

**MASTERS OF LAW (LL.M.)
IN THE LAW OF THE UNITED STATES**

HANDBOOK 2014-2015



Quick References

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Message from the Dean

As the Dean of the School of Law, I am pleased to welcome new students and welcome back returning students. I look forward to introducing myself and meeting all of you during the upcoming school year.

The Law of the United States (LL.M. LOTUS) degree program brings together a diverse group of lawyers trained outside the United States to gain familiarity with the legal system and legal profession in the United States. This stimulating program is part of the School of Law Center for International and Comparative Law (CICL), which promotes the study and understanding of international and comparative law and the political and economic institutions that support the international legal order.

This Handbook contains academic policies and useful information to aid you during your LL.M. LOTUS studies at the School of Law. This Handbook supplements and incorporates by reference the Policy and Procedures Manual of the School of Law, and the policies found on the School of Law website. The faculty and administration of the School of Law are deeply committed to supporting your academic growth and success.

UB is a law school with tremendous strengths and endless potential. I am honored to serve as your dean, and offer my best wishes for a rewarding, productive, and enjoyable school year.

Ronald Weich
Dean

INTRODUCTION

The University of Baltimore School of Law offers the Master of Laws in Law of the United States (LL.M. LOTUS) degree program for students who have obtained their first degree in law outside the U.S. and who have an interest in acquiring additional qualifications by studying the law of the United States. The LL.M. consists of one year of course work (minimum 30 credits) and offers two tracks of study: U.S. Practice and Elective Concentrations. The academic year has two terms, fall and spring. Those students without prior U.S. legal study are only admitted to the entering class in the fall semester. Classes meet for 14 weeks per term followed by a two-week examination period.

This handbook lists academic policies for students expecting to graduate in May 2015 and academic resources available to LL.M. students. If a student is suspended for academic or other deficiencies and later readmitted, the student must meet the requirements of the new handbook in effect when the student is readmitted.

The handbook 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 during the year. 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.

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, 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 Chapter 5 of this publication.

CHAPTER 1: REQUIREMENTS

Required Orientation

LL.M. LOTUS students are required to attend orientation sessions held the week before classes start in August. Some orientation sessions are conducted exclusively for LL.M. LOTUS students. Others are conducted by the School of Law for entering J.D. students and by the International Services Office for international students.

The orientation provides valuable information on the academic program, the law school, living in Baltimore and international student issues, as well as an overview of services available for career development. It is also a wonderful opportunity to meet classmates, faculty, and administrators. The orientation schedule is posted on the general Orientation page for the School of Law.

Academic Credit Requirement

LL.M. LOTUS students are required to successfully complete a minimum of 30 credit hours to graduate.

Full-time and Part-time Status

Full-time students take 16 credit hours per semester and must complete the LL.M. LOTUS program in one academic year.

Students who are U.S. citizens, permanent residents and those whose visa status permits may be admitted to the LL.M. LOTUS program on a part-time basis. Part-time students take a minimum of eight credits and a maximum of twelve credits per semester. Part-time students must complete the LL.M. LOTUS program within two years of enrollment. Part-time students may take elective courses only after completing at least 8 credit hours of required courses. All part-time students and any student who drops a class during the semester should make sure they are fully aware of any implications a reduced credit load may have on their immigration or financial aid status.

Non-degree Students

Applicants who are eligible for admission to the LL.M. LOTUS degree program but who are not interested in completing the entire program may apply as a non-degree student. Non-degree students may take no more than 15 credits per semester and may not take J.D. courses until after successful completion of at least eight credits of the required LL.M. LOTUS courses. Non-degree students must receive permission from the Director and from the Associate Dean for Academic Affairs before registering for any J.D. course.

Selection of LL.M. LOTUS Track (U.S. Practice or Elective Concentrations)

Each LL.M. LOTUS student decides whether to pursue the U.S. Practice Track or Elective Concentrations Track. The U.S. Practice track requires certain core doctrinal courses that address fundamental American legal concepts. This program may be completed in one year (as a full time student) or two years (as a part-time student). The Elective Concentrations track provides for study of specific areas of the law after course prerequisites have been met. The Director of the LL.M. LOTUS program will consult with students who wish to discuss which track to choose. Students select a track at the time of enrollment.

Students who plan to sit for a state bar examination in the U.S. after graduation from LL.M. LOTUS should be aware of the education requirements for that state when making the decision about which track to pursue. For additional information about state bar examinations, consult the copy of the *2012 Comprehensive Guide to Bar Admission Requirements* that is posted on the National Conference of Bar Examiners website, http://www.ncbex.org/assets/media_files/Comp-Guide/CompGuide.pdf

ONLY THE U.S. PRACTICE TRACK IS DESIGNED TO MEET BAR EXAM REQUIREMENTS although it may be possible to take the New York bar exam upon completing the Elective Concentration track.

Curriculum

All LL.M. LOTUS students are required to take the following courses in fall semester: Introduction to the Law of the United States (2 credits) and Legal Analysis, Research and Writing (3 credits)

U.S. Practice Track

Full time students in the U.S. Practice Track will take the following course schedule:

FULL TIME	Fall		Spring	
	Intro to Law of the US	2	LLM Torts	3
	LARW	3	LLM Professional Responsibility	3
	LLM Civil Procedure*	3	LLM Constitutional Law	4
	LLM Contracts	4	LLM Criminal Law & Procedure	3
	LLM Property	4	LLM Evidence	3
	<i>Total credits</i>	16	<i>Total credits</i>	16
	Program Total: 32 credits			

*Students intending to take the Maryland bar exam take Md. Civ. Pro. instead.

Part-time students in the U.S. Practice Track will take the following course schedule:

PART TIME	First year			
	Fall		Spring	
	Intro to Law of the US	2	LLM Criminal Law & Procedure	3
	LARW	3	LLM Evidence	3
	LLM Contracts	4	LLM Torts	3
	<i>Total credits</i>	9	<i>Total credits</i>	9
	Second year			
	Fall		Spring	
	LLM Civil Procedure	3	LLM Professional Responsibility	3
	LLM Property	4	LLM Constitutional Law	4
	<i>Total credits</i>	7	<i>Total credits</i>	7
	Program Total: 32 credits			

Elective Concentrations

The Elective Concentrations track provides for study of specific areas of the law. Besides the required courses, students will usually enroll in many of the U.S. Practice courses in fall semester to provide a framework of U.S. law and serve as a basis for elective courses taken in the second semester.

An LL.M. LOTUS student in Elective Concentrations will be assigned a faculty advisor who will assist the student in designing a course of study from the law school's course offerings that meets the student's academic and career goals. Electives may be chosen from any courses offered by the School of Law for which the student has met the course prerequisites or otherwise has an adequate background. Students may use the electives to concentrate their study of U.S. law in one of the following areas:

Business Law	Family Law
Criminal Practice	Intellectual Property
Electronic Commerce	Litigation & Advocacy
Environmental Law	Public Service
Estate Planning	Real Estate Practice

Elective course descriptions are available online.

Compliance with Visa Status

All admitted students who are required to have a student visa by the United States Government to attend the LL.M. LOTUS program must secure a valid student visa prior to arrival in the U.S. in time to attend LL.M. LOTUS orientation. The UB International Services Office offers visa assistance to admitted students.

Official Campus Communications

Each student will be assigned a UB email address. Official communications from the Law School and the University are sent to this address. Students should check their e-mail account daily. You may set up your account to automatically forward your UB mail to your personal e-mail address. Please contact the Office of Technology Services (OTS) Call Center, (410) 837- 6262 for assistance.

Any change in your contact information – address, phone and e-mail – must be updated on the student portal (MyUB) <http://www.ubalt.edu>.

Student Employment

Full-time LL.M. LOTUS students are strongly discouraged from employment during the academic year on account of the intensity of their studies. If a student does work, he/she is restricted to a maximum of 15 hours per week of employment and must certify that he or she is not working more than the maximum allowable hours. Failure to accurately certify employment is a violation of the Honor Code. This limitation applies to no-credit internships.

Immigrant status and other factors may limit employment by international students. During the academic year, LL.M. LOTUS students in the U.S. on F-1 Student visas may work only on campus. The International Services Office recommends qualified international students to the U.S. Department of Homeland Security for Optional Practical Training (OPT) employment authorization after graduation in a job related to their LL.M. LOTUS studies. Students may apply during their final semester (Spring) for twelve months of OPT to begin after they graduate. Each student's SEVIS record is maintained by the International Services Office from the admitted phase through their post-OPT period of stay in the U.S.

Petition for Exception to Academic Policies

An individual student may need to request an exception to academic policies in extraordinary circumstances. To obtain a waiver of 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.

CHAPTER 2: REGISTRATION

Pre-Admission Degree Requirements

Entering students must complete all degree requirements for their first degree in law by July 31 of the year they enter the LL.M. program. All entering students must present to the School of Law by November 1 of the year they enter the program a final transcript

showing the award of the first degree in law. A student who fails to complete the above requirements may be required to withdraw from the program.

Registration for Courses

Full-time LL.M. LOTUS students are automatically registered for all courses. Part-time students will be registered each semester after consulting with the Director about their schedule. Registration for spring courses occurs during the middle of the fall semester.

Holds on Registration

Students who have not completed their admissions information or who owe money to the university (including library and parking fines) may have a hold placed on their registration. Students should contact the office that established the hold to get the hold removed.

Drop/Add

A student may drop or add an elective course without consequence during the official drop/add period as specified in the academic calendar. The drop/add period is typically the first week of the semester. After the drop/add period, an LL.M. LOTUS student may withdraw from a course and receive a “W” on his/her transcript only with the approval of the Director of the LL.M. LOTUS program.

Failing to attend classes or notifying the instructor of an intention to stop attending classes does not constitute official withdrawal. A student must complete a drop/add form and file it with the Records Office or drop the course online to officially withdraw from a course. Withdrawal deadline dates are listed on the School of Law Academic Calendar. The refund calculation schedule for withdrawn classes appears on the Bursar’s Office webpage.

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.

Students on F-1 visas must obtain advance approval from the International Services Office prior to withdrawing from any class (es) that will result in their course load dropping from full-time to part-time.

Auditing Courses

Students enrolled in the LL.M. program at the University of Baltimore may be granted permission to audit a class outside their program requirements with permission of the faculty member and the Director of the LL.M. Program. The decision to audit the course must be made within the first week of classes. Students must pay tuition for audited courses. Classes that are audited may not be repeated for credit and/or grade.

Students interested in auditing a course may consult School of Law course descriptions online.

Repeating a Course

A student who receives an “F” grade in a course that is required for the LL.M. degree must repeat that course and receive a grade of “A” “B” or “C.” The student will work with the Director of the program to determine schedule and registration.

If a student receives an “F” grade in one course and repeats the course, the Records Office will replace the grade; the original “F” (or “U” for classes taken prior to Fall 2012) is not calculated into the student’s Grade Point Average. If a student receives a “F” grade in any additional courses, both the original grade and the grade from repeating the course are calculated into the Grade Point Average.

Leave of Absence

The Associate Dean for Academic Affairs, upon a showing of good cause, may grant a student a leave of absence for one or two semesters on a case-by-case basis. In order to return to law school after a leave of absence, a student must notify the Associate Dean for Academic Affairs.

International students should consult the International Services Office to determine the impact that a leave of absence may have on their continued stay in the U.S.

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 by the Records Office during the semester following graduation. The Law School holds one graduation ceremony annually in May. Students who 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. Participation in the graduation ceremony does not guarantee that the degree will be conferred.

Transfer of Credits to J.D. Program

A student who graduates with an LL.M. degree from the University of Baltimore may be eligible to enroll in the J.D. program and to have LL.M. credits applied to the J.D. degree. A student who graduates from the LL.M. LOTUS program with a cumulative grade point average of 3.0 or higher will be automatically admitted into the J.D. program. There is no LSAT requirement. Credits earned in all classes, except Introduction to the Law of the United States, in which the student received a C or higher grade will be applied toward the J.D. degree. Most students who take this option will enter the J.D. program as a second-year law student.

A student who graduates from the LL.M. LOTUS program with a cumulative grade point average below 3.0 may apply to the J.D. program without taking an LSAT examination. Admission will be determined by the Admission Committee's assessment of the student's potential for success as demonstrated by the student's performance in LL.M. classes. If the student is admitted, credits earned in all classes, except Introduction to the Law of the United States, in which the student received a C or higher grade will be applied toward the J.D. degree.

CHAPTER 3: COURSE DESCRIPTIONS

Introduction to the Law of the United States (LAWG 900 – LLMUS - 2 credits)

This course is an introduction to legal and ethical principles underlying the U.S. legal system in the context of the history and jurisprudence of American law. It is designed to familiarize the student with the governing legal principles of American jurisprudence. It combines both an inquiry into these matters, and a more detailed study of legal issues, through special, current topics. The course seeks to develop a professional level of

understanding in the student of a comprehensive approach to legal issues and the relevance of that methodology to professional ethics and life of the law in the United States.

Legal Analysis, Research and Writing (LAWG 605 – LLMUS – 3 credits)

LLMUS Legal Analysis, Research and Writing introduces LL.M. students to the basic skills required for the practice of law through rigorous instruction in legal analysis, research, and writing. Students learn the skills of statutory interpretation, case analysis and rule synthesis, print and online legal research, and production of written documents. These skills are developed through course-work that includes critical case reading, analysis and briefing; common law principles and processes; factual analogy and distinction; rule synthesis and application; objective/predictive writing (office memo); case law and statutory research, print and electronic; citation form; and professional norms and ethics.

Civil Procedure (LAWG 600 – LLMUS – 3 credits)

Introduction to the process of civil litigation in the United States, with an emphasis on litigation in the federal courts. Topics covered include subject-matter jurisdiction; personal jurisdiction; venue; pleading; joinder of claims and parties; discovery; pre-trial motions; choice of law; right to trial by jury; judge jury relations, appellate review; and res judicata.

Constitutional Law (LAWG 650 - LLMUS – 4 credits)

The United States Constitution and the structures, powers, and rights it defines--judicial review and its limitations; the separation of powers among legislative, executive, and judicial branches; federalism limitations on the national and state governments; and individual rights, including expression, religion, procedural and substantive due process, equal protection, and privacy.

Contracts (LAWG 602 – LLMUS – 4 credits)

Introduction to the law of contracts of the legal system of the United States. Topics to be discussed will include creation of contracts; capacity to contract; mutual assent; offer and acceptance; consideration; compliance with formality; novation; third party beneficiaries; mutual mistake; parol evidence; specific performance; conditions; impossibility; frustration; assignment and discharge of contract obligations; contracts of agents; statutes of fraud; references to the Uniform Commercial Code and Restatement of Contracts.

Criminal Law & Procedure (LAWG 604 – LLMUS - 3 credits)

Law imposed for criminal liability its sources and constitutional limitations. Criminal act, mental state requirements, burdens of proof criminal capacity justification and excuse accomplice liability, inchoate crimes, crimes against persons, property, and habitation are explored. The course also examines the principles governing the admissibility of evidence in criminal proceedings focusing on the exclusionary rule, probable cause, arrest, search and seizure, compelled self-incrimination and right to counsel.

Evidence (LAWG 651 – LLMUS - 3 credits)

This course provides an introduction to the rules of evidence governing the proof of facts in civil and criminal cases, with emphasis is on the Federal Rules of Evidence. It covers a broad range of topics, but focuses on the core concepts of Evidence law, including relevance, hearsay, character evidence and impeachment.

Maryland Civil Procedure (LAWG – LLMUS –3 credits)

Students who plan to take the Maryland bar examination must enroll in this course rather than Civil Procedure. They will be introduced to the procedure required when litigating civil cases in Maryland District and Circuit Courts. In addition to Maryland Rules, this course will cover personal and subject matter jurisdiction and venue, as well as appellate jurisdiction, which are codified in the Courts and Judicial Proceedings Article of the Annotated Code of Maryland. Students will learn and interpret the Rules and applicable sections of the Courts Article by reading and analyzing them and appellate court decisions regarding procedure. They will be discussed in class and applied to written hypotheticals.

Professional Responsibility (LAWG 652 - LLMUS – 3 credits)

Introduction to the ethics of law and lawyering as applied to the legal system of the United States. Topics to be discussed will include the responsibilities of lawyers in an adversary system, the duty of lawyers to advance justice, fidelity to the common law and Constitution, the organization of the bar, attorney discipline, the attorney/client relationship, the duties of loyalty and confidentiality, conflicts of interest and the relationship between morality, law, and justice in American legal practice.

Property (LAWG 607 - LLMUS - 4 credits)

This course introduces students to the fundamentals of property law in the United States, including adverse possession; estates in land and future interests; landlord and tenant; concurrent tenancies; easements, covenants, and servitudes; rights incident to ownership of land; conveyancing; title guarantees and recording acts.

Torts (LAWG 608 – LLMUS – 3 credits)

Law of imposed liability for personal, property and economic harm; negligence (including professional malpractice), strict liability (including products liability) and intentional torts; causation and elements of damages; affirmative defenses and limitation of duties including: assumption of the risk, contributory negligence, comparative negligence, immunity, limited liability of property owners.

Courses for Elective Concentrations Track

An LL.M. LOTUS student in Elective Concentrations is assigned a faculty advisor who assists the student in designing a course of study from the law school's course offerings that meets the student's academic and career goals. Electives can be chosen from any courses offered by the School of Law for which the student has met the course prerequisites or otherwise has adequate background. Students may use the electives to concentrate their understanding of U.S. law in one of the following areas:

- Business Law
- Criminal Procedure
- Electronic Commerce
- Environmental Law
- Estate Planning
- Family Law
- Intellectual Property
- Litigation & Advocacy
- Public Service
- Real Estate Practice

Elective course details are available in online.

CHAPTER 4: CLASSROOM POLICIES

General Attendance Policy

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 allowable absences as illustrated below may be compelled to withdraw from the course, or may be barred from sitting for the final exam. A student who is compelled to withdraw or is barred from sitting for the final exam shall receive an "F" in the course.

Credit hours	Meetings per Week	
	1	2
2	2 absences	5 absences
3	2 absences	5 absences
4		5 absences

Attendance will be taken at the beginning of each class. 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 will be treated as absent.

Computers in the Classroom

With faculty permission, students may use laptop computers for class-related purposes.

Class Cancellation

Cancellation by instructor: If an instructor must cancel a class, notices will be sent to students via UBALT email.

Cancellation by the University: If there is inclement weather or other reason for the University to close, students should visit the University of Baltimore web page or call the University's Snow Closing Line at (410) 837-4201. If the University is not closed, students should presume that classes are running on the normal schedule.

Policy on 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 may utilize the permitted number of absences for such observance.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed on account of 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 are encouraged to video or audio record classes in which students have been excused 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.

Student Support

LAW Scholars

To assist LL.M. LOTUS students with approaches to study for UB classes and general questions about classroom procedures, UB assigns a J.D. student to serve as a Law Achievement Workshop (LAW) Scholar for all U.S. Practice track classes except LARW and Introduction to LOTUS. LAW Scholars will be introduced during the first week of classes.

Academic Counseling

Academic counseling is available from the Director of the LL.M. LOTUS program, from the Director of Academic Support in the Office of the Dean, School of Law, and from law school faculty.

Achievement and Learning Center

The services of the University Achievement and Learning Center (ALC) are open to LL.M. LOTUS students. The Center services help clarify and reinforce what students learn in the classroom, enhance specific skills (e.g., writing, exam-taking, memory). LL.M. students often seek conversation partners and writing coaches. The ALC is located in Academic Center 113, (410) 837-5383.

Office of Graduate and International Admission and Enrollment

The University of Baltimore Office of Graduate and International Admission and Enrollment offers a number of services to address the needs of both immigrant and nonimmigrant students. These include coordinating the admission, enrollment and employment of international students and conducting orientation, socio-cultural adjustment and ongoing personal advisement for foreign-born students. Tax compliance, career planning and other seminars and events are held throughout the year. The International Services Office advises F-1 students on maintenance of their legal status in the U.S., travel outside and reentry to the U.S., matters related to accompanying family members, and other topics associated with their academic study and post-graduation pursuits.

Career Counseling

The Law Career Development Office (LCDO) assists law students to articulate, develop and attain their professional goals. It offers a range of traditional and innovative services and programs, including internships, designed to facilitate the career planning efforts of our students, and to maximize their potential for employment. A further mandate of the office is to expand and maintain the Law School's nationwide employer network. To that end, the office maintains a law firm database and is actively involved in all aspects of job development, including local, regional and national employer visits, advertising, promoting local and out-of-town job fairs, and national marketing efforts. LCDO services are available to LL.M. LOTUS students beginning in August.

CHAPTER 5: ETHICS AND ACADEMIC INTEGRITY

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 an oath that they have read and are familiar with the Honor Code of the University of Baltimore School of Law. They swear to uphold themselves in accordance with the Honor Code and that they will neither condone nor tolerate cheating, plagiarism or falsification or any other violation of the Honor Code of the School of Law.

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.

Honor Code

The Honor Code can also be found [online](#).

I. PURPOSE

Students at the University of Baltimore School of Law must exhibit high standards of academic and professional responsibility. The principles of honesty and personal responsibility are essential for the proper practice of law. Those who intend on entering this profession must begin now to live by these principles.

This Honor Code details the obligations of the students with regard to academic integrity; outlines the jurisdiction of the Honor Court; defines prohibited conduct; provides sanctions; and establishes the procedures to be followed when a violation of the Code is alleged. The primary goals of the Honor Court procedures are to: a) create a simplified structure; b) create an administrative, rather than a criminal-law, process; c) ensure involvement of students, faculty and administration in enforcement; and d) maintain confidence that the system will work, that violators will be punished and that any accused student will be treated fairly.

II. NOTICE OF THE HONOR CODE PROVISIONS

A student is on notice of this Code and its provisions by virtue of enrollment at the Law School. Copies will be distributed at orientation, are placed on reserve in the Library and are available at the office of the Student Bar Association.

III. PROHIBITED CONDUCT

The following conduct shall constitute a violation of this Code:

- A. Plagiarism. Plagiarism includes the copying of the language, structure, ideas, or thoughts of another and representing the same as one's own original work. Examples may include, but are not limited to, a submission of purchased research papers as one's own work, and paraphrasing and/or quoting material in a paper without properly documenting the source.
- B. Any cheating on an examination or any academic assignment or competition. Cheating includes the actual giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work. Examples may include, but are not limited to, the use of crib sheets or any other materials not expressly authorized by the professor during exams, unauthorized possession of a test prior to the test date, and copying from other students' exams. Students shall not talk to other students during exams. Talking during an exam creates a presumption of cheating.
- C. Misuse of any library materials, by intentionally marking, hiding or damaging them, or by removing them from the library without authorization by the library staff.
- D. Use of another student's or a professor's books, class notes or other study materials without that person's consent.
- E. Intentionally depriving another student, temporarily or permanently, of that student's books, class notes or other study materials.
- F. Material misrepresentation of one's own academic history or class standing on any resume, job application or application for any academic placement or honor.
- G. Material misrepresentation, to any member of the Law School faculty or to any supervising attorney in the case of clinics or internships, of any academic matter, including number of hours worked when pertinent to satisfaction of course requirements.
- H. Intentionally giving another student false or inaccurate information about class assignments, study materials, notes or other class requirements.
- I. Knowingly discussing an examination not yet taken with another student who has taken that 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 either the professor, administrator or staff member responsible for supervising the examination or to the Dean's Office.

- J. Knowingly discussing an examination already taken with either: a) another student who has yet to take that examination, or b) anyone, if a reasonable person should know that a student who has yet to take the examination could overhear the conversation.
- K. Intentionally misrepresenting class attendance or falsifying attendance reports.
- L. Failure, on reasonable belief that another student has violated this code, to report this violation either to the professor of the relevant course, the Dean's Office, or to the Preliminary Review Panel.
- M. Knowingly making a false report that another student has violated this Code.
- N. Failure of any student other than one accused of a violation of this code to reveal fully any knowledge or evidence concerning an alleged violation on proper request of: an investigator from either the Preliminary Review Panel or the Dean's Office; Presenter; member of the Hearing Committee or an accused student or his/her representative.
- O. Violation of any duty of confidentiality imposed by this Code concerning any Honor Board or Hearing Committee proceeding.
- P. Knowingly misstating a material fact in testimony presented to the Preliminary Review Panel or the Hearing Committee.
- Q. Willful failure or refusal to comply with any order of the Hearing Committee.

IV. PROCEDURES

- A. Beginning of the Process
 - 1. Complaints may be made by students, faculty, administrators, staff members or the Dean. Any complaint by a student must be signed.
 - 2. Complaints can be directed to either the Honor Board or the Dean. These options are not mutually exclusive. A complainant who is unsatisfied with one body may file with the other.
- B. The Honor Board and Preliminary Review Panel
 - 1. The Honor Board and Preliminary Review Panel are student-run.
 - 2. If a complaint is filed with the Board, six students shall be chosen at random by the Student Administrator from the pool of students serving on the Honor Board. One student will serve as investigator; the other five will serve as the Preliminary Review Panel for this investigation.

3. The investigator has thirty days to investigate and present evidence to the Panel as to whether there are reasonable grounds for believing that an Honor Code violation may have been committed.
 4. The Preliminary Review Panel shall hear evidence from and question the investigator in making its determination. No one else will be allowed in the proceedings. An accused student may submit a written statement for Panel consideration.
 5. The Preliminary Review Panel will vote on whether they find that there are reasonable grounds for believing that an Honor Code violation may have been committed. If a majority of those voting finds reasonable grounds, the Panel will send a letter to the Dean's office detailing the charges made and describing the Panel's findings, including a list of potential witnesses. If there is no such finding of reasonable grounds, the Panel will notify the Dean of the complaint and their finding.
- C. Complaints sent to the Dean
1. The Dean, upon receiving a complaint directly, shall either investigate or forward the complaint to the Preliminary Review Panel. The Dean may use a student or Dean's office investigator. If the Dean conducts the investigation, the Dean will have complete discretion whether to present the case to the Hearing Committee.
 2. If the Dean receives the finding of "reasonable grounds" from the Preliminary Review Panel, the Dean must present the complaint to the Hearing Committee.
- D. Selection of the Hearing Committee
1. A Hearing Committee shall consist of three students and three faculty members.
 2. For each case, three students are chosen at random by the Student Administrator from the pool of students serving on the Honor Board. No student who served as an investigator or member of the Preliminary Review Panel may serve on the Hearing Committee for that case.
 3. For each case, three faculty members will be chosen at random from the Faculty Honor Code Committee. The Faculty Honor Code Committee shall consist of at least ten members, all of whom are tenured. A faculty member may be excused from a panel by the Dean for hardship or cause.
 4. In cases of related actions, 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.

5. The Dean shall submit the names of the six persons chosen for the Hearing Committee to the accused. 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, nonreviewable 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 IV(D)(2) & (3).
 6. If a Hearing Committee member is unable to attend the proceedings, the Dean may appoint a replacement.
- E. Actions by the Hearing Committee
1. Proceedings will be informal, complying with the Maryland Administrative Procedures Act.
 2. The Dean shall select a "Presenter". The Dean may select either an administrator or a student, including a member of the Honor Board if the Dean so decides. The Presenter will present evidence, call and question witnesses and argue before the Hearing Committee. The Presenter's function is to do justice and arrive at the truth, not to serve as an adversary to the accused student. Although the Presenter will frequently be called on to develop "the other side" of the case, the Presenter shall strive to perform all duties in an objective, impartial manner.
 3. The Presenter's responsibility is to present all relevant information to the Hearing Committee, including the Dean's recommendation, if any, as to the appropriate disposition of the complaint. Any finding by the Preliminary Review Panel is to be given to the Hearing Committee as well.
 4. Accused students may represent themselves or use outside counsel. Current members of the full time or part time faculty may not represent students before the Hearing Committee.
 5. The Hearing Committee will have the right to participate in the questioning of any witness.
 6. 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. No adverse inference shall be drawn if a student, in reasonable good faith, claims a legal privilege to refuse.
 7. The Chair of each Hearing Committee will be selected by vote of that Committee. The Chair will decide any procedural questions and resolve any objections once the Hearing Committee has been selected.

8. The Hearing Committee may only find an Honor Code violation if at least 4 members so vote. The standard for establishing a violation shall be clear and convincing evidence that a violation has been committed. Upon a finding of a violation, the Committee will vote to impose an appropriate penalty. If no penalty receives the support of a majority of those voting for a penalty, the Hearing Committee shall forward a split recommendation to the Dean, who shall select an appropriate penalty. After the hearing, the Chair will write an opinion detailing the Hearing Committee's decision and the reasons for it.
9. If the Dean and student reach a settlement after a finding of reasonable grounds by the Preliminary Review Panel but prior to a finding of a violation, the Dean will present the settlement to the Hearing Committee for its ratification. The settlement may include a finding of no violation, accompanied by a confidential warning. If a settlement is rejected by a majority vote, the case shall be presented to the Hearing Committee.

V. SANCTIONS

- A. Upon a finding of violation, the Hearing Committee shall, by majority vote, select one or more of the following sanctions:
 1. Expulsion (or revocation of degree if finding of violation follows the awarding of the degree);
 2. Suspension for a stated period;
 3. Probation for a stated period;
 4. Recommendation to the instructor that the grade for the course be reconsidered;
 5. Official reprimand, to be made part of the student's record;
 6. Monetary restitution;
 7. Community service; or
 8. Prohibition from use of the services of the Career Services Center permanently or for a specific period of time.

VI. APPEALS

- A. An accused student may appeal either a finding of violation or the imposition of a particular penalty. The Dean may appeal the imposition of a particular penalty.
- B. Requests for appeals must be made in writing to the University's vice president for student and academic services within ten calendar days of the mailing of the Hearing Committee's decision to the accused student. 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.
- C. The Accused, the Presenter, the Chair of the Hearing Committee and the Dean shall have the opportunity to submit materials for consideration on appeal.
 - D. The violation or penalty may be reviewed based on whether:
 - 1. The findings of a violation are unsupported by substantial evidence in the view of the entire record;
 - 2. There was substantial departure from the required procedures which materially affected the fairness or reliability of the decision-making process;
 - 3. Previously unavailable evidence which, if proven accurate, would substantially alter the finding of violation or the appropriateness of the penalty; or
 - 4. The sanction imposed is disproportionate to the gravity of the conduct.
 - E. The accused student, Dean and Chair of the Hearing Committee shall be notified in writing of the result of the appeal.
- VII. NOTIFICATION OF THE ACCUSED STUDENT
- A. When an investigator is selected by the Student Administrator, the investigator shall notify any identified student under investigation.
 - B. When a complaint is filed with the Dean, the Dean shall notify any identified student under investigation.
 - C. For this section, notice shall mean sending written notice by certified mail and shall include:
 - 1. A description of the alleged conduct that constituted the violation charged;
 - 2. Identification of specific Honor Code sections alleged to have been violated;
 - 3. For complaints filed directly with the Honor Board, the date the investigator was selected;
 - 4. The date, time and place of the hearing;
 - 5. That the accused student is entitled to be represented;
 - 6. The name of the Presenter and the six Hearing Committee members selected.
 - 7. Copies of all documentary evidence susceptible to photocopying;

8. An offer to make available to the accused and his or her counsel, for a reasonable period of time, any evidence not susceptible to photocopying; and
 9. The names, addresses and telephone numbers of all persons the Presenter expects to call as witnesses, together with a written summary of the substance of each witness's expected testimony.
- D. It is possible that not all of the information will be known at the time the first notice is due under Section VII(A) & (B). In such a case, all known required information should be included in the notice and any student being investigated shall be notified as soon as practicable after the relevant information becomes known.

VIII. DISCOVERY OF NEW EVIDENCE

- A. 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.
- B. The new Hearing Committee shall contain as many members of the original Committee as possible.

IX. TIMING OF PROCEEDINGS

- A. For complaints filed with the Honor Board, if 30 days pass from the selection of an investigator without a finding of reasonable grounds, the complaint will be considered to have been found without reasonable grounds by the Preliminary Review Panel.
- B. 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. Students who are aware of possible violations of the Honor Code should report such violations as soon as they become aware of them.
- C. Exceptions
 1. Except for IX(C)(2), no complaint may be filed against a student more than six months after that student leaves the University of Baltimore School of Law.
 2. 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.

- D. Other than IX (A), proceedings under this Honor Code should be terminated only if a delay in conducting proceedings results in serious unfairness to an accused student.

X. CONFIDENTIALITY AND RECORD KEEPING

- A. Participants in the process 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.
- B. The Dean or other official participant in the process may answer reasonable requests for information about the status or outcome of a case from a complainant.
- C. Hearings shall be closed to all except official participants. For Hearing Committee proceedings, the accused student may be accompanied by counsel. If the Chair and accused student agree, others may be permitted to attend.
- D. The Dean is responsible for publicizing to the Law School community findings of violation of the Honor Code. The Dean shall determine, in the interest of justice, whether the name of the student shall be included in the notice.
- E. The Dean is responsible for determining what records of disciplinary proceedings shall be kept and for how long.

XI. HONOR BOARD

- A. The Honor Board shall be selected pursuant to the procedures of the Student Bar Association (SBA). If the SBA has not selected an Honor Board, the Dean shall appoint the student members, to serve until the SBA makes its selection.
- B. The Student Administrator is responsible for conducting the random selection of Honor Board students to serve as investigators and on the Board of Preliminary Review. The Student Administrator will be a member of the Honor Board, selected pursuant to the procedures of the Student Bar Association (SBA). If a Student Administrator has not been selected, the Dean shall appoint a student to serve until an Administrator is selected.

XII. RECUSAL

No one may serve as an investigator or presenter, or on the Preliminary Review Panel or Hearing Committee for any case in which they might be called as a witness or in any other instance where there may be an appearance of a conflict of interest.

XIII. CONSTRUCTION OF THIS CODE

- A. "The Dean" shall mean the Dean of the Law School or the Dean's designee.
- B. "Examination" shall include any graded test or assignment, or any work required or performed for academic credit.
- C. "Presenter" shall mean the person responsible for presenting the case to the Hearing Committee on behalf of the Dean's Office.

XIV. SEVERANCE AND EFFECTIVE DATE

- A. If any provision of this Code is determined to be invalid, all remaining provisions shall continue in effect.
- B. This Code shall become effective on the first day of the semester following its adoption by the Faculty Council and its approval for legal sufficiency by the Office of the Attorney General.

XV. FACULTY POLICIES

- A. No Law School instructor shall make a final determination as to whether student work was produced under circumstances involving academic misconduct. Such determinations may be made only under Honor Code procedures.
- B. If the Honor Court has found a violation of the Honor Code, but has not recommended to the instructor that the final course grade be reconsidered, the instructor nevertheless may give the student "no credit" for a specific piece of work that the Honor Court has found was not the work of the student or otherwise involved academic dishonesty in violation of the Honor Code. The final course grade should then be calculated in accordance with the basis for calculating final grades that the instructor has announced in the course syllabus.

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

CHAPTER 6: DISABILITY POLICY

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 for a Student's Disability

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 Ms. Leslie Metzger, the Director of Student Support, by contacting her at LMetzger@ubalt.edu or (410)837-3623. This notification is required and separate from any communication with the Admissions Office or other Law School staff. Students should not go directly to any faculty in an effort to arrange accommodations for disabilities.
2. Generally, requests for accommodations in the classroom should be made at least thirty days prior to the start of any semester. Requests specifically seeking accommodation for exams should be submitted sixty (60) days before the beginning of the exam period.
3. Following notice to Ms. Metzger, the student will then meet with a representative from the Law School (typically Ms. Metzger) and a staff person from the Disability Support Services Office for the University of Baltimore (DSS). At this meeting, they will review with the student the documentation provided to verify the existence of a qualifying disability. **All documentation submitted, preferably before this meeting, should comply with the documentation guidelines set forth at <http://law.ubalt.edu/template.cfm?page=520> and also set forth below).** DSS and the Law School also may request additional documentation at any time or may request that the student's physician or other licensed health professional speak directly to Law School or DSS staff. The student also may be asked to be evaluated by another medical professional.

4. If it is determined at this meeting that the student does have a qualifying disability, DSS and the Law School also 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, DSS and the Law School also will examine medical and other health professional documentation, the student's history of past accommodations, and the course and exam structure of a particular class.
5. A reasonable accommodation is an accommodation that does not impose an undue financial or administrative burden on the Law School and does not fundamentally alter the nature of the educational service, program or activity at the Law School. The Law School in determining a reasonable accommodation may seek the assistance of consultants and may require additional testing and/or evaluations as indicated above. The Law School also may select the least burdensome accommodation in the event that more than one form of accommodation is available.
6. Following the student's meeting with DSS and the Law School representative, DSS will notify the Associate Dean of Student Affairs or his designee of the student's disability and the suggested accommodations. The Associate Dean or his designee will then advise the student by email of the Law School's decision to deny, grant, or partially grant the suggested accommodations. This email is required prior to any accommodations being made.
7. If the student accepts a plan of accommodation, the Law School will inform the student's instructors and the reasons for the accommodations only to the extent necessary to assure effective implementation of the accommodation. As a general rule, when feasible, student anonymity will be maintained.
8. If the Law School 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 Kathleen Anderson, Dean of Students, 112 Academic Center, University of Baltimore Academic Center, as provided in the Grievance Procedure in the University of Baltimore Student Handbook.

Rights and Responsibilities After Receiving Accommodations for a Student's Disability

1. **A student must renew his or her request for accommodations each semester that he or she attends law school** by meeting in person with Ms. Metzger and DSS to determine whether new and different accommodations are necessary for the student's disability to be accommodated. At these meetings, the Law School and DSS also may request that the student submit updated documentation verifying the nature and extent of the student's

disability. Generally, this mandatory **meeting should take place at least thirty (30) days** before the start of each semester.

2. 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 Law School (Ms. Metzger or the Associate Dean of Student Affairs) immediately.
3. 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 Law School promptly so that steps may be taken, to the extent practicable, to resolve the problem.
4. Communication via accommodations (including exam schedules and room assignments) will be made using the student's UBALT email account. 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 DSS, the Law School, and the student.

CHAPTER 7: EXAM PROCEDURES AND GRADING POLICIES

Overview

Final examinations for each course are generally given at the end of the semester. Students are identified by confidential exam numbers, which 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 semester. Students are given a different blind grading identification number each semester.

The faculty member has discretion to set examination rules such as whether students may consult books, notes or other materials during the examination ("open book" exam) or whether they may not ("closed book" exam).

LL.M. LOTUS students for whom English is not a first language may request reasonable accommodation in taking an exam. See below.

Student may take a deferred examination with the permission of the Associate Dean for Academic Affairs or his or her designee upon a showing of good cause. The period to petition for an exam deferral is typically the month before the exam period and is announced through the University of Baltimore email system.

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 post students' grades as a matter of course. Final course grades are posted 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

In courses which have both J.D. and LL.M. students, LL.M. LOTUS students for whom English is not his or her first language may petition the Associate Dean for Academic Affairs for up to one additional hour to complete the examination and for permission to use an English-foreign language dictionary. The petition should be filed by the date prescribed in the academic calendar. In courses which only have LL.M. students, the time allowed for the exam has already been adjusted to account for potential language

difficulties. An English-foreign language dictionary may be used for these exams.

Students who have a disability within the meaning of the Americans with Disabilities Act (ADA) that has been certified by the Office of Disability Services may be entitled to reasonable accommodations in taking exams. Students may seek accommodations for exams pursuant to the guidelines published by the Office of Academic Affairs each semester.

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 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.
- Religious reasons. Deferrals for religious reasons must be supported by a letter from a minister, priest, rabbi or imam or other religious authority or clergy (written on appropriate letterhead).

No deferrals shall be granted for reasons related to student employment, graduations and/or weddings. Only in-class examinations may be deferred. Take home exams may not 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 Examination 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 Examination

In the absence of a documented emergency, a student who fails to take a final examination 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 may not contact faculty about missed examinations.

Use of Computers in Taking Exams

Students may use laptop computers to take their exams – open book, limited source, and closed book – unless the instructor specifically prohibits the use of computers for the examination. An instructor may not prevent use of a computer as an approved accommodation for a student with a documented disability for which use of a laptop is a reasonable accommodation.

Students are permitted to use laptops during a final exam only if they are using the exam software that is provided through the Office of Academic Affairs. For open book exams, a student must bring a hard copy of any materials he/she plans to use.

LL.M. LOTUS students are encouraged to download the software well before the day of the exam to test the software to make sure that the system works properly on their computer.

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 exams. Blind grading identification numbers are confidential and available to students prior to the start of exams online using MyUB.

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. The final grade students receive in a 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.

Anonymous grading is not required where grading is not based primarily on an exam. Students who wish to verify final grades may request an official transcript from the University Records Office.

Grading Scale

LL.M.LOTUS students are awarded the following range of grades for their courses:

“A” – 4.000 grade points

“A-“ – 3.670 grade points

“B+” – 3.33 grade points

“B” - 3.000 grade points

“B-“ – 2.67 grade points

“C+” – 2.33 grade points

“C” – 2.000 grade points

“C-“ – 1.67 grade points

“D+” – 1.33 grade points

“D” – 1 grade point

“D-“ – 0.67 grade point

“F” – 0 grade points

An incomplete grade (I) is given when the student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work. In order to receive an incomplete grade, the student must file a petition (form) with the faculty member requesting the same. The Associate Dean for Academic Affairs decides whether an “I” will be granted.

It is the student's responsibility to complete the required work and have it submitted to the instructor in sufficient time for the instructor to comply with the deadlines below. The "I" grade will be changed to an "F" grade if a grade change form is not submitted to the Records Office by:

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

Graduating students must resolve all incomplete grades no later than sixty (60) calendar days following the last day of final exams of their last semester.

Grade Submission Policy

All final grades shall be submitted by each faculty member by entering grades on MyUB no later than 28 calendar days after the last course final exam for any given semester.

Grade Appeals

Students have the right to a grade that is based on their actual course performance based on an articulated standard applied to all those taking the course. The Grade Appeal Rules and Procedures are [online](#).

Academic Probation

Any LL.M. student who receives a grade of "F" after his/her first or subsequent semester will be placed on academic probation until completing a semester with all passing course grades (A, B, C, or D). A student who has been awarded a scholarship from the School of Law forfeits future scholarship installments if he or she is placed on academic probation.

Mandatory Meeting with Director of Academic Support After First Semester

Any student on academic probation must meet with the Director of Academic Support in the Office of Academic Affairs during the following semester for counseling and must successfully complete a series of workshops addressing legal study skills and exam taking skills. Any student failing to comply with all of the counseling and workshop requirements and conditions established by the Director of Academic Support will not be permitted to sit for their final exams.

A student who has received more than two "F" grades is ineligible to continue his or her studies in the full-time LL.M. program but may apply to be readmitted after a period of one year or may petition to transfer to part-time status.

Dismissal for Academic Reasons

An LL.M. student whose grade point average drops below 2.000 after the spring semester will be dismissed from the School of Law for academic deficiency.

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 Review Committee. The appeal will be granted if the student can clearly demonstrate the following:

1. extraordinary circumstances caused the student's academic deficiency
2. those circumstances have been eliminated; and
3. 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 Review Committee.

The Academic Review Committee holds hearings on these 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 Review Committee decides to readmit a student, it may impose conditions upon this readmission.

CHAPTER 8: STUDENT LIFE

Student life at the Law School reflects the urban setting and professional focus of the student body. Students are actively involved in the community and in a wide variety of law student organizations and groups. Through many of these groups, distinguished speakers from the nearby legal and academic communities participate in lectures, forums, conferences, and workshops. Informational programs, debates, recreational activities, and specialized employment programs also are offered.

Through University resources, such as the Hoffberger Center for Professional Ethics and the Office of Diversity Education, programming is offered on issues of professional ethics and cultural diversity. Students have the opportunity to be associates of the Hoffberger Center, developing programs of interest to them, and to be LL.M. associates of the Center for International and Comparative Law. The University of Baltimore Student Center houses a coffee kiosk, a game room, function rooms, student organization workspace, a computer lab, and both quiet and social areas for study and meetings. The University also operates an athletic club that offers students convenient hours to work out, take classes, and participate in intramural sports. The Center for Student Involvement (CSI) offers student trips and discounted tickets to plays, musicals, and area attractions. All University facilities and a variety of University services are available for student use. These services include referral information for community housing, a student health insurance program, and accommodations for students with disabilities.

Housing

The University of Baltimore does not provide student housing. University Of Baltimore Living, <http://www.ubalt.edu/template.cfm?page=94>, provides housing leads and the Law School Admissions Office assists students in locating suitable housing.

Student Responsibility for Medical Services and Health Insurance Coverage

F-1 visa students are required, and all LL.M. LOTUS students are encouraged, to purchase health insurance through the carrier of their choice for the period of time that they are enrolled at the University of Baltimore and in the United States. The University of Baltimore Student Health and Accident Insurance has been designed to help students meet what could be catastrophic costs associated with health care in the U.S. It also provides for limited preventive care benefit and prescription coverage. The plan provides benefits in addition to any family plan that students may carry, subject to the

exceptions and restrictions described in the policy. The individual premium covers only the student. Family members may be insured for an additional premium. Maternity benefits for students as well as wives of insured students are optional. Visit <http://www.ubalt.edu/template.cfm?page=491> for details. The premium may be paid with your tuition in the Bursar's Office.

Health and medical services for University of Baltimore students are provided by the University of Maryland Family and Community Medicine Clinic:
<http://www.ubalt.edu/template.cfm?page=2123>

The University of Baltimore Counseling Services office provides professional and confidential mental health services to promote students' academic, personal and social development. More information is available at www.ubalt.edu/counseling.

Student Organizations

Student organizations have an expansive workspace in the Rosenberg Student Center on campus. Mailboxes for all official organizations are in the Center for Student Involvement (Student Center Room 303). Student organizations represent a vast array of academic and personal interests and there are many student organizations at the University beyond those relating to law or operating at the Law School. To find out more about any law school student organization, contact Rebecca Bainum, Director of Academic Services at rbainum@ubalt.edu. To learn about other student groups on campus, contact the Office of Student Involvement at www.ubalt.edu/csi.

LL.M. LOTUS students may be interested in the following organizations:

American Constitution Society (ACS)

ACS is comprised of law students, lawyers, scholars, judges, policymakers and activists working to ensure that fundamental principles of human dignity, individual rights and liberties, genuine equality, and access to justice enjoy their rightful, central place in American law. ACS is working to: Promote a progressive vision of the Constitution, public policy and the law and build a diverse and dynamic national network of students, lawyers, academics, judges and policymakers to lead America today and over the long term. Faculty advisor: Gilda Daniels

Amnesty International (AI)

Amnesty International promotes human rights for peoples all over the world. Our purpose is to protect people wherever justice, freedom, truth and dignity are denied.

Asian Pacific American Law Student Association (APALSA)

The Asian Pacific American Law Student Association (APALSA) serves as an academic, social and political resource for Asian Pacific American (APA) students in the Law School.

The Chapter offers an APA perspective on the law school experience and the legal profession. APALSA encourages participation, leadership, and public service among APA law students at the University of Baltimore (UB). It maintains communication with the National Asian Pacific American Law Student Association (NAPALSA), the Korean Bar Committee of the Maryland State Bar Association (KBC), the Asian Pacific American Bar Association (APABA), and other APA organizations. Additionally, APALSA assists in recruiting APA students to the University of Baltimore, assists immigrants in understanding and working through the Immigration and Naturalization Service (INS) process, and brings awareness to APA issues through its bulletin board, website, guest speakers, and other activities. Faculty advisor: Eric Easton

Black Law Students' Association (BLSA)

The Black Law Students' Association (BLSA) is a national organization created and designed to articulate and promote the needs and goals of black law students. The chapter has developed a Law Student Assistance Program in which upper-class law students are assigned to incoming first-year J.D. students in order to help them adapt to the law school environment. BLSA also sponsors an exam-taking seminar open to all first-year students, which provides additional practice in taking final exams. BLSA also assists with recruiting in an effort to increase the enrollment of black students at the University of Baltimore. Faculty advisor: Odeana Neal

Criminal Law Association (CLA)

The purpose of the CLA is to provide a forum for students interested in all aspects of criminal law through activities related to the field of Criminal Law. CLA seeks to facilitate discussion and lectures on issues and perspectives of criminal law, to encourage and provide information on employment within the criminal law field, to provide open forums for the exchange of ideas, and to promote the social community among those interested in pursuing a career in criminal law. Faculty advisor: Byron Warnken

Entertainment, Arts and Sports Law Association (EASL)

The Entertainment, Arts and Sports Law Association (EASL) is an organization that presents various recreational and entertainment activities. For a number of years, EASL sponsored a spring semester Sports Law Symposium. Faculty advisor: Dionne Koller

Environmental Law Society

The Environmental Law Society sponsors a speaker series featuring practicing attorneys from both the public and private sectors. Members discuss different career opportunities with these speakers, as well as trends in environmental law. Additionally, key environmental issues are addressed in symposia organized by the society and open to the entire law school community. Faculty advisor: Steven Davison

Family Law Association (FLA)

The Family Law Association, meets once a month and is open to students, faculty,

alumni and members of the family law community. The FLA was established to further the education of students interested in Family Law, broadly defined. Faculty advisor: Leigh Goodmark

Intellectual Property Law Society

The Intellectual Property Law Society provides an opportunity for students to meet practitioners and learn about developments in this field. Several programs are held each semester, announced on the Society bulletin board. Faculty advisor: Max Oppenheimer

International Law Society (ILS)

The International Law Society facilitates greater awareness and continuing education in matters concerning international law. The ILS invites practitioners from the international field to meet and speak to students on matters of interest. The ILS also shows films which give a better understanding of this area of law. Additionally, the ILS provides information relating to job opportunities. Meetings also provide an outlet for members to express their mutual interest in the field of international law. Faculty advisor: Nienke Grossman

Jewish Law Student Association (JLSA)

University of Baltimore's JLSA, Jewish Law Student Association, is a cultural, social, educational, and religious organization that reflects the varied interests of the Jewish student community at University of Baltimore School of Law. In the past JLSA has co-sponsored renowned speakers and an array of social activities. Check out our bulletin board for what's new.

Faculty advisor: Kenneth Lasson

OUT Law (LGBT)

OUTLaw is the University of Baltimore's LGBT student organization. The organization seeks to educate up and coming lawyers to LGBT issues and advocate for LGBT rights, especially as it relates to discrimination faced by LGBT individuals under the law. OUTLaw welcomes all students, gay and straight, to join the organization and strengthen OUTLaw by adding to its diversity. Faculty advisor: Odeana Neal

Phi Alpha Delta National Law Fraternity

Phi Alpha Delta Law Fraternity International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community. Faculty advisor: Byron Warnken

Phi Delta Phi National Law Fraternity (PDP)

Phi Delta Phi (PDP) is an international legal fraternity, established in 1869 with chapters all over the United States, Canada, Latin America and Europe. PDP-Carroll Inn is the only legal honors fraternity at the University of Baltimore. It is our goal to continue to

promote the organization's "higher standard of professional and personal ethics and performance." The Carroll Inn continues to bring networking opportunities to our members with Alumni events throughout the year. Equally important is the Inn's desire to give back through various community service projects. Some prominent members of PDP are Chief Justice William Rehnquist, Justice Thurgood Marshall, Justice Sandra Day O'Connor, and President Theodore Roosevelt. Faculty advisor: Audrey McFarlane

Real Estate Law Association (RELA)

The mission of the UB Real Estate Law Association (RELA) is to educate and encourage interest in the field of real estate law by providing a forum to discuss relevant topics at the forefront of this practice area such as current developments, legislation, and career paths. In addition, RELA strives to prepare students for the practice of real estate and real estate law by providing networking and mentoring opportunities with seasoned professionals in the field. Faculty advisor: TBA

South Asian Law Students Association (SALSA)

The South Asian Law Students Association at UB provides an exciting cultural, social, moral, and academic climate for all UB students. SALSA focuses on establishing and educating members and others about South Asian history, culture, and legal issues on the global front. For those years in which there are not enough students to comprise a SALSA chapter, South Asian students are welcome to join APALSA. Faculty advisor: Eric Easton

Student Animal Legal Defense Fund (UBSALDF)

The UBSALDF exists to provide a forum for education, advocacy, and scholarship aimed at protecting the lives and advancing the interests of animals through the legal system, and raising the profile of the field of animal law. The UBSALDF is dedicated to informing the university and surrounding community about issues that involve animals and their rights. All public policy positions taken by the UBSALDF shall be consistent with the mission of the Animal Legal Defense Fund (ALDF): "to protect the lives and advance the interests of animals." Faculty advisor: Steven Davison

Students Supporting the Women's Law Center (UBSSWLC)

The UBSSWLC exists to provide a forum for education, advocacy, and scholarship aimed at advancing the interests of women through the legal system and legislation. The UBSSWLC is dedicated to informing the university and surrounding community about issues that involve women and their rights. Faculty advisor: Leigh Goodmark

UB Federalist Society

The UB Federalist Society exists to promote principles that the state exists to preserve freedom, that the separation of governmental powers is central to our Constitution, and that it is emphatically the province and duty of the judiciary to say what the law is, not what it should be. Faculty advisor: TBA

University of Baltimore Students for Public Interest (UBSPI)

The University of Baltimore Students for Public Interest (UBSPI) is a law foundation aiding in the promotion of public interest law through education and the provision of grants to law students enabling public interest employment. UBSPI seeks to encourage public service and public interest by providing grants that will pay for internships with public interest organizations or public services. UBSPI also acts as a liaison between the law school and the public interest legal community. Faculty Advisor: Michele Gilman

Women's Bar Association (WBA)

The University of Baltimore student chapter of the Women's Bar Association of Maryland organizes and hosts a series of educational and informational programs addressing legal issues which have an impact on women in the profession and the community at large. Some events include a speakers' series, an annual tea, and a variety of events to commemorate Women's History Month. The student chapter is also actively involved with the state organization in developing programs exploring opportunities for professional growth of women attorneys. Faculty advisor: Margaret Johnson

Other student organizations

For a complete listing of all student organizations on the UB campus or for information on starting a student organization, please visit the Student Life section of the website or contact the Henry and Ruth Blaustein Rosenberg Center for Student Involvement at 410-837-5417, or by email: csi@ubalt.edu.

University Facilities and Services*Bookstore*

Textbooks and supplies may be purchased at the University bookstore. The bookstore stocks all required and recommended texts and supplies, a complete line of Hornbook series, Nutshell series, law dictionaries, and supplemental study aids as well as food, cards, clothing and recreational reading. The University Bookstore is located in The Fitzgerald building, 62 West Oliver Street.

Campus Recreation and Wellness

Campus Recreation and Wellness offers a variety of programs, resources and services that are dedicated to improving the quality of life and well being of the University community. Information on fitness and wellness programs, the recreation center, intramural sports and sports clubs is available [online](#). The Campus Recreation and Wellness office is located in room 331 on the third floor of the Academic Center.

The International and Multicultural Student Services Office

The International and Multicultural Student Services Office defines multiculturalism as including, but not limited to, race; color; ethnicity; geographic origin; language; socioeconomic class background; gender; gender identity; sexual orientation; physical, developmental, or psychological disability; religious or spiritual affiliation; creed; age; physical appearance; marital status.

The purpose of the International and Multicultural Student Services Office is to provide services, resources and initiatives that support diversity, promote cross cultural learning, appreciation and understanding. The Office assists students with successful transitions and meaningful experiences that promote recognition and appreciation of the different cultural threads that make up the UB community. The International and Multicultural Student Services Office offers personal, social and cultural support to students and creates opportunities for them to embrace, celebrate and learn about multiculturalism and internationalism. The office educates the University community about the unique histories, cultures, and experiences of all students and supports learning, understanding and appreciation among them.

From an international student life perspective, the office plays a major role in the student experience by offering various academic, social and cultural programs for the international community, including Chinese New Year Celebration, Holidays Around the World, International Student Career Week, and International Education Week programming. The Office provides leadership with immigration and international student related issues.

From a multicultural student life perspective the office responsible for planning and implementing cultural awareness and diversity education programs for the student community at the University of Baltimore. The Office provides a wide-range of services, educational programming, and cultural activities to enhance and support the creation of a multicultural community at the University, including Hispanic Heritage Month, Black History Month, Women's History Month, Pacific Islander Heritage Month, and LGBTQ programming.

Mission

The mission of the International and Multicultural Student Services Office is to support, assist, empower and promote the success of multicultural and international students. The Office helps create and sustain an inclusive community that appreciates celebrates and advances multiculturalism, internationalism, and diversity at the University of Baltimore.

Services

Advising and Advocacy	Student Organization Advisement
Co-Curricular Programming (Cultural, Educational, Social Programming)	Awareness programs
Cultural Adjustment/Integration	Cultural Outings
International Student Orientation with Admissions	Diversity Dialogues
Study Abroad	Resource Library
Training and Consultations	Classroom Facilitation
	Training and Consultations

Location

The International Services Office is located in the Academic Center, Room 117. For questions about services or programs, please call 410-837-5756.

Parking

Student parking is available in the University of Baltimore area at special student rates. Visit the Parking webpage at <http://www.ubalt.edu/about-ub/offices-and-services/auxiliary/parking-and-public-transportation/current-student/index.cfm> for account information and parking options.

Public Transportation

The School of Law is also readily accessible by public transportation. Information on the bus lines, light rail, subway, trains and rideshare programs available to UB students are posted at <http://www.ubalt.edu/template.cfm?page=208>. Maryland Transit Administration offers “MTA All Access Transit Passes” to students for \$39 per month. Students may purchase a pass at the UB Bursar’s Office in the Academic Center.

CHAPTER 9: UNIVERSITY POLICIES

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

Official Campus Communications

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.

You may choose to redirect your University e-mail to an outside, personal account; please see the instructions on how to forward your ubalt.edu mail provided by the Office of Technology Services. Individuals who select this option assume full responsibility for maintaining their private accounts and remain accountable for any official University communication sent to the ubalt.edu address.

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.

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

Tuition Related Policies

Students who choose to withdraw from a course may be eligible for a tuition refund according to the polices established by the [Office of the Bursar](#).

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 policies and 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.

CHAPTER 10: UNIVERSITY RESOURCE LISTINGS

Achievement and Learning Center

The services of the University Achievement and Learning Center (ALC) are open to LL.M. LOTUS students. The ALC services helps clarify and reinforce what students learn in the classroom, enhance specific skills (e.g., writing, exam-taking, memory). LL.M. students often seek conversation partners and writing coaches. The ALC is located in Academic Center 113, (410) 837-5383. Webpage: <http://www.ubalt.edu/template.cfm?page=79>

Center for International and Comparative Law

The Center for International and Comparative Law (CICL) promotes the study and understanding of international and comparative law, and of the political and economic institutions that support the international legal order. CICL sponsors research, publication, teaching, and the dissemination of knowledge about international legal issues, with special emphasis on human rights, democracy, intellectual property, and international business transactions.

Webpage: <http://law.ubalt.edu/template.cfm?page=608>

Office of Graduate and International Admission and Enrollment

The University of Baltimore Office of Graduate and International Admission and Enrollment offers a number of services to address the needs of both immigrant and nonimmigrant students. These include coordinating the admission, enrollment and employment of international students and conducting orientation, socio-cultural adjustment and ongoing personal advisement for foreign-born students. Tax compliance, career planning and other seminars and events are held throughout the year. The Office of Graduate and International Admission and Enrollment advises F-1 students on maintenance of their legal status in the U.S., travel outside and reentry to the U.S., matters related to accompanying family members, and other topics associated with their academic study and post-graduation pursuits. They are located in the Academic Center 117, (410) 837-4756. Webpage: <http://www.ubalt.edu/admissions/graduate.cfm>

Law Library

Conveniently located near the School's classroom area, the Law Library is a place to study, conduct research, meet and converse. Seating includes individual study carrels, tables with natural lighting, and conference rooms for study groups. There are two PC labs with standard software and network printers, which also accept print jobs from laptops via the campus-wide wireless network.

The Library provides access to the major legal databases as well as specialized electronic sources. The physical collection of 365,000 books and microform volume-equivalents contains material not available electronically, as well as study aids and print versions of primary legal sources needed for instruction in legal research. The Library is a selective depository for U.S. Government documents, as well as a U.S. Patent and Trademark Office depository library.

The Library's catalog includes the holdings of all the libraries in the University System of Maryland. Students and faculty have borrowing privileges at all those libraries, and can request that books be sent to the Law Library for pick-up.

The Library staff is committed to helping our students develop the research skills needed in a legal career. During the school year we are open seven days a week until midnight (later during final exams), with reference staff available days, evenings and weekends to help with research exercises, finding information electronically and in print, and organizing research projects for school and work. The Library prepared a special webpage "Resources for LL.M. LOTUS Students" that is posted both on the LL.M. LOTUS webpage and on the Library webpage.

The Library's mission includes service to the community as well as our students and faculty, and local alumni are encouraged to use our resources after graduation. Library hours are posted on the Library & Technology home page, <http://law.ubalt.edu/template.cfm?page=360>

Law Career Development Office

LCDO Services for LL.M. LOTUS Students

The Law Career Development Office (LCDO) recognizes that students enrolled in the Master of Laws in the Law of the United States Program (LL.M. LOTUS) represent an exciting diversity of academic and cultural backgrounds, and face unique challenges in exploring career and experiential opportunities to complement their scholarly pursuits.

To meet these challenges, the LCDO offers a range of services designed to assist you in identifying, preparing for, and competing for opportunities. Among the services we provide are: one-on-one career counseling, including cover letter and resume review; mock interviews tailored to the individual; a broad scope of panels, programs and events focused on professional development, trends in the legal profession, and diverse practice areas; and assistance in building and expanding a network of contacts in the legal profession through the University of Baltimore's extensive law alumni network.

While the LCDO is committed to assisting you in your pursuit of opportunities, we encourage you to be realistic about the challenges LL.M. students face in finding employment in the U.S. during and after their law school careers. It is imperative that students understand that an LL.M. is not a substitute for a J.D. The legal market is very competitive and employers interested in hiring international LL.M. students for permanent employment in the U.S. are few. Additionally, many federal and state government employers have restrictions on hiring foreign nationals.

For additional information, we suggest you visit the International Services Office, which offers a range of support programs for international students, including advising students who are in the U.S. on F-1 student visas about opportunities under the Optional Practical Training program after completion of the LL.M. degree.

Office of Technology Services

The Office of Technology Services (OTS) provides technology support to the UB community. It assists students with campus IT services. The Call Center number is 410-837-6262. Webpage: <http://www.ubalt.edu/template.cfm?page=102>

CHAPTER 11: BAR ADMISSION

Each U.S. state has its own rules governing admission to the bar. Students seeking to engage in the practice of law are encouraged to familiarize themselves with the rules of the state in which they intend to practice, especially those rules relating to registration, deadlines, residency requirements, and courses that may be required during law school. The information regulating admission to the bar may be obtained from the appropriate agency responsible for bar admission in each state. One website that accesses information about the bar examinations in all 50 states and several U.S. territories is <http://www.abanet.org/legaled/baradmissions/bar.html>.

There are several states that permit international LL.M. graduates to take their bar examination. Maryland, New York, California and the District of Columbia are among them. Many of the states that do permit foreign lawyers to sit for a bar examination have additional requirements that may preclude an LL.M. graduate from taking the bar. We recommend that international students interested in a bar examination check with the Board of Law Examiners of the state where they wish to take the bar to see if they are eligible. Detailed information regarding admission can be found at the American Bar Association website above and the Comprehensive Guide to Bar Admission Requirements published by the National Conference of Bar Examiners, <http://www.ncbex.org/comprehensive-guide-to-bar-admissions/>.

The curriculum of the LL.M. LOTUS U.S. Practice track is designed to assist students in learning broad areas of law that are often covered by state bar examinations. Students must further prepare for a particular state's examination. U.S. students often take a short "bar review course" for the particular state before sitting for the exam. Some LL.M. LOTUS students have successfully taken bar examinations in New York and the District of Columbia.

Links to the state bar examination webpages on admission of foreign lawyers posted by The Maryland Board of Law Examiners, The New York State Board of Law Examiners and the District of Columbia Court of Appeals Committee on Admissions are provided on the LL.M. LOTUS webpages.