for courses within his or her division (day or evening) or courses open to both divisions. In addition, a student cannot exceed the normal credit hour limits for the semester (16 hours for full time, 12 hours for part time students), and cannot register for a graduate or LLM taxation course. During this period a student may register on MyUB and is allowed to add required courses, add courses outside their division or with permission, add a graduate course or exceed credit hour limits for the term.

Late Registration/Drop-Add

Late registration and drop-add are held during the first week of class.

Dropping and Adding Classes

An upper level student may drop or add a course without consequences during the official Drop-Add period as specified by the academic calendar. Review the [Refund and Reduction Calendar](#) online for financial obligations. The Drop-Add period is typically the first week of the semester and the first 5 calendar days of the summer session. After the Drop-Add period, a student may withdraw from a course and receive a "W" on his or her transcript until the published last day to withdraw provided that the student's course load does not fall below the minimum and the course is not designated as having a limited drop period. The last day to drop with a "W" is typically eight weeks after the start of the fall and spring semester and four weeks after the start of the summer semester. Withdrawals after that date will be reflected as a "WF" on the transcript and will be computed as an "F".

Exceptions to the above policy must be approved by the Associate Dean for Academic Affairs. As to any exception, the burden is upon the student to demonstrate that a serious problem (such as illness), for which third party documentation is provided and over which the student has no control, has necessitated the request.

Failing to attend classes or notifying the instructor of an intention to stop attending classes does not constitute official withdrawal, and there may be financial or academic consequences to the failure to officially withdraw from a course. A student must drop the course on MyUB to officially withdraw from a course. Because of the pedagogy of the following courses, a student must comply with the special requirements to withdraw from: Clinics; Externships; Advanced Trial Advocacy; Bench Trial Advocacy; Interviewing, Negotiating and Counseling; Litigation Process; Mediation Skills; and Trial Advocacy. Withdrawal time limits can be found on the class schedule.

After the established deadlines, a student is not permitted to drop a course, exchange one course for another, or change sections in the same course without the approval of the Associate Dean for Academic Affairs. No student will receive credit for any course without being properly registered for it, and students may not attend classes for which they are not properly registered. Dates within which courses may be dropped or added are set forth in the Academic Calendar.

A student who transfers to another law school is responsible for dropping his or her classes before tuition calculations are run, and is responsible for informing the Office of Academic Affairs and the Office of Financial Aid of the transfer.

Registration for Clinics, Fellows, Moot Court and Journals

Students are selected, notified of their acceptance and assigned to a permission list for the specific course on MyUB. This allows students to register themselves for the clinic or other activity; students are not automatically enrolled. Therefore, once selected, it is the students' responsibility to actually complete the registration process to be enrolled in and receive credit for the course. Students should be sure to select the appropriate number of credits on variable credit courses, and all adjustments must be made prior to the end of the late registration period. Students who do not properly enroll themselves will not receive credit for the clinic or other activity.

Registration for Externships

Once the placement has been approved by the Director of Externships, the student will receive a permission number that will allow registration for a specific externship class. Once notified, it is the student's responsibility to actually complete the registration process to be enrolled in the course. Students who do not properly enroll themselves will not receive credit for the externship.

Course Descriptions and Pre- or Co-Requisites

For course descriptions and pre-requisites, please see the [university course description webpage](#).

Holds on Registration (Hold Flags)

Registration holds are placed on student accounts for a variety of reasons, including but not limited to incomplete admissions files, outstanding financial obligations and incomplete Title IX tutorials. Students are encouraged to check the Student Portal prior to any registration period to be sure no holds have been placed on registration. Students should contact the office that established the hold to get the hold removed.

Wait-Lists

If a seat is not available in a course, a student may put his or her name on a wait-list for the course. If a space becomes available, the student will be enrolled in the course assuming there are no conflicts as described below. If the student no longer wants a course, the student must remove his or her name from the wait-list; otherwise, the student will automatically be added to the course as a space becomes available and will be billed for the course.

If a student is on a wait-list for a course that is in time conflict with a course for which the student is already registered and space becomes available in the wait-listed course, the wait-list program will not automatically register the student in both courses because of such conflict. A student on a wait list will also not be enrolled if the waitlisted class causes the student to exceed the maximum number of allowable credits per semester. Therefore, it is the student's responsibility to continually check his or her status using MyUB to determine registration status and to resolve any schedule conflicts or drop any additional credits above the approved maximum credit-hours in a semester. Once the semester begins, the

Associate Dean for Academic Affairs may drop students at his or her discretion from the courses in question.

A student must drop all unwanted classes by the final Drop-Add date or he or she will be automatically charged for such courses. All wait-lists are terminated at the end of the first week of the semester.

Cross-Divisional Registration

Generally, day division students are required to register for day courses and evening division students for evening courses. However, a student may register for an available course outside his or her division according to the registration instructions. For the most part, courses designated with section numbers in the 500's are open to students in either division at the beginning of registration period. Day students may not register for and should not wait list for classes in the evening division (e.g., 412, 422, 419, 429, etc. section numbers) until cross divisional registration. Evening students may not register for and should not wait list for any courses in the day division (e.g., 311, 312, 319, etc. section numbers) until cross divisional registration.

Auditing

Current University of Baltimore J.D. Students

A current School of Law J.D. student may audit one law class per semester with permission from the faculty member and the Office of Academic Affairs. The decision to audit the course must be made before the end of the first week of classes. Classes that are audited cannot be repeated for credit or a grade. Students must pay tuition for the audited course.

Current University of Baltimore LL.M. Students

A student in the LL.M. in the Law of the United States and LL.M. in Taxation program may audit one law class per semester with permission from the faculty member and the LL.M. program director. The decision to audit the course must be made within the first week of classes. Classes that are audited cannot be repeated for credit or a grade. Students must pay tuition for the course.

Others

Individuals who hold a JD degree from a U.S. law school, or graduates of foreign law schools who hold an LL.M. from a U.S. law school may enroll in an upper-level course as special students with approval from the Associate Dean for Academic Affairs and from the faculty member teaching the course. An application form and fee are also required. Tuition will be assessed according to the current

applicable rates. Individuals who have not earned a law degree may not audit courses.

Obligations of the Instructor concerning Students Auditing Courses

A faculty member is not obligated to grade audit coursework, keep attendance, or otherwise provide additional support to a student auditing a course. In addition, the faculty member may decide in his or her discretion that an auditor is not permitted to engage in an activity where doing so might have an adverse impact on regularly enrolled students.

Obligations of the Auditing Student

Students who are granted permission to audit a course must abide by the professor's classroom conduct policies and other university policies, including but not limited to those involving Title IX. If the professor determines that the auditing student has not abided by classroom conduct or university policies or has otherwise adversely affected the operation of the course or classroom environment, the auditing student may be barred from continuing in the course.

Leave of Absence

A student must be in continuous enrollment during the academic years (fall and spring semesters) from the time he or she first sits for classes until graduation, unless granted a leave of absence by the Office of Academic Affairs.

A Leave of Absence may be granted by the Associate Dean for Academic Affairs for one or two semesters and may be granted only for students in good standing. An extension for a second year may be granted upon a showing of good cause. A first-year student may be granted a leave of absence for good cause after the completion of his or her first semester. Unless otherwise authorized, the student is eligible to return only for the spring semester of the following academic year, at which time he or she must complete the required second semester courses. Upper level students who are in good academic standing (GPA of 2.00 or better) may be granted a leave of absence upon petition to the Associate Dean for Academic Affairs. In order to return to law school after a leave of absence, a student must notify the Associate Dean for Academic Affairs prior to the semester in which the student wishes to return. A student who does not contact the Associate Dean for Academic Affairs at the end of his or her designated leave will be withdrawn from the school of Law. Mid-semester leaves of absence may be granted only in extraordinary circumstances.

FINANCIAL AID

Recognizing the need for financial aid to help students meet the cost of higher education, the University of Baltimore provides loans and employment through federal, state and institutional sources. Funds are awarded to defray direct educational costs (such as tuition and fees) and indirect educational costs (such as room and board, books, parking and transportation). The School of Law also awards a limited number of scholarships based on an evaluation of a wide variety of factors. Students should visit the School of Law website for more information. Information concerning the Financial Aid process is located on the Office of Financial Aid website at www.ubalt.edu/admission/financial-aid and on the [myUB](#) portal. All communications from the Office of Financial Aid are sent by email to UB email addresses.

Federal Direct Stafford and Graduate PLUS Loans

Loans are the primary source of funding for students pursuing a law degree. Federal Direct Stafford Loans are available up to \$20,500 annually. In addition, a student may borrow up to the full cost of attendance through the Federal Direct Graduate PLUS program, which is a credit based loan available through the Department of Education on studentloans.gov. A student must file the Free Application for Federal Student Aid (FAFSA) to be eligible for federal financial aid. Upon receipt of the FAFSA, the Office of Financial Aid will determine eligibility for these programs.

Federal College Work-Study (FCWS)

This federal program provides on-campus and off-campus employment opportunities. The rate of pay varies per job type and responsibilities. Students must complete a financial aid application (FAFSA) and meet all eligibility requirements. For additional information on the work-study program, its impact on the entire financial aid package and requirements to participate, students can contact the Office of Financial Aid by emailing lawfinancialaid@ubalt.edu. Questions regarding jobs on campus and job placement can be referred to the Student Employment Office in the Career Center.

State Scholarships and Grants

The State of Maryland provides scholarship assistance to eligible Maryland residents through the Maryland Senatorial, and Delegate Scholarship programs.

Applications may be obtained through the [MHEC's State Financial Assistance Programs & Applications](#).

The State of Maryland Higher Education Commission (MHEC) Graduate and Professional Scholarship deadline is May 1 of each year. All law students (Maryland residents) who have submitted their FAFSA by the deadline will be considered for this state funded scholarship. Awards are made based on need as determined by the FAFSA and available funding. Scholarships will be awarded in August of each year and will appear on the financial aid awards page in the student portal.

Bar Examination/Study Loan

A limited number of private lenders may assist graduating law students to meet their bar exam expenses. The lending institution determines the amount that can be borrowed as well as the terms. Students are encouraged to use all Direct Loan eligibility during their final semesters of study before considering a bar study loan.

These programs are private loans, requiring a credit check. Your final eligibility is determined by the lender.

Loan Assistance Repayment Program

There are income-based and other loan repayment assistance options offered through the Direct Loan Program, www.studentloans.gov. In addition, the Maryland State Scholarship Administration may provide educational loan repayment assistance to qualified individuals working for the state or local government or the non-profit sector. It is available to graduating students, and there is an application deadline. For more information, visit www.mhec.state.md.us.

Link to more specific LARP information. Perhaps some of the remaining open applications could be useful to some individuals, although this is questionable.

<https://mhec.state.md.us/Pages/loan-assistance-programs.aspx>

LRAP—additional recommendations for loan assistance:

https://www.americanbar.org/groups/legal_education/resources/student_loan_repayment_and_forgiveness/

<https://studentloanhero.com/featured/student-loan-forgiveness-for-lawyers-guide/>

School of Law Scholarships and Loans

The School of Law administers scholarship funds designated for entering and continuing law students. Although the majority of scholarships are merit based, there are a limited number of need-based grants. In addition to tuition-based scholarships, a number of endowed scholarships have been established through the generosity of alumni and friends of the School of Law. These scholarships are awarded to upper-level students. Scholarship applications for current students are available in the Deans' Suite of the Law Center, and completed forms should be returned to Law Admissions by June 15 for the next academic year. Scholarship applicants must submit a resume.

For the most updated list of available scholarships, please visit the Law Admissions website.

Students may request short-term emergency loans pending receipt of financial aid or other expected funds. Emergency Loans of up to \$500 are awarded to students on a case-by-case basis. Contact the Office of Academic Affairs for more information at (410) 837-4468.

REASONABLE ACCOMMODATIONS DUE TO QUALIFYING DISABILITY

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 guarantee equal access to programs and services to those with disabilities. In order to be a qualified individual subject to the protections of these Acts, a person must demonstrate that he or she has a disability that substantially limits a major life activity (e.g., seeing, hearing, walking, breathing, performing manual tasks, learning, caring for oneself, and working) and, as such, requires a reasonable accommodation in order to have equal access. This section of the Law School's catalog explains a student's rights and responsibilities in seeking to receive accommodations from the Law School because of a disability. The process and procedures outlined here apply to seeking Law School classroom accommodations, exam accommodations, and accommodations related to accessing the University's facilities.

Rights and Responsibilities in Seeking Accommodations

1. A student who believes that he or she has a qualifying disability warranting accommodation for academic programs, exams or access to the University's facilities should notify the Office of Academic Affairs, at ublawacadaff@ubalt.edu or (410) 837-4468.
2. Students may also reach out directly to Karyn Schulz, Director, Office of Disability and Access Services, at kschulz@ubalt.edu or (410) 837-4141. Students should not go directly to any faculty in an effort to arrange accommodations for disabilities.
3. Students seeking **classroom accommodations** must submit their request 3 weeks before the start of the academic year or semester.
4. Students seeking **exam accommodations** must submit their request no later than 2 weeks after the start of the academic year or semester.
5. Requests submitted after the deadlines for classroom and/or exam accommodations may not be granted.
6. Following notice, the student, a member of the Office of Disability and Access Services, as well as a member of the Office of Academic Affairs, will meet to review the documentation provided to verify the existence of a qualifying disability.
7. All documentation submitted, preferably before this meeting, should comply with the documentation guidelines set forth at

<http://www.ubalt.edu/campus-life/center-for-educational-access/students/documentation-guidelines.cfm> and also set forth below. The Office of Disability and Access Services and/or the Office of Academic Affairs also may request additional documentation at any time or may request that the student's physician or other licensed health professional speak directly to a staff member.

8. If it is determined at this meeting that the student does have a qualifying disability, the Office of Disability and Access Services and the Office of Academic Affairs will discuss suggested reasonable accommodations with the student with respect to the student's courses, exams, and access to university facilities. In assessing the appropriateness of an accommodation, the Office of Disability Services and the Office of Academic Affairs also examines medical and other health professional documentation, the student's history of past accommodations, and the course and exam structure of a particular class.
9. If the Office of Disability and Access Services and the Office of Academic Affairs concludes that a student is not a qualified individual with a disability or has not provided reasonable accommodations to the student, the student may appeal the decision to Nicole Marano Interim Dean of Students, 112 Academic Center, University of Baltimore Academic Center, as provided in the Grievance Procedure in the University of Baltimore Student Handbook.
10. Accommodations will not be granted if those accommodations "fundamentally alter" the educational program or academic requirements that are essential to a program of study at the University of Baltimore's School of Law as outlined in the Core Competencies (pg. 3) and [Standard 301](#) of the American Bar Association's 2018-2019 Standards and Rules of Procedure for Approval of Law Schools.
11. Students receiving accommodations during law school should be aware that there is no guarantee they will receive the same accommodations on the bar examination, MPRE, or other professional licensing exams, and bear the responsibility of working directly with the bar exam authorities in the jurisdiction to which the student is seeking admission to request any such accommodations on their own.

Rights and Responsibilities After Receiving Accommodations

1. If a student's **condition changes at any time**, thereby affecting the nature and extent of his or her disability, the student must notify the

Office of Disability and Access Services and the Office of Academic Affairs immediately.

2. If there is a problem with any accommodations that a student receives, whether it is related to a course, an exam, or access to a facility, the student must notify the Office of Disability and Access Services and the Office of Academic Affairs promptly so that steps may be taken, to the extent practicable, to resolve the problem.
3. Communication regarding accommodations (including exam schedules and room assignments) will be made using the student's UBALT email account. Students are responsible for confirming the testing schedules assigned to them by the deadline given, or they risk waiving their accommodations. A student is responsible for checking email on a timely basis to determine the status of any issue relating to the accommodation that has been put in place for a particular disability. If the student's disability prevents physical access to email, an alternative method of communication will be determined in consultation with the Office of Disability and Access Services, the Office of Academic Affairs, and the student.

Documentation

Verification of Disabilities

A student with a disability who requests an accommodation must provide to the Director of the Office of Disability and Access Services or his or her designated representative, professional verification of the necessary modification. Verification may be provided by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning in the major life activity or activities affected by the disability. The cost of obtaining the professional verification shall be borne by the student. In instances in which the Office of Disability and Access Services or the Office of Academic Affairs deems appropriate, he or she may consult a qualified person retained by the School of Law for the purpose of evaluating whether a student has a disability.

Verification of Temporary Disability, Illness or Injury

Students seeking accommodations on the basis of a temporary disability must provide, upon request, documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the

accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The cost of obtaining the professional verification shall be borne by the student.

COURSE POLICIES AND PROCEDURES

ABA Standard 310 Determination of Credit Hours for Coursework

For traditional classroom credit courses, the Associate Dean for Academic Affairs shall, on a regular periodic basis, ask the faculty members teaching in a given subject matter to review the credit hours assigned to courses within that subject matter to ensure that the in class and/or out of class hours are both appropriate and required. As part of this review, the student evaluations of each course shall include a question asking the students “how many hours per work do you spend on out of class work for this course?” The reviewing faculty members and the Associate Dean shall consider the answers to that question as part of their review.

For non-classroom credit activities (including, but not limited to, Journals, Advanced Legal Research, Moot Court, Trial Teams and Externships), students shall keep a record of their time spent on such activities each semester they participate in such activity. At the end of each semester, said time logs shall be submitted to the faculty advisor of the activity. The faculty advisor should review the logs to ensure that the student hours spent are appropriate. The Associate Dean for Academic Affairs shall, on a regular periodic basis, consult with the faculty advisors to ensure compliance with the policy contained Section C.

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

- (1) not less than 1 hour of classroom or direct faculty instruction and 2 hours of out-of-class student work per week for 15 weeks, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

For purposes of this definition, 50 minutes equals 1 hour of classroom or direct faculty instruction. 60 minutes equals 1 hour for out-of-class student work. The 15 week period includes 1 week for final examinations. Therefore, a 2 credit hour course should require 100 minutes of classroom or other faculty instruction and 4 additional hours of student out-of-class work per week; a 3 credit hour course should require 150 minutes and 6 hours respectively; and a 4 credit hour course should require 200 minutes and 8 hours respectively. This policy shall be enforced by the Dean's designee, the Associate Dean of Academic Affairs.

1. **Definitions**

Classroom or direct faculty instruction includes all scheduled class meetings, tutorials or other one-to-one or small-group meetings with the instructor, and taking in-class examinations.

Out-of-Class work includes time spent preparing for class (reading or completing class assignments); preparing for the in-class exam, completing the take home exam, and/or preparing and completing other assessments; researching and writing any required paper(s) or other writing assignments; performing clinical or field placement work; and attending educational events as mandated by the instructor.

2. **Determination of Classroom or Direct Faculty Instruction**

The School of Law has approved an academic calendar based on a **14 week semester** plus a final exam period (or the equivalent in a more compressed time frame for the summer term or select weekend courses) followed by an examination period. For types of credit that include a classroom component, the Office of Academic Affairs schedules classes commensurate with the credit load of the course (no less than 50 minutes per week/per credit), as well as the scheduling of any required exam. Individual faculty members may require more than this minimum amount of class time, and may require students to attend other out-of-class meetings with the faculty member.

3. **Determination of Out-of-Classroom Work**

The following guidelines will be used to determine how many credit hours for out-of-classroom work will ordinarily be awarded for certain types of out-of-class activities. When completing the form describing the credit hours for their courses, faculty members may use different assumptions about the amount of time students spend on particular types of out-of-class work, as long as they provide adequate explanation of their reasons.

3.1 Readings for 1L Courses: Understanding that first-year law students are new to case reading and need additional time to complete or repeat reading assignments, credit hours for their reading assignments will be based on an assumption that they spend approximately 12 minutes on each page of reading. For a course in which reading assignments are the only required out-of-class activity, this means that in order to meet the minimum credit hour requirement, an average of at least 10 pages of weekly reading needs to be assigned per credit.

3.2 Readings for Upper-Level Courses: Understanding that reading comprehension improves as law students continue in their studies, credit hours for their reading assignments will be based on an assumption that they spend approximately 6 minutes on each page of reading, and approximately 12 minutes on each page for reading material that is particularly dense or complex. (For purposes of calculating credit hours, the faculty member will be given the opportunity to indicate how much of the reading falls into each category.) For a course in which reading assignments are the only required out-of-class activity, this means that in order to meet the minimum credit hour requirement, an average of at least 20 pages of weekly reading per credit needs to be assigned (or less, depending on how much of the reading is particularly dense or complex).

3.3 Outlining or Preparing for Examinations or for In-Class Exercises or Presentations: In determining how much time students spend preparing for examinations, it will be assumed that students devote three hours of out of class preparation for each hour of a mid-term examination, and five hours of out of class preparation for each hour of a final examination. Faculty members shall provide a reasonable estimate of how much time students are expected to spend preparing for any required in-class exercises or presentations.

3.4 Completion of Take Home Examinations: Take home examinations, by policy, are to be no more than 72 hours. In determining how much time students spend completing take home examinations, it will be assumed that a maximum of 12 hours are spent on the exam—including on those exams for which more time has been allotted. For take home exams for which 12 or fewer hours has been allotted, it will be assumed that students spend the entirety of the allotted time on the exam.

3.5 Preparation of Course Papers: For short writing assignments with no research required, an estimate of 30 minutes per page will be used. For short writing assignments which require research, an estimate of 60 minutes per page will be used. For upper-division course research or final paper assignments, an estimate of 150 minutes (or 2.5 hours) per page will be used.

3.6 Clinical Courses: Faculty members teaching clinical courses shall provide a reasonable estimate of how much time students are required to spend on cases, projects, supervision meetings, moots, and seminars, including additional assignments and reading.

3.7 Attorney Practice Externship. Faculty members teaching in the Attorney Practice Externship course shall provide a reasonable estimate of how much time

students are required to spend on cases, projects, and classroom work, including class time and homework assignments. These estimates are to be made based on student time logs, with consultation, as needed, with the students' placement supervisor. Students must complete 130 hours in the field placement for three credits (12-14 hours per week).

3.8 Co-Curricular Activities: For other activities for which credit is awarded, faculty advisors shall provide, calculate, and report a reasonable estimate of hours required to complete the required tasks, in accordance with the minimum requirements of this policy.

For Moot Court and Mock Trial Competitions: A reasonable estimate of practice hours and hours spent in actual competition shall be reported, together with time devoted to preparing any required brief or other document(s). In calculating the time required to prepare briefs or other documents, an estimate of 60 minutes per page will be used. Certification that students have fulfilled these requirements will be provided by faculty advisors or faculty coaches.

For Law Review and Law Forum: The required time commitments and work product are addressed in the by-laws of each journal. Certification that students have fulfilled these requirements will be provided by faculty advisors in consultation with Editors-in-Chief.

3.9 Independent Research Projects ("ALR"): A minimum of 10 pages, as well as the research required to complete these pages, will be required for each credit awarded.

4. **Notification of Requirements for Credit Determination**

It shall be the responsibility of faculty members to announce all assignments and expectations for required out-of-class work.

5. **Adherence to Guidelines for Credit Determination**

It shall be the responsibility of the Associate Dean for Academic Affairs or his/her designee to assure consistency and adherence to the guidelines for credit determination.

5.1 Course Scheduling: The Associate Dean for Academic Affairs will ensure that all courses are scheduled in conformity with this policy.

5.2 Faculty Course Certifications: For each course with a regularly scheduled classroom component, the instructor shall submit a worksheet of how course credit requirements will be met. This certification will be completed for each course each term and shall include the amount of direct faculty instruction and out of classroom assignments. These certifications shall be reviewed by Associate Dean for Academic Affairs his/her designee for each term to ensure compliance with this policy.

Additional Review: The Associate Dean for Academic Affairs or his/her designee will undertake a biennial audit to ensure compliance with guidelines for credit determination for co-curricular credits. This may include review of the following:

- Independent Research Projects
- Individual Field Placement Logs
- Law Review/Law Forum certifications
- Mock Trial/Moot Court Competition Briefs

5.3 New/Revised Course Proposals: The Curriculum Committee shall review new/revised course proposals for compliance with the guidelines for credit determination.

General Attendance Policy

Requirements

Class attendance is a primary obligation of each student whose right to continued enrollment in the course and to take the examination is conditioned upon a record of attendance satisfactory to the professor. A student who exceeds the maximum allowed absences (generally 20% of class sessions) as illustrated below may be compelled to withdraw from the course, or may be barred from sitting for the final exam. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence). This policy is consistent with American Bar Association Standards for Law Schools. (Clinic attendance policies are listed in [J.D. Clinical Law Program – Practical Skills Experience](#))

NOTE that while students will not be subject to withdrawal from a course with a grade of FA prior to exceeding the five-absence threshold (or applicable lower threshold, as noted below), students may be subject to grading penalties in the faculty member's discretion for *any* class absences where the faculty member has announced the policy at the beginning of the semester. In addition, even

without such penalties, students are strongly encouraged to attend all classes to maximize their potential for success.

Regular Semester Hours (Fall and Spring)		
Credit Hours	Meetings Per Week	
	1	2
2	2 absences	5 absences
3	2 absences	5 absences
4	--	5 absences

NOTE: Summer classes are the equivalent of two weeks of class each week.

Religious Holidays

It is the policy of the University of Baltimore School of Law to respect students' observance of their major religious holidays. Students not attending class because they are observing religious holidays are to be given absences up to the maximum number of allowable absences as articulated above if they notify the professor in advance.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed due to individual participation in religious observances. Arrangements should be made to make up missed assignments or tests with the faculty member(s) in advance of the specific holiday. In addition, faculty members are encouraged to video or audio record classes in which students will miss classes for religious reasons. Where video or audio recording is an adequate substitute for class and the student views or listens to the recording, the student shall be deemed to have attended the class.

Standards for Administration

Attendance will be taken at the beginning of each class in the manner prescribed by the faculty member. A student who is present but unprepared for class may be treated as absent if the instructor announces at the beginning of the semester that unprepared students are treated as absent. Likewise, a student who arrives late for class or leaves early may, at the discretion of the instructor, be marked absent. Students are responsible for signing the attendance log, which will be the official record of whether a student was present or not in class. Note that student representations on course attendance logs are subject to the requirements of the Honor Code.

Class Cancellation

Cancellation by instructor

If an instructor must cancel a class, notices will be sent to students via University of Baltimore email and posted on the classroom door when feasible.

Cancellation due to inclement weather

If there is inclement weather, students should visit the University of Baltimore home page or sign up to receive campus notifications through the text alert system. If the University is not closed, students should presume that classes are running on the normal schedule.

Computers in the Classroom

Students may use laptop computers for class-related purposes unless the instructor specifically prohibits the use of computers in the classroom. This prohibition does not apply to students who use computers as an approved accommodation for a disability.

Faculty members may also set limits on the use of computers in the classroom to promote student learning, such as by limiting the area in which students using computers may be seated or asking individual students who are distracting others with computer use to refrain from using a computer in class.

EXAM PROCEDURES AND GRADING POLICIES

Overview

Final examinations for each course are generally given at the end of the semester. Students are identified by blind grading identification numbers that are obtained on-line on MyUB before each exam period. These blind grading identification numbers are randomly generated by the registrar's office and assigned to the student for one exam period. Students are given a different blind grading identification number each semester.

Students may take a deferred examination with the permission of the Associate Dean for Academic Affairs or his or her designee in accordance with published exam deferral procedures. The period to petition for an exam deferral is typically in the month before the exam period and is announced via the University of Baltimore email system. Deferral requests that are submitted after the deadline may not be granted.

The Law School complies with the requirements of both the Federal "Buckley Amendment" and the Maryland State Public Information Act relating to privacy and cannot, and does not, post students' grades as a matter of course. Final course grades are posted only on MyUB.

Students are not permitted to retake a final examination except under extreme circumstances and for good cause as determined by the Associate Dean for Academic Affairs.

Reasonable Accommodations in Taking Exams

Students with disabilities within the meaning of the Americans with Disabilities Act, and who seek accommodations when taking exams, must be certified by the Office of Disability and Access Services. Once certified, students may be entitled to reasonable accommodations. Students may request accommodations for exams pursuant to the guidelines published by the Office of Academic Affairs each semester. Extended time accommodations are not provided for take-home examinations. Please see [Reasonable Accommodations Due to Qualifying Disability](#) for additional information.

Final Exam Deferral Procedures

Deferral conditions

Examination deferrals may be granted for the following situations only:

Two examinations at the same time. If two exams are scheduled at the same time on the same day, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time.

Two exams scheduled to start within 24 hours. If two exams are scheduled to start within 24 hours, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time. For purposes of this rule, two exams that start at the same time (e.g. 9am) on two consecutive days do not start within 24 hours of each other and are therefore not eligible for a deferral.

Religious reasons. Deferrals for religious reasons must be supported by a letter from a minister, priest or rabbi (written on appropriate letterhead) and submitted within the deferral request period.

No deferrals shall be granted for personal reasons including student employment, graduations and/or weddings. Only in-class examinations may be deferred. Take home exams cannot be deferred.

Emergency Deferrals During Examination Period

If an emergency arises during the examination period, the Associate Dean for Academic Affairs must be contacted and proper documentation presented to arrange a deferral. If the Associate Dean for Academic Affairs is unavailable, the student shall contact a staff member of the Office of Academic Affairs or the Head Proctor in the Exam Room. Emergency deferrals will be granted provisionally by phone but must be supported by a written request and supporting documentation within 48 hours unless extended by the Associate Dean or his or her designee.

Failure to Appear for an Exam

In the absence of a documented emergency, students who fail to take a final exam during the scheduled time will receive a grade of F. Decisions about what constitutes a documented emergency are made by the Associate Dean for Academic Affairs. **Students must not contact faculty about missed exams.**

Use of Computers When Taking Examinations

Students are expected to use computers with the designated exam software for their in-class final exams. Students may not use computers for final exams where a faculty member expressly prohibits such use unless it has been approved as a reasonable accommodation under the ADA.

Students are only permitted to use laptops during a final exam if they are using the exam software. Students who are handwriting exams are not permitted to use laptops, except for the express purpose of entering answers to multiple choice questions. For open book exams, all students must print out and bring with them any materials they plan to use.

In order to determine whether the professor has expressly given permission for the use of computers, the student should check with the professor. Students using their laptops to take their exams, both open book, limited source and closed book, must use the exam security software that is provided through the Office of Academic Affairs.

Anonymous Grading

All students enrolled at the School of Law are assigned a blind grading identification number to use instead of their names or social security numbers on law school mid-terms and final exams. Final exam blind grading identification numbers are confidential and available prior to the start of exams online using MyUB. Where necessary, students are assigned blind grading identification numbers for midterm examinations, and are notified of the midterm numbers via UBALT email. Midterm and final blind grading identification numbers are not the same.

In classes in which exams are the primary means of evaluation, faculty members assign grades without knowing the identity of the test taker. After faculty members turn in the "blind" exam grades, they have the opportunity to match student exam numbers with student names. Faculty members are permitted to adjust the raw exam grades to reflect class participation according to the guidelines set forth in the course syllabus, but in no event may class participation be considered more than one full letter grade up or down. The final grade students receive in the course may differ from their blind exam grade to the extent that professors take into account class participation or other factors as outlined in the syllabus.

In other courses grading is not anonymous and the professor determines the basis on which grades are awarded. Students who wish to verify final grades may request an official transcript from the University Records Office.

Grading Scale

The grade point average is determined by computing the ratio of grade points to semester hours of work attempted in courses in which letter grades are assigned. The student receives grade points according to the following scale:

Grades	Grade Points	Grades	Grade Points
A+	4.33	C-	1.67
A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	0.67
B	3.00	F, FA, WF	0.00
B-	2.67		
C+	2.33	<u>Not included in GPA points:</u>	
C	2.00	CR, NC, PS, I, W, WA	

A grade of W is given when a student withdraws from a course during the withdrawal period. A grade of WF is given when a student withdraws from a course after the withdrawal period or withdraws from a course with a limited drop period after the limited drop period. Under certain unusual conditions, a student who withdraws from a course after the withdrawal period expires may petition the Associate Dean for Academic Affairs to grant a withdrawal from a course with a WA notation (administrative withdrawal). If a student receives an F, FA (failure due to excessive absence) or WF and subsequently repeats the course, both the F, FA or the WF and the subsequent grade will be calculated in the student's cumulative average. A "W" grade does not impact a student's GPA but does impact a student's "completion rate" for financial aid eligibility.

One A+ may be assigned per course in courses with more than 10 students enrolled. Grades of PS (Passing), given in a limited number of courses, are not computed in the grade point average. Only grades earned at the University of Baltimore School of Law or the University of Maryland School of Law will be computed in the grade point average.

An incomplete grade (I) is given when a student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work, or in some cases when a student has received an Emergency Deferral of a final exam. In order to receive an incomplete grade, the student

must file a petition (form) with the faculty member requesting the same. The petition must be approved by the Associate Dean for Academic Affairs before the Incomplete is granted. Grades of I (incomplete) are automatically changed to F at the deadline set in the University Calendar. Coursework, final exams and final projects for the course must be completed by the student no later than 10 calendar days before the deadline referenced in the University Calendar so that there is sufficient time to grade the materials and process the grade change.

The "I" grade will be changed to an "F" grade if a grade change form is not submitted to the Records Office by the following schedule:

Fall Semester:	February 1
Spring Semester:	July 1
Summer Semester:	October 1

Under no circumstances may a grade be changed after one year.

Pass/Fail Courses

In order to receive a pass in a course designated to be a pass/fail course, a student must earn a grade of C or higher. Graded courses are not offered on a pass/fail basis.

Grading Policies

The faculty may revise these policies for administrative or pedagogical reasons at any time before grades are recorded. Such changes may be effective for the semester in which they are made.

Mandatory Grading Range for First Year Courses

All first year courses are subject to the following grading guidelines: Each faculty member teaching a section of any first year course shall have an average grade for the section taught by that faculty member, i.e., the arithmetic average of all of the grades assigned to students in the section, that is no lower than 2.67 and is no higher than 3.00. Grades shall be distributed within the required first year courses as follows: between 15-25% shall be grades of A- or higher and between 7-14% shall be grades of C- or below, except that, in each section of Introduction to Lawyering Skills the 7-14% range of grades of C- or lower is recommended but not required. In applying said curve, the number of minimum and maximum grades in first year courses shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product

to the nearest whole number using standard conventions (e.g. 2.01-2.49 is rounded to 2 and 2.50-2.99 is rounded to 3).

A faculty member who teaches more than one section of any of these courses and gives identical exams for the sections may use the average grade for all of the sections taught by that faculty member, i.e., the arithmetic average of all of the grades assigned to students in of all of the sections taught by that faculty member, to determine whether the grades are in compliance with the mandatory grade range.

Mandatory Grading Range for Upper Level Courses

Upper Level Required and Open Enrollment Courses

Grades for upper level required and open enrollment courses shall average between 3.00 and 3.50 if the course has 21 or more enrolled. For courses with 20 or fewer students, this grading average is recommended. For upper level required/open enrollment courses with 21 or more students, grades shall be distributed within the course as follows: a minimum of 20% shall be grades of A- or higher and a minimum of 7% shall be grades of C- or lower. In applying said curve, the number of minimum grades in an applicable course shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product to the nearest whole number using standard conventions (e.g. 2.01- 2.49 is rounded to 2 and 2.50 – 2.99 is rounded to 3). For such courses with enrollments of 20 students or less, the minimum grade percentages are recommended but not required. The minimum grade percentages do not apply to LLM US law or graduate tax classes (even if such classes are open to JD students).

Limited Enrollment Courses

Grades for upper level limited enrollment courses except clinics shall average between 3.00 and 3.67 if the course has 11 or more enrolled. For courses with 10 or fewer students, this average is recommended.

Grade Submission Policy

All final grades shall be submitted by each faculty member by entering grades on MyUB no later than 21 calendar days after the last course final exam for fall and springs semesters, and no later than 18 calendar days after the last course final exam for summer and winter terms.

Academic Probation

Any student who has a GPA below 2.0 and is not subject to immediate academic dismissal, as described below, will be placed on academic probation.

Mandatory Academic Support Curriculum

The School of Law is committed to student success. To that end, day students whose cumulative GPAs are below 2.80 after the completion of their second semester will be required to take in their third semester a designated course (LAW 615 Rules and Reasoning) that focuses on legal analysis and writing in connection with a specific doctrinal subject. It is fully intended that such students will be required to take the designated course in their third semester; however, the School of Law reserves the right to require that some students take the course in their fourth semester instead, should this be necessary in light of available spaces in the third semester offerings of the course.

Evening students whose cumulative GPAs are below 2.80 after the completion of their second semester will be required to take in their fourth semester a designated course that focuses on legal analysis and writing in connection with a specific doctrinal subject.

Dismissal for Academic Reasons

Grounds for Dismissal

Full-time day students are dismissed for academic deficiency after their first semester if they have a grade point average below 1.50. Part-time students are dismissed for academic deficiency after their second semester of law school if they have a grade point average below 1.50. All students both full-time and part-time are dismissed for academic deficiency after their first semester in law school if their grade point average is below 1.00. All students have the right to appeal to the Academic Review Committee as set forth below. The Academic Standards Committee considers these appeals using the same standards that it uses to evaluate the appeals of students who have earned less than a 2.00 grade point average after their first full year in law school.

In subsequent semesters, students must maintain a cumulative grade point average of at least 2.00 in all of the academic work undertaken at the School of Law in order to remain in good standing.

As a result, most students will be assessed for academic dismissal for failing to maintain a grade point average of 2.0 after they have completed all of their first-year required courses. In no event, however, will this assessment take place

beyond the end of the fall semester of the second year a student has been enrolled at the law school. For these purposes, students are deemed to have completed a first year course after they have taken the course once without regard to the repeat rules.

Appeals of Academic Dismissals

A student who has been academically dismissed has a right to appeal the academic dismissal by filing a petition with the Academic Standards Committee. The appeal will be granted if the student can clearly demonstrate the following:

- a. Extraordinary circumstances caused the student's academic deficiency;
- b. Those circumstances have been eliminated; and
- c. There is good reason to believe that the student can satisfactorily complete his or her law studies.

A student who has been dismissed for academic deficiency may submit a petition in writing in the form of a letter to the Chair of the Academic Standards Committee. If a student believes his or her academic deficiency was due to a health-related condition, the student is encouraged to submit with the petition any supporting documentation of the condition.

The Academic Standards Committee holds hearings on such petitions three times a year, usually in June, August and January. Students have the right to one hearing before the Committee, at a time of their choosing within a year of their dismissal. If the Academic Standards Committee decides to readmit a student, it may impose conditions upon this readmission.

Grade Appeal Rules and Procedures

(Adopted on March 12, 1998; Amended February 22, 2006, November 30, 2010, April 13, 2016 and January 24, 2018)

Grading policy (Section I)

There are several different mechanisms for evaluating a student's work, including examinations, classroom participation, papers, and performance in a clinical or simulation course. For all of these, students have the right to a grade that is based on their actual course performance as compared to an articulated standard applied to all those taking the course. Grading, however, is not and cannot be an exact science. The rights under this policy, therefore, are limited to ensuring that students receive the faculty member's good faith evaluation of their work. Moreover, in order for the protection of anonymous grading to be meaningful, students do not have the right to negotiate with a faculty member for a higher grade once an examination has been graded.

Grading standards (Section II)

- A. A professor shall have a written uniform, identifiable standard which shall be applied to all examination answers and other student work used to calculate any part of a student's grade in the course. This standard may, but need not, quantify the precise allocation of points used to calculate the grade. A written copy of this standard must be shown, upon request, to the students who were graded under that standard.
- B. Grading student work other than examinations, such as papers, performance in a clinical or simulation course, and classroom participation, requires far greater flexibility. Accordingly, the uniform, identifiable standard for such work may be much more general than for examinations.
- C. A professor must keep for one year, from the date grades are posted on MyUB, some record from which he or she can inform the student of the manner in which the student was evaluated and graded in the course.

Grounds For Challenging A Grade (Section III)

- A. As provided by the policies of the University System of Maryland, the only recognized grounds for challenging a grade are:

1. That a clerical error, such as arithmetic, recording, or actual failure to have read a substantial part of a student's answer, was committed by the faculty member or an administrator, or
2. That the grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious grading is defined as the assignment of a grade without any reasonable basis or on the basis of a standard other than that described in Section II.A.

Procedures For Challenging Grades (Section IV)

- A. A formal written challenge to a law school grade must be filed with the Associate Dean for Academic Affairs within thirty (30) calendar days after the later of the following: the final date on which grades are due to be posted or the date on which the grade is actually posted. All grade challenges must be on an official grade challenge form, available from the Office of Academic Affairs in the Dean's Suite.
- B. Prior to submission of a grade challenge, the student must consult with the faculty member responsible for the grade, as outlined in sections B.1. – B.3, below, and must meet with the Assistant Dean of Students, as outlined in section B.4., below.
 1. The consultation with the faculty member is defined as a substantive discussion of the grade. Such consultation shall include, when feasible, an in-person meeting with the faculty member and a review by the student of the graded bluebook or typed examination or paper along with any other written explanatory material made available by the faculty member, such as the written standard used in the grading process, or model answers. Should an in-person meeting not be reasonably feasible, consultation may be by telephone or electronic means.
 2. If the faculty member is not available for the required consultation for any reason within the thirty (30) day period set forth above, the Associate Dean for Academic Affairs may extend the period for challenging a grade for an additional reasonable period, or may waive the required consultation to permit the student to file the formal challenge.
 3. The purpose of the consultation is for the faculty member to explain the basis of the student's grade. The faculty member is permitted to change a grade only due to clerical error. When submitting a

change of grade form to change a student's grade on the basis of a clerical error, a faculty member shall identify with particularity on the change of grade form the nature of the clerical error. The faculty member is not permitted to change a grade on the basis of a review of the quality of the work.

4. In addition to consulting with the faculty member prior to the filing of the challenge, a student must also meet with the Assistant Dean of Students prior to filing the challenge in order to discuss what constitutes appropriate grounds to challenge a grade. This meeting is for advisory purposes only. Nothing said by the Assistant Dean of Students should be taken as agreement that a challenge is valid, nor will it have any effect on the decision of the Associate Dean for Academic Affairs.
- C. After consultation with the faculty member (or waiver of the consultation requirement by the Associate Dean for Academic Affairs), and after meeting with the Assistant Dean of Students, a student may present a formal written challenge to the grade to the Associate Dean for Academic Affairs, pursuant to Section A, above.
- D. The student's written challenge shall state:
1. That the student has complied with the consultation requirement of section IV.A.
 2. Facts, which, if found to be true, would be sufficient to show the basis for the claim of clerical error or for the claim that the grade was awarded in an arbitrary or capricious manner, and
 3. The remedy or resolution sought.
- E. The Associate Dean for Academic Affairs shall dismiss the grade challenge for failure to state a prima facie case for any of the following reasons:
1. Failure to allege timely compliance with procedural requirements,
 2. Failure to allege one of the allowable grounds under section III., or
 3. Failure to state sufficient facts for the Associate Dean to determine whether the student has stated a prima facie case for one of the allowable grounds.

If the challenge is dismissed for failure to state a prima facie case, the student may file an amended challenge within ten (10) working days of receiving the notice of dismissal.

- F. The Associate Dean for Academic Affairs shall determine whether the student has complied with the above procedures and whether the student has stated a prima facie case, and, if so, meet with the student (or in the case of a group of students, a chosen representative of the group) and the faculty member. The Associate Dean may determine whether to meet with the student and faculty member together or separately. The Associate Dean may also conduct any necessary further investigation. The Associate Dean shall change a grade that is being challenged or award other appropriate relief, if he or she determines that the original grade is incorrect because of clerical error or was awarded in an arbitrary or capricious manner. At the request of the faculty member, the Associate Dean also has the discretion to decide whether to change a grade due to the discovery of an egregious error in grading, which, in the opinion of the faculty member, would amount to a constructive arbitrary and capricious grade if unchanged. Within twenty-five (25) working days from the receipt of the written challenge, the Associate Dean for Academic Affairs shall issue a written decision to the student(s) and faculty member. Prior to issuing a decision, the Associate Dean for Academic Affairs shall consult with the Dean and in that consultation the Dean shall review the entire record. The decision issued by the Associate Dean after that consultation shall be the final decision of the School of Law.

Appeal (Section V)

- A. The student or faculty member may appeal the decision of the Associate Dean to the Dean of the University of Baltimore School of Law in writing within ten (10) working days of receiving the written decision from the Associate Dean.
- B. The only basis for an appeal of a decision of the Associate Dean to the Dean shall be a clear error of substance or procedure by the Associate Dean. The basis for the appeal and the remedy sought must be clearly stated by the student or faculty member.
- C. The Dean, to the extent possible, shall rule on the appeal on the basis of the written submission and the written decision of the Associate Dean.

- D. The Dean shall render a binding, final decision on a grade challenge appeal within twenty (20) working days of receipt of an appeal.

Exclusivity of Procedure (Section VI)

These rules state the only grounds and procedures for challenging a grade received in a course at the University of Baltimore School of Law. These rules implement the University of Baltimore Student Policies and Procedures for Grievances by students, are consistent with those grievance procedures, and are based upon student rights protected therein. These rules also implement and are consistent with University System of Maryland policies concerning grade appeals.

UNIVERSITY POLICIES

Although a select few University policies are highlighted here, all University of Baltimore policies are available on the [University Policy Guide](#) and/or on the student portal (MyUB).

Office of Technology Services

Official Campus Communication – University of Baltimore Email

The University of Baltimore requires use of the ubalt.edu e-mail account in all official University administrative and academic communications in order to:

- Streamline campus communications
- Increase security of University e-mails
- Ensure that official University announcements are sent to active e-mail accounts
- Enhance the student experience by maintaining a standard e-mail protocol and directory throughout the University.

It is important to check the ubalt.edu account on a regular basis, as e-mails constitute an official means of communication regarding University policies, deadlines and other important student information.

Effective Aug. 12, 2019 you will not be able to automatically forward your UB email to a personal email account. This change is in response to ongoing security issues. The Office of Technology Services works diligently to safeguard users, but is unable to protect personal email accounts against fraudulent attempts once items are forwarded. This security measure is deemed necessary to assist in our efforts to defend against targeted impersonation emails and emails that have been used to defraud members of the University community. The decision to discontinue email forwarding was made with input from members of the *Student Government Association (SGA)*, *Office of the Provost*, *Office of Student Success & Support Services*, *Office of Community Life*, *Governance Steering Committee*, and members of the University administration.

The student resource guide, [IT for Students](#), is available for information on NetID, MyUB portal, email, printing, wireless and more. myUB is the official source for your academic information. You can view your schedule of classes, grades and email communications through the portal.

Please contact the OTS Call Center at (410) 837-6262 with any questions or for further assistance.

Emergency Text Alert System

The University of Baltimore has a state-of-the-art emergency text alert system designed for the campus community.

The system is capable of sending emergency messages instantly to:

- All registered text message capable mobile phones,
- Smart or satellite phones,
- E-mail addresses.

Students, faculty and staff are strongly encouraged to register for this emergency notification system. Once registered, you will be alerted to any emergency on campus regardless of where you are—on, off or enroute to campus. This is the most secure way for the UB community to receive notifications critical to your safety and well being. In addition to receiving alerts in the event of a campus emergency, users can elect to receive notices concerning traffic and severe weather.

To sign up for Text Alerts:

1. Sign into the MyUB portal
2. Under tools, click on the "Campus Text Alert System" icon
3. You will be redirected to the set up page - follow the instructions
4. Have your cell phone with you and turned on

Users can manage their personal accounts to make updates to their devices or contact information.

Specific text message verbiage and their respective explanations can be found at [TEXT ALERT MESSAGE EXPLANATIONS](#). The purpose for this standardized language is to provide emergency notification in the shortest time possible containing as much information as can be sent in a limited text message environment.

At least once a semester the system will be tested. The text message you receive during this test will state clearly that it is NOT an actual emergency. Please note, depending on your wireless service agreement a nominal charge may be incurred for receiving text messages. If you experience any difficulties in setting up your account, please contact the Office of Technology Services at ext. 6262.

Tuition Related policies

Financial Clearance

Every semester, students are required to show financial clearance. For every student, financial clearance means demonstrating your intention for payment for a given semester. Financial clearance can mean different things to different students. For some, it may mean creating a payment plan in CashNet. For others, submitting a FAFSA, and for others submitting their financial guarantee paperwork to show a third party is paying their tuition. Financial clearance does not mean you have to be paid in full by the payment due date. Rather, each student should take action to carry out the manner in which they intend to cover their tuition for the semester. For questions and information see more from [Student Financial Services](#) on the web.

Refund and Reduction of Tuition and Fees

Students who choose to withdraw from a course may be eligible for a tuition refund according to the policies established by the [Office of the Bursar](#). The [refund and reduction calendar](#) is updated for each semester on their website.

Student Conduct policies

[The Office of Community Life and the Dean of Students](#) maintains policies relating to student conduct, privacy, academic integrity, sexual harassment, nondiscrimination and ADA services/grievance procedures. Please visit the webpage or the office itself in the Academic center to find out more about these policies.

Safety precautions

The website for the [University Police](#) provides detailed information about drug and alcohol policies on campus, sexual assault policies, campus sex crimes prevention and emergency communications.

The University of Baltimore has introduced LiveSafe, a revolutionary emergency phone app that connects UB students, faculty and staff to the UB Police Department in a seamless manner, allowing for more efficient communications and response. For details on the LiveSafe application, please see the [website](#).

[Title IX: Sexual Misconduct and Nondiscrimination](#)

The University of Baltimore ("UB" or "University") does not discriminate on the basis of—and prohibits discrimination against any member of the University community on the basis of—sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity or other legally protected characteristics in its policies, programs, activities or employment practices; this includes inquiries regarding Title IX of the Education Amendments of 1972 as amended ("Title IX"), Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. Inquiries or complaints regarding sexual misconduct and other gender-based discrimination, including pregnancy, sexual orientation and gender identity, should be directed immediately to the Title IX coordinator, Anita Harewood, vice president, Office of Government and Public Affairs, Academic Center, Room 114, phone: 410.837.4533, T9@ubalt.edu, or to the Office of Community Life, Academic Center, Room 112, phone: 410.837.4755, T9@ubalt.edu, or to the Office of Human Resources, Charles Royal Building, Third Floor, 410.837.5410, T9@ubalt.edu. Sexual misconduct and other gender-based discrimination reports will be handled under the University of Baltimore [Sexual Misconduct Policy](#).

Inquiries or complaints regarding other forms of discrimination, such as complaints of discrimination on the basis of race, religion, age, disability, national origin, ethnicity or other legally protected characteristics, should be directed immediately to the following offices:

- For inquiries or complaints against students, contact the Office of Community Life, Academic Center, Room 112, 410.837.4755, communitylife@ubalt.edu.
- For inquiries or complaints against faculty or staff, contact the Office of Human Resources, 1319 N. Charles St., Charles Royal Building, 3rd Floor, 410-837.5410.

POLICY ON STUDENT COMPLAINTS IMPLICATING ABA COMPLIANCE

The ABA Standards for a Program of Legal Education require that accredited law schools provide students with an opportunity to notify the administration of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards. The procedures for filing and addressing such complaints at University of Baltimore School of Law are as follows:

Filing a Complaint

1. A student who wishes to file a formal complaint must submit a written statement by email to the Associate Dean for Academic Affairs at oaa@ubalt.edu.
2. The writing must describe in detail the behavior, program, or process complained of and demonstrate how it implicates the School of Law's program of legal education and its compliance with an identified ABA standard.
3. The writing must provide the name of the student submitting the complaint and the student's official University of Baltimore email address. A complaint may not be submitted without this identifying information.

Resolving the Complaint

1. The Associate Dean for Academic Affairs, or his or her designee, will acknowledge the complaint by email within 7 business days of receipt.
2. Within 10 business days of acknowledgment, the Associate Dean for Academic Affairs, or his or her designee, shall meet with the complaining student or respond to the complaint in writing by email. In this meeting or written response, the student will receive either a substantive response to the complaint or information about what steps are being taken by the administration to address or further investigate the complaint (with the cooperation and assistance of appropriate faculty members and administrators if necessary).
3. If further investigation is needed, the Associate Dean for Academic Affairs, or his or her designee, will notify the student when the investigation is complete with a substantive response to the complaint.

Appeal Process

If the student is dissatisfied with the outcome or resolution, the student has the right to appeal the decision to the Dean of the School of Law. The student must submit any appeal in writing by email not more than 10 business days after receipt of the substantive response to the complaint. The Dean's decision shall be communicated to the student within 20 business days of the submission of the appeal. The Dean's decision is final.

Maintaining a Written Record of the Complaint

The School of Law shall maintain a complete written record of each complaint and subsequent communications, to include documentation of the final resolution, in a confidential manner. The record will be retained from the date of the final resolution through the date of the next accreditation review.

Protection against Retaliation

The School of Law prohibits retaliation by a faculty member, administrator, staff employee, or student against any student who makes a complaint under this Policy.

Not Exclusive Complaint Policy or Procedure

The University of Baltimore School of Law Student Policies and Procedures Manual contains separate Policies. These policies include, but are not limited to, procedures pertaining to complaints of sexual harassment or other forms of discrimination, complaints under the Honor Code, and complaints under the University Student Code of Conduct. Where more than one policy may apply to a complaint, the School of Law shall follow the policy it deems most appropriate to the situation.

WHO'S WHO AROUND UNIVERSITY OF BALTMORE

University of Baltimore Administration

Kurt Schmoke, President

Darlene B. Smith, Executive Vice President & Provost

Llatetra Esters, Dean of Students

Anita Harewood, Vice President, Government & Community Relations/Title IX Coordinator

School of Law Administration and Professional Staff

Ronald Weich, Dean

Victoria Schultz, Associate Dean for Administration

Shavaun O'Brien, Assistant to the Dean

Office of Academic Affairs (410-837-4468, ublawacadaff@ubalt.edu)

[Dionne Koller](#), Associate Dean for Academic Affairs

[Gregory R. Bordelon](#), Professor of the Practice and Director of Bar Success

[Claudia Diamond](#), Assistant Dean for Academic and Writing Support

[Laurie Beth Harow](#), Assistant Dean for Enrollment and Academic Planning

[Paul Manrique](#), Assistant Dean for Students

[Keri Hickey](#), Director of Student Support

[Katie Rolfes](#), Program Administrative Assistant

Office of Law Admissions

Jeffrey Zavrotny, Assistant Dean, Law Admissions

Claire Valentine, Associate Director

Shauna Ware, Assistant Director

Alumni & External Relations

Christine Stutz, Director of Communications

Director Strategic Outreach & Alumni Engagement

Experiential Education Program

Margaret Johnson, Associate Dean for Experiential Education

Neha Lall, Professor of Practice and Director of Externships

Laura Garcia, Clinic Administrator

Diversity Initiatives

Mark Bell, Assistant Director, Diversity Initiatives

Lenora Giles, Coordinator, Fannie Angelos Program for Academic Excellence

Finance and Administration

Senior Business Manager

Graduate Tax Program

Professor Fred Brown, Director Graduate Tax Program

Law Career Development Office

Alyssa Fieo, Assistant Dean of Career Services

Katheryn Anderson, Associate Director

Jernee Bramble, Associate Director

Alyson Todd, Associate Director

Law Library

Harvey Morrell, Interim Director, Law Library

(Associate Director for Collections and Database Services)

Charles Pipins, Associate Director, Public Services

Masters in Law in the US Program (LOTUS)

Professor Odeana Neal, Director, LLM LOTUS Program

Post-JD Certificate in Family Law

Associate Professor Barbara Babb, Director, Post-JD Certificate in Family Law Program