

UNIVERSITY OF BALTIMORE
CLINIC SELECTION POLICIES AND PROCEDURES

This statement describes the selection policies and procedures for the University of Baltimore (UB) clinics. Course descriptions and prerequisites are stated in the UB catalog, in the Clinical Courses brochure, and in the Academic Program section of the School of Law web page. Additional information is available at the Clinic Information Panel and Open House, a meeting held each semester to describe the courses.

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.

CLINIC 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 will be considered for other clinics they designate 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, Mediation Clinic for Families, Innocence Project Clinic 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.

Specialization: A small number of students with demonstrated interest and commitment to certain areas of law are selected outside the lottery process. The Mental Health Law Clinic procedures regarding selection are described below.

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 19-217 (“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.

CLINIC SELECTION PROCEDURES

LOTTERY PROCESS FOR CIVIL ADVOCACY, COMMUNITY DEVELOPMENT, CRIMINAL PRACTICE, FAMILY LAW, HUMAN TRAFFICKING, IMMIGRANT RIGHTS, INNOCENCE PROJECT, JUVENILE JUSTICE, MEDIATION CLINIC FOR FAMILIES, PRETRIAL JUSTICE, TAX AND VETERANS ADVOCACY CLINICS

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.

A. 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. '18 graduates have first preference, May '19 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

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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.

CIVIL ADVOCACY CLINIC

The Civil Advocacy Clinic selects its students through the lottery process.

COMMUNITY DEVELOPMENT CLINIC

The Community Development Clinic selects its students through the lottery but gives evening students priority for some slots.

CRIMINAL PRACTICE CLINIC

The Criminal Practice Clinic selects its students through the lottery process.

MENTAL HEALTH LAW CLINIC

Students enrolled in the Mental Health Law Clinic, offered for three credits during spring semester only, are required to concurrently enroll in the Law and Disabilities Seminar. The Mental Health Law Clinic professor selects each student based on an information/interview meeting, resume review, and review of written materials submitted. Selection criteria include background and experience in mental health, nursing and psychology, demonstrated evidence of community service and poverty work, related course work, and date of graduation.

FAMILY LAW CLINIC

The Family Law Clinic selects its students through the lottery process.

FAMILY MEDIATION CLINIC

The Family Mediation Clinic selects its students through the lottery process but gives evening students priority for some slots.

HUMAN TRAFFICKING PROJECT

The Human Trafficking Project selects its students through the lottery process.

IMMIGRANT RIGHTS CLINIC

The Immigrant Rights Clinic selects its students through the lottery process.

INNOCENCE PROJECT CLINIC

The Innocence Project Clinic selects its students through the lottery process but gives evening students priority for some slots.

JUVENILE JUSTICE PROJECT

The Juvenile Justice Project selects its students through the lottery process.

PRETRIAL JUSTICE CLINIC

The Pretrial Justice Clinic selects its students through the lottery process but gives evening students priority for some slots.

TAX CLINIC

The Tax Clinic selects its students through the lottery process.

VETERANS ADVOCACY CLINIC

The Veterans Advocacy Clinic selects its students through the lottery process but gives evening students and students who are U.S. military veterans priority for some slots.