

**REGULATIONS OF THE FACULTY OF LAW  
OF TEMPLE UNIVERSITY  
GOVERNING THE JURIS DOCTOR PROGRAM**

With Amendments Through October 30, 2007  
Attachments:

- A. Academic Grievance Procedure\*
- B. Code of Student Conduct and Disciplinary Procedures\*

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\* Not included.

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**REGULATIONS OF THE FACULTY OF LAW  
OF TEMPLE UNIVERSITY  
GOVERNING THE JURIS DOCTOR PROGRAM**

**I. PROGRAMS**

- A. Student Classification. Each student is classified as a Full-Time student, a Part-Time Evening student or a Part-Time Day student. A Full-Time student is in the Day Division. Student classification is determined initially in the process of acceptance for admission to matriculation. [See Reg. VI. F. concerning changes following admission.]
- B. Full-Time Program.
1. Each Full-Time (FT) student is classified as a first year, second year or third year FT student.
    - a. A FT student must complete both semesters of the Full-Time sequence of the mandated First Year Curriculum to be classified as a second year FT student.
    - b. A FT student must complete two (2) Full-Time academic years [see Reg. IV F] to be classified as a third year FT student.
  2. A first year FT student must enroll in the Full-Time sequence of the mandated First Year Curriculum set forth below:

**FULL-TIME DAY**

**FIRST ACADEMIC YEAR**

<b><u>Fall</u></b>		<b><u>Spring</u></b>	
Contracts	4 credits	Civ Pro I	3 credits
Criminal Law	3 credits	Menu Course	3 credits
Torts	4 credits	Con Law	4 credits
LRW	2 credits	LRW	2 credits
Litigation Basics	1 credit	Property	4 credits
Business Basics	1 credit		
<b><u>Total:</u></b>	<b>15 credits</b>		<b>16 credits</b>

3. The Menu Option represents a departure from the traditional common law emphasis of the first-year curriculum and an introduction to positive law. Its goal is to offer students the opportunity to study a body of statutory and/or regulatory authority. Courses qualifying for the Menu Option will introduce students to different sources of law, statutory construction, the power of regulatory agencies, and/or transactions. A student who takes an upper level elective as a first-year Menu Option will not be permitted to take the course again. Approved Menu Option courses are: Administrative Law; Advanced Contracts; Corporations (Contracts required as a prerequisite); Employment Discrimination (Constitutional Law required as a co-requisite); Environmental Law; International Law; Introduction to Intellectual Property; Sales (Contracts required as a prerequisite);

Taxation; and Unincorporated Business Associations (Contracts required as a prerequisite).

4. After the first year, a FT student must register for and complete four (4) more Full-Time semesters, which consist of not less than twelve (12) and not more than fifteen (15) credit hours. See, however, Reg. VI. G. regarding underloads and overloads. CAVEAT: See Reg. I. E. for mandated courses beyond the first year and Reg. III. A. for credit hour requirements for graduation.

If a FT student fails to register for the minimum Full-Time course load or fails to successfully complete (pass) at least nine (9) credit hours during any semester, the student must remedy the resulting residence deficiency by successfully completing a sufficient number of credit hours, as ascertained by the Assistant Dean for Student Affairs, during the Summer or a seventh semester.

C. Part-Time Evening Program.

1. Each Part-Time Evening (PTE) student is classified as a first year, second year, third year or fourth year PTE student.
  - a. A PTE student must complete the first academic year of the mandated First Year Curriculum to be classified as a second year PTE student.
  - b. A PTE student must complete two (2) PartTime academic years [see Reg. IV. F.] to be classified as a third year PTE student.
  - c. A PTE student must complete three (3) PartTime academic years [see Reg. IV. F.] to be classified as a fourth year PTE student.
2. The Part-Time sequence of the mandated First Year Curriculum (which for Part-

Time students continues into the second year) is set forth below:

**First Year**

**Fall**

Contracts            4 credits  
LRW                    2 credits  
Torts                   4 credits  
Litigation Basics    1 credit

**Spring**

Civ Pro I            3 credits  
LRW                   2 credits  
Property            4 credits  
Business Basics    1 credit

Total:                11 credits

10 credits

**Second Year**

**Fall**

Criminal Law I    3 credits  
Con Law            4 credits

Total:                7 credits

3. After the second year, a PTE student must register for and complete four (4) more Part-Time semesters, which consist of not less than eight (8) and not more than eleven (11) credit hours. In addition, a PTE student must take a minimum of nineteen (19) credit hours during the third academic year which, at the student's option, may include the Summer following the Spring semester of that year. See

Reg. VI.G., regarding underloads and overloads. CAVEAT: See Reg. I.E. for mandated courses beyond the first year and Reg. III. A. for credit hour requirements for graduation. See also Reg. III.B. concerning accelerated graduation.

If a PTE student fails to register for the minimum Part-Time course load or fails to successfully complete (pass) at least six (6) credit hours during any semester, the student must remedy the resulting residence deficiency by successfully completing a sufficient number of credit hours, as ascertained by the Assistant Dean for Student Affairs, during the Summer or a ninth semester.

D. Part-Time Day Program.

The Part-Time Day Program is identical in content to the Part-Time Evening Program described above except that it is in the Day Division. Also, the sequence of the mandated First Year Curriculum (which for Part-Time students continues into the second year) will be adjusted by the Assistant Dean for Student Affairs as necessary to reflect the differences in the sequencing of First Year courses in the Day and Evening Divisions. Classes during the Fall and Spring semesters are scheduled during the day. Classes during the Summer term in Philadelphia are held only in the evening.

A student will not be admitted into the Part-Time Day Program unless she/he demonstrates that neither the Full-Time Program nor the Part-Time Evening Program is a reasonable educational alternative for her/him.

E. Required Courses -- All Programs.

1. All students must successfully complete all courses in the mandated First Year



Curriculum. [See Reg I. B., C. and D for a listing of those courses. See Reg I.E.7, below, for the definition of “successful completion”.]

2. Students who fail to successfully complete a course in the mandated First Year Curriculum must retake the course at the next possible opportunity, as ascertained by the Assistant Dean for Student Affairs. [See Regs I.E.3. and 4., below, for specific provisions relating to Contracts and Legal Research & Writing. See Reg. VI. C. for provisions relating to the retaking of courses.]
- 3a. All students must take Legal Research & Writing II (LRW II) in sequence following Legal Research & Writing I (LRW I). However, a student who receives a grade of F or FA in LRW I may not then take LRW II in sequence but, instead, must retake LRW I at the next possible opportunity, as ascertained by the Assistant Dean for Student Affairs.
- b. A student who receives a grade of F or FA in LRW II must retake, at the next possible opportunity, as ascertained by the Assistant Dean for Student Affairs, (1) both LRW I and II in sequence if that student had received a grade below C in LRW I; or (2) only LRW II if that student had received a grade of C or better in LRW I. [See Reg I.E.7.c. for the definition of “successful completion” of Legal Research & Writing, and see Reg. VI.C. for provisions relating to the retaking of courses.]
4. All students must successfully complete the course in Professional Responsibility before graduation. [See Reg. I.E.7.b. for the definition of “successful completion” of Professional Responsibility.]

5. All students will complete, as a condition for graduation, a course of study in residence of not fewer than 58,000 minutes of instruction time, except as otherwise provided. At least 45,000 of these minutes shall be by attendance in regularly scheduled class sessions at the law school.
6. All students shall receive substantial instruction in professional skills generally regarded as necessary for effective and responsible participation in the legal profession.
7. Effective for the class entering its first year in the fall semester of 1992, the upper level "Writing Requirement" shall have two components, a Serial Paper Component and a Research Paper Component. Students must satisfy both components. Students should try to complete the Serial Paper Component before undertaking an endeavor which satisfies the Research Paper Component.
  - (I) To satisfy the Serial Paper Component a student must successfully complete either a course designated on the Schedule of Courses as a Serial Paper course or another academic endeavor certified by the professor or supervising faculty member as providing a serial writing experience. The purpose of the Serial Paper Component is to improve student writing by giving students feedback on a series of shorter writing assignments completed throughout the semester. An endeavor which satisfies the Serial Paper Component shall require the student to write a minimum of four (4) separate papers and to have received comments and other feedback from the supervising faculty member on each of those papers.

The length of each paper and degree of independent research to be conducted by the student will be determined by the supervising faculty member.

- (ii) To satisfy the Research Paper Component a student must successfully complete either a course designated on the Schedule of Courses as a Research Paper course or another academic endeavor certified by the professor or supervising faculty member as providing a comprehensive writing experience. The purpose of the Research Paper Component is to improve a student's writing, research, organizational and analytical skills by giving students an opportunity to conduct substantial independent research and to analyze, organize and synthesize the results and implications of that work. An endeavor which satisfies the Research Paper Component shall require a student to conduct research beyond the reading of material assigned for regular class discussion and to write a comprehensive, analytical piece of substantial length.
- (iii) The Writing Requirement may be satisfied by a Full-Time student during the third or any subsequent semester or summer session and by a Part-Time student in the fourth or any subsequent semester or summer session. Legal Writing and Research must be successfully completed prior to taking any writing course.
- (iv) The Registration materials and the Schedule of Courses distributed by the Associate Dean for Academic Affairs will designate which courses will

satisfy the Serial Paper or the Research Paper Component of the Writing Requirement in any academic year, provided that,

- (a) The Associate Dean for Academic affairs shall make the designation in consultation with the faculty member teaching the course, and,
- (b) Each faculty member who undertakes to supervise a Guided Research project shall designate whether the project will satisfy the Serial Paper or the Research Paper Components. The designation shall be made on the form in which the faculty member agrees to supervise the project and, once made, shall be final. Guided Research shall be conducted subject to the following Guidelines:
  - 1. To register for Guided Research, a student must obtain the consent of the supervising faculty member before the end of the first week of the semester in which the student proposes to undertake the work.
  - 2. No student may engage in Guided Research in any one semester for more than three units of course credit nor engage in more than one Guided Research project each semester.
  - 3. A student shall receive no more than twelve units of course credit for Guided Research cumulatively. No student, however, may register more than twice for Guided Research with the same professor.
  - 4. The resulting product must be such that it could satisfy either the

Serial Paper Component or the Research Paper Component of the Writing Requirement.

5. The supervising faculty member shall have the option of assigning a letter grade or an S/U grade; the faculty member shall notify the student and the Registrar of the grading basis and the credit allocation no later than the end of the Schedule Revision (drop/add) period. A paper graded on a S/U basis does not satisfy the writing requirement.
  6. All work required for the Guided Research shall be completed and submitted to the supervising faculty member no later than the last day of the examination period of the semester in which the student is registered for the Guided Research.
  7. The student and the supervising faculty member should meet regularly to discuss the work in progress.
- (v) Completion of substantial written work of professional quality for the Temple Law Review, the Temple Environmental Law and Technology Journal, or the Temple International and Comparative Law Journal, Temple Political and Civil Rights Law Review or membership in the Moot Court Honor Society and the preparation of written materials in connection therewith shall satisfy either the Serial Paper or the Research Paper Components, or neither, as determined by the supervising faculty member in her or his sole discretion. [See

Regs. VI.I.1 and VI.I.4 regarding law journals and law reviews and VI. J. regarding Moot Court.] The applicable component of the Writing Requirement shall be satisfied only when the written work has been read and certified as being of professional quality by a faculty advisor or other supervising faculty member. A Part-time student may satisfy the Writing Requirement by this method in the third or any subsequent semester.

9. a. Unless otherwise provided, “Successful Completion” means attaining a grade of D or better (or an S or S+ in a course which is graded on the S/U basis).
- b. For the Legal Research & Writing (LRW) portion of the mandated First Year Curriculum, “Successful Completion” means attaining grades in LRW I and II that when averaged equal a grade of D or better. If LRW I and/or II must be retaken as required by Reg. I.E.4., only the grades received in the retaken course or courses shall be used to meet the requirement of “Successful Completion.” [See, also, Reg. VI.C. for provisions relating to the retaking of courses.]
- c. For Professional Responsibility and for the upper level “Writing Requirement”, “Successful Completion” means attaining a grade of C or better.

F. Summer Study. Any student may elect to study during the Summer.

The maximum Summer course load for all students is six (6) credit hours in the

Summer term in Philadelphia and six (6) credit hours in the Summer Sessions Abroad Program.

- G. Study Outside the Law School. The Administrative Committee may approve the grant of law school credit for courses taken by students outside the law school. The Administrative Committee shall provide notice to the full faculty of such decision. If the Administrative Committee so chooses, it may refer the decision about the award of credit to the full faculty.

## II. ATTENDANCE

- A. Policy. Effective educational processes and accreditation standards require regular and punctual class attendance at all class periods scheduled for each course.
- B. “Regular Attendance” Defined. A student must attend a minimum of 80% of the regularly scheduled class hours in a course to be considered in “regular attendance”. In determining whether or not a student has complied with the 80% attendance requirement, all absences count. An individual faculty member may prescribe more stringent attendance requirements provided that these guidelines are communicated:
1. unambiguously to the class;
  2. in a form and manner calculated reasonably to reach all students (e.g., by an announcement at a regularly scheduled class, accompanied by a written and posted notice); and
  3. at a sufficiently early date and time in the course as reasonably to give students adequate notice of what is expected.
- C. Alternatives. Each faculty member, within his or her sole discretion, may offer

alternative activities through which a student may make up one or more missed class hours. These activities may include, but are not limited to, viewing a videotape of the missed class hour(s), listening to an audiotape of the missed class hour(s), or attending a supplemental session with the faculty member. Any missed class hours made up in this way will not count as absences for determining whether the student has met the requirement of “regular and punctual class attendance.”

D. Sanction for Irregular Attendance in a Single Course. A faculty member may request the entry of a grade of FA in a particular course when a student has not been in “regular attendance”. The following procedures shall be followed:

1. A faculty member who determines that a student is not in regular attendance will, upon discovery thereof, expeditiously report that allegation, in writing, to the Assistant Dean for Student Affairs. However, no such report will be accepted if not received prior to the conclusion of business on the last day of classes for the semester in question.
2. The Assistant Dean for Student Affairs will transmit a copy of the written allegation to the student and ask for a response by way of an admission or denial of the allegation by the student.
3. If the student admits or fails to deny the allegation, and the admission or failure to deny places the student in irregular attendance, a grade of FA will be entered for that course.
4. If the student denies the allegation, the student will respond, in writing, within 48 hours of receipt of the allegation as to the student's position in the matter. As soon



as practicable thereafter, the Assistant Dean for Student Affairs shall refer the matter to the Administrative Committee for resolution.

E. Sanction for Irregular Attendance in Program of Study. The Faculty of Law may cancel the matriculation of any student who is so irregular in attendance in the student's program of study as to demonstrate an unwillingness or inability to engage in serious study. If the Administrative Committee has reason to believe that such a sanction may be appropriate, it shall conduct a hearing and, if it concludes that the sanction should be imposed, it shall submit its findings and recommendation to the Faculty. If the Faculty concurs, the student's matriculation will be canceled.

### III. REQUIREMENTS FOR GRADUATION

- A. Prerequisites. A candidate for the Juris Doctor degree, within six years (omitting periods of leave of absence to perform active military duty), must:
1. Complete at least eighty-seven (87) credit hours. Students who matriculated before August 1, 2000, must complete at least eighty-six (86) credit hours, and students who matriculated before August 1, 1997, must complete at least eighty-three (83) credit hours.
  2. Register for and complete a total of six (6) Full-Time semesters, as defined in Reg. I. B. 2. & 3., or eight (8) Part-Time semesters, as defined in Reg. I. C. 2. & 3., (or the equivalent as approved by the Assistant Dean for Student Affairs). A Full-Time student who fails to register for the minimum Full-Time course load or fails to pass at least nine (9) credit hours in any semester or a Part-Time student who fails to register for the minimum Part-Time course load or fails to pass at least six

(6) credit hours in any semester must remedy the resulting residence deficiency by successfully completing a sufficient number of credit hours, as ascertained by the Assistant Dean for Student Affairs, during the Summer or an extra semester. [See Reg. III. B. concerning accelerated graduation.]

3. Achieve a cumulative average of at least 2.00.
4. Register for and receive a grade in all mandated courses prescribed for the program in which the candidate is classified. (See Regs. I. B-D.)
5. Successfully complete the course in Legal Research & Writing. (See Reg. I. E.4 & 7.)
6. Successfully complete the course in Professional Responsibility. (See Reg. I. E. 5 & 7.)
7. Successfully complete the Writing Requirement. (See Reg. I. E. 6 & 7.)

Satisfaction of the above requirements qualifies a matriculant for consideration by the Faculty of Law for the Juris Doctor degree. Upon further determination that the applicant is otherwise qualified, the Faculty will recommend to the appropriate University authorities that the Board of Trustees confer the degree of Juris Doctor.

8. Successfully complete, as a condition for graduation, a course of study in residence of not fewer than 58,000 minutes of instruction time, except as otherwise provided. At least 45,000 of these minutes shall be by attendance in regularly scheduled class sessions at the law school.
9. Receive substantial instruction in professional skills generally regarded as necessary for effective and responsible participation in the legal profession.

- B. Accelerated Graduation. A Part-Time student may graduate upon completion of seven (7) Part-Time semesters if all other graduation requirements have been satisfied and if at least eight (8) credit hours have been earned during Summer terms and/or Summer Sessions Abroad. Summer study qualifies for this purpose only to the extent that it is in excess of the minimum course loads mandated by the student's Program. [See Regs. I. C. & D.]

A Full-Time student may not use Summer study to accelerate his/her graduation date.

#### IV. **ACADEMIC STANDING AND ACADEMIC YEAR**

- A. Academic Probation. A student who is permitted to continue matriculation and whose cumulative average is less than 2.00 at the end of any academic year (see Reg. IV. F., below) shall be placed on academic probation. A student on academic probation may continue only upon such conditions as may be prescribed by the Administrative Committee. All academic, co-curricular and outside activities of such student shall be subject to the approval of the Administrative Committee. The Committee may impose any conditions, whether or not the same are expressly mentioned in these Regulations.
- B. General Conditions for Continuation at the End of the First Academic Year.
1. A student whose cumulative average at the end of the first academic year is 1.69 or below shall be finally dropped for poor scholarship.
  2. A student whose cumulative average at the end of the first academic year is within the range of 1.70 and 1.79 shall be finally dropped for poor scholarship unless the

student, after consultation with the Assistant Dean for Student Affairs, elects to repeat the first academic year of her/his Program in the immediately following academic year. If the student makes this election, she/he shall be on academic probation during the repeated year and must attain a cumulative average of at least 2.00 for that year. If that required cumulative average is not attained, the student shall be finally dropped for poor scholarship. If that required cumulative average is attained, the student may continue on to the second academic year of her/his Program. Courses taken in a Fall or Spring semester prior to the start of the repeated year shall not appear on the official transcript or be used for purposes of computing cumulative average, credit hours earned or residence credit. However, after the required cumulative average has been attained, courses taken in the Summer preceding the repeated year shall be used for all academic purposes, including cumulative average, credit hours earned and residence credit.

3. A student whose cumulative average at the end of the first academic year is within the range of 1.80 and 1.99 shall have the option, after consultation with the Assistant Dean for Student Affairs, of either repeating the first academic year of her/his Program as provided in IV. B. 2., above or continuing on to the second academic year of her/his Program on academic probation as provided in Reg. IV. B. 1., above.

C. General Conditions for Continuation at the End of Any Academic Year Other Than the First.

1. A student whose cumulative average at the end of any academic year other than the

first is less than 2.00 shall be finally dropped for poor scholarship; provided however, that if such student has never been on academic probation, she/he will be permitted to continue in the program on academic probation and must attain at the end of the immediately following academic year a cumulative average of at least 2.00 or be finally dropped for poor scholarship.

2. A student who is or has been on academic probation and who at the end of any academic year again attains a cumulative average of less than 2.00 shall be finally dropped for poor scholarship.

D. Eligibility for Office. No student with a cumulative average of less than 2.00 shall be eligible to serve as an officer of any extracurricular law school organization.

E. Participation in Clinical Courses. Students participating in “live client” clinical programs must be in good academic standing (GPA of 2.0 or better) when the clinical course in which they are enrolled begins.

F. Academic Year: Time Period for Determining Academic Standing.

1. The grade point average for the purpose of determining academic standing and class standing shall be computed at the completion of the academic year.
  - a. The academic year for a Full-Time student begins with the Fall semester and ends with the Spring semester. Any courses taken in the ensuing Summer are included in the following academic year.
  - b. The academic year for a first year Part-Time student begins with the Fall semester and ends with the Spring semester. Any courses taken in the ensuing Summer, including the elective course(s) which must be taken in the Part-Time

Extended sequence of the mandated First Year Curriculum, are included in the following academic year.

- c. The academic year for a second, third or fourth year Part-Time student begins with the Fall semester. The academic year ends for that student (i) with the Spring semester, if by the end of that semester the student has completed a total of nineteen (19) or more credit hours since the end of the previous academic year, or (ii) with the Summer term, if less than nineteen (19) credit hours have been completed by the end of the Spring semester. If the academic year ends with the Spring semester, any courses taken in the ensuing Summer are included in the following academic year.
  - d. Notwithstanding the foregoing provisions, the academic year ends with the semester or Summer term after which the student plans to graduate.
2. Effect of Leave of Absence. [See, generally, Reg. VII. A., Leaves of Absence.]
- a. Fall Semester Leave of Absence (LOA).
    - I. The academic year of a student who obtains a LOA before completion of the Fall semester and who resumes her/his legal studies in a subsequent Fall semester shall begin and end in accordance with the provisions in Reg. IV. F. 1., above.
    - ii. The academic year of a student who obtains a LOA before completion of the Fall semester and who resumes her/his legal studies in a subsequent Spring semester shall begin with that Spring semester and shall end with the following Fall semester. Any courses taken in the intervening Summer

shall be included in the academic year. Subsequent academic years for the student shall begin with the Spring semester and shall end with the following Fall semester and shall include any courses taken in the intervening Summer.

- iii. The academic year of a student who obtains a LOA before completion of the Fall semester and who resumes her/his legal studies in a subsequent Summer term shall begin with that Summer and shall end with the following Spring semester. Subsequent academic years for the student shall begin and end in accordance with the provisions in Reg. IV. F. 1., above.

b. Spring Semester Leave of Absence (LOA).

The academic year of a student who obtains a LOA after the completion of the Fall semester but before the completion of the Spring semester shall begin with the Fall semester preceding the LOA and shall end with the next semester in which the student is in residence and shall include any courses taken in an intervening Summer. However, if the student resumed her/his legal studies in a Spring semester and if by the end of that semester the student has completed less than a total of nineteen (19) credit hours since the end of her/his preceding academic year, the academic year shall end, instead, with the ensuing Summer term.

If the student's academic year ends with a Spring semester or a Summer term, subsequent academic years shall begin and end in accordance with the

provisions in Reg. IV. F. 1., above. If the student's academic year ends with a Fall semester, subsequent academic years shall begin with the Spring semester and shall end with the following Fall semester and shall include any courses taken in the intervening Summer.

c. **Other Situations.**

In any situation not covered by the provisions in a. and b., above, (e.g., the rare situation in which a student is granted a second LOA before she/he completes the academic year as provided above), the student's academic year shall be established by the Assistant Dean for Student Affairs, using the above provisions as guidance.

3. **Effect of Excused Deferral of Examinations and Written Work on Academic Standing.** See Reg. VIII. F.

G. **Transcript Notations.** A notation shall be made on a student's transcript whenever she/he is "dropped for poor scholarship" or placed on academic probation.

**V. GRADES, HONORS AND NOTATIONS IN LIEU OF GRADES**

A. **Grades and Grade Point Value.** Each student shall receive a grade for each course for which she/he is registered. A student is eligible to take a final examination or to submit a paper(s) and receive a grade only in a course for which she/he has duly registered and maintained registration. The grade received shall be in accordance with the following scale and grade point value:



<u>GRADE</u>	<u>GRADE POINT VALUES</u>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
FA	0.0
S+	Not Computed in GPA
S	Not Computed in GPA
S-	Not Computed in GPA
U	0.0

The grade “FA” is given when a student has registered for a course but (1) has failed to sit for the final examination or turn in the required paper(s) or (2) has not been in “regular attendance” as defined by Reg. II. B. (See Reg. II. C.)

- B. Credit Hour Defined. Credit Hours are based on 50-minute class hours. One credit hour is given for attending fifty (50) minutes of class per week for one semester of the regular academic year (or its equivalent), or for attending an equivalent number of class periods during a Summer term.
- C. Credit Hours Awarded. Each student receives the number of credit hours assigned to a given course for which she/he has received a grade except no credit is given for the grades of "F", "FA" and "U". If a student retakes a course, the student does not receive credit hours for the original course. [See Reg. I.E., Reg IV.B. and Reg. VI.C.]
- D. Grade Point Credit. The grade point credit received for a course is determined by multiplying the grade point value for the grade received by the number of credit hours assigned to the course.
- E. Cumulative Average. A student's cumulative grade point average ("cumulative average") is determined by dividing the total amount of grade point credits accumulated in all work taken by the total of the credit hours for all courses for which a grade has been received; provided, however, for this purpose only, the credit hours assigned to a course for which the grade of "S", "S+" or "S-" was received or for courses at taken another Law School in accordance with these regulations shall be ignored. The credit hours earned for the grade "S", "S+" or "S-" and for courses taken at another law school for which transfer credit has been accepted shall be included in credit hour accumulations for all other purposes. However, the grades "U" and "FA" shall be treated as an "F" for purposes of computing the cumulative average. [See Reg. IV. B. 2. for computation of grade point average of a student repeating the first year].

- F. Notations in Lieu of Grades. There are several entries made in lieu of grades.
1. "CN" indicates that registration has been canceled for the course.
  2. "EX" is temporarily entered in lieu of a grade if work constituting part of the requirements of a course is delayed, and if such delay is excused. [For the applicable grounds constituting excuse and the appropriate procedures to be followed, see Reg. VIII.] When the delayed work is completed, the grade for the course is substituted for the temporary entry, "EX". If the delay is not excused, the grade "FA" is received.
  3. "AC" indicates that, due to administrative problems in no way attributable to the student, the examination could not be graded. For purposes of computing grade point average, the credit hours assigned to a course for which "AC" was received shall be ignored. The student shall, however, earn credit hours for the course which shall be included in credit hour accumulations for all other purposes.
  4. "CR" indicates the successful completion of an activity which receives academic credit but which is ungraded. [See, e.g., Reg. VI. I-L.]
- G. Honors. In addition to grades, a student's transcript shall contain a list of honors she/he has received, including the following:
1. For the case of achievement which is distinguishable from the exceptional work required for the grade of "A", an "A+" may be given.
  2. In any course or program graded on an S/U basis, an "S+" may be given to indicate achievement of exceptional excellence.
  3. Faculty members shall, in their grade reports, indicate the best examination or best

paper. This achievement shall be recognized on the student's transcript by entering the notation "best paper".

4. Dean's Honor List status is awarded to those students who have achieved academic performance that, in the opinion of the Faculty of Law, is notable above that of the substantial majority of students within their respective academic groupings. (See Reg. V. F., below.)
5. Distinguished Class Performance. Any faculty member may commend a student or students for distinguished class performance in that faculty member's class. Such commendation shall be entered on the student's official transcript, with notation as to the course in which the commendation was earned.
6. Outstanding Oral Advocacy. Any faculty member who teaches a course in which oral advocacy is a required component, including Legal Research & Writing, Introduction to Trial Advocacy, Trial Advocacy I and II and Advanced Trial Advocacy, may commend a student or students for outstanding oral advocacy in that course. Such commendation shall be entered on the student's official transcript, with notation as to the course in which the commendation was earned.
7. Barrister Award. Faculty members shall, in their grade reports, indicate the student with the best overall performance in each section of Introduction to Trial Advocacy and Trial Advocacy I and II. This achievement shall be recognized on the student's transcript by entering the notation "Barrister Award Winner".

#### H. Calculation of Dean's Honor List.

1. Dean's Honor List status shall be awarded on the basis of a student's average in

each Fall semester and each Spring semester of the student's matriculation for courses taken at Temple Law School. Dean's Honor List is not awarded for the Summer term and courses taken in the Summer shall not be included in any Dean's Honor List calculation.

2. Any student who meets the standards set forth below shall be recognized as having achieved Dean's Honor List status. These standards are subject to review by the Faculty of Law at the commencement of each academic year and are subject to change. The Dean will advise the student body early in each academic year of the standards set by the Faculty. The current standards are:

<b>GROUP</b>	<b>SEMESTER AVERAGE</b>
First year (See Regs. I. A-D)	3.20
All others	3.30

3. Effect of Excused Deferral of Examinations and Written Work on Dean's Honor List Calculation - See Reg. VIII. F.

## **VI. MATRICULATION AND REGISTRATION**

### **A. Matriculation**

1. **Matriculation Defined.** Matriculation is that process whereby an accepted applicant becomes enrolled as a member of the student body of Temple University School of Law, and thus eligible to register for courses.
2. **Cancellation of Matriculation.** Matriculation may be canceled for:

- a. A violation of the Code of Student Conduct and Disciplinary Procedures [See Attachment B];
  - b. Failure to comply with any Faculty Regulation;
  - c. Failure to register for any consecutive semester or for any Summer term which is required as part of the student's Program [see Reg. I.], unless a leave of absence has been obtained;
  - d. Failure to register for a minimum of eight (8) credits in any given semester;
  - e. Failure to return at the conclusion of a leave of absence;
  - f. Failure to settle payments of tuition or other charges when due;
  - g. Material misrepresentation or omission in application for admission;
  - h. Failure to meet applicable academic standards. See Reg. IV.
  - I. Irregular attendance in program of study. See Reg. II. D.
3. Cancellation of matriculation for any of the above reasons shall not affect tuition charges (including refunds and credits appertaining thereto) except when done to rectify the error or mistake of an official or employee of the University.

B. Registration.

1. Registration Defined. Registration is that process whereby a student demonstrates his or her intention to take and complete a course.
2. Process of Registration.
  - a. Registration must be completed by the end of the first week of classes for each semester or Summer term; provided, however, permission may be obtained, upon written application to the Assistant Dean for Student Affairs, to register

late.

- b. Adding of and Withdrawal from Courses. Final selection of elective courses must be made at registration. A student may add or drop an elective course in any regular semester before the expiration of one week of classes in that semester. In a Summer term, a student may add or drop an elective two (2) credit course before the second class meeting of the course and may add or drop an elective three (3) credit course before the third class meeting of the course. But see Reg. VII. B. 6. (withdrawal from entire Summer term). Note: Different requirements may be applicable to Temple's Summer Sessions Abroad and Temple's Semester Abroad Programs.
  - c. No student will be permitted to receive credit for a course for which she/he is not properly registered. Proof of registration is normally limited to documentary proof.
3. Registration in Graduate Level Law Courses. A student matriculating in any J.D. Program may enroll in only those Graduate Level Law courses which have been designated by the Faculty as being open to J.D. students. All prerequisites and conditions must be satisfied. [See Reg. VI. I. concerning cross-matriculation.]
  4. A graduate student enrolled in a discipline other than law and not enrolled in an approved dual degree program may enroll in a law school course after receiving the approval of the chairperson of the department of his or her major subject, the instructor of the law course, and the Law Dean. If the student should later enroll as a law student, the above course will count toward a law degree only if the Dual

Degree committee of the Faculty of Law expressly approves crediting it.

5. Cancellation of Registration. Cancellation of registration in a course may occur for reasons which include:
  - a. Failure to comply with registration procedures, including failure to be able to provide proper documentary evidence of registration for a particular course or section of a course;
  - b. Failure to pay tuition or other charges when due;
  - c. A violation of the Code of Student Conduct and Disciplinary Procedures (See Attachment B);
  - d. Noncompliance with Regulations relating to programs and course sequences [including but not limited to overloading without permission. See Reg. VI. D.];
  - e. To rectify an error or mistake;
  - f. Failure to meet applicable academic standards. See Reg. IV.
6. Cancellation of registration for any of the above reasons shall not affect tuition charges (including refunds and credits appertaining thereto) except when done to rectify the error or mistake of an official or employee of the University.
7. Privilege of Class Attendance.
  - a. Only students registered in a course may attend classes in that course.  
However, a student may audit a course with permission of the instructor. No notation of the audit will be made in a student's permanent record.
  - b. Guests of a student or instructor may attend a class. In the case of a student's



guests, prior notice to and approval of the instructor is required.

- c. A graduate student engaged in study in a discipline other than law, upon first obtaining the approval of the chairperson of the department of his or her major subject and with the consent of the instructor of the law course and of the Dean, may be admitted to a course offered in the School of Law. If such student should be admitted subsequently to matriculation as a law student, the work taken under the above circumstances will not be counted toward a law degree.

C. Retaking Courses.

1. Unless a student is required by Reg. I.E. to retake a course or is permitted by Reg. IV.B. to repeat the first academic year, a student may elect to retake a course only when the student received a grade of F, FA or U in that course.
2. When a student is required or permitted to retake a course in which the student has received a grade, the original grade and the grade earned in the retaken course will appear on the student's transcript, and those grades will be factored into the student's cumulative grade point average. No credit hours will be awarded for the original course. [See Reg. V.C. which relates to the awarding of credit hours.] The provisions in Reg. IV.B., and not these provisions, apply when a student is permitted to repeat the entire first academic year.

D. Prerequisites and Corequisites.

1. Except as provided in 2. and 3. below, to be eligible to register for an advanced course which requires a prerequisite, a student must have successfully completed

the prerequisite course. [See Reg. I.E. relating to the definition of “successful completion.”] If a student has retaken a course, only the grade received in the retaken course determines if the prerequisite course has been successfully completed.

2. A student who is taking or has just completed a prerequisite course for which the Registrar has not yet received grades may register for the advanced course, provided that the student must withdraw from the advanced course if the student’s grade when received does not satisfy the requirement of “successful completion.” [See Reg. I.E. relating to the definition of “successful completion.”]
- 3a. A student who received a grade in a prerequisite course that did not satisfy the requirement of successful completion may, having petitioned the Administrative Committee and demonstrated special circumstances, be allowed by the committee to demonstrate competence in the subject matter of the prerequisite course by taking a specially administered examination and achieving a grade of C or better. A student who has demonstrated competence may register for or remain registered in advanced courses for which the course that was the subject of the petition is a prerequisite.
- b. When a specially administered examination has been taken in accordance with a. above, (1) the grade for that examination shall determine only whether the student has demonstrated competence, (2) the grade shall not appear on the student’s transcript nor be included in the student’s cumulative grade point average, and (3) the student will not earn academic credit for that examination.

4. To remain enrolled in a course which requires a corequisite, a student must either have completed the corequisite course or be enrolled in the corequisite course.

(Successful completion of the corequisite course is not required).

E. Satisfying Evidence Prerequisite for Clinical Courses

A student who received a grade below C in Evidence, but who wishes to register for a clinical course for which a grade of C or better in Evidence is required, may demonstrate competence in Evidence by taking a second, regularly scheduled Evidence examination. The grade achieved on this second Evidence examination shall not appear on the student's transcript or be counted in the calculation of the student's grade point average, but will be used solely to determine eligibility for clinical courses.

F. Transfers Between Programs and Cross Registration Between Divisions.

1. **Transfers Between Programs.** Transfers between Programs or between the Part-Time Regular and Extended sequences of the mandated First Year Curriculum [see Reg. I.] are accomplished by petition for cause shown. Such petition must be filed with the Assistant Dean for Student Affairs as soon as possible before the semester or Summer term for which the transfer is sought. In granting such a petition, the Assistant Dean for Student Affairs may impose whatever conditions are appropriate and will determine how the student must satisfy the residence requirement [see Reg. III. A. 2.]. Any change in program may affect Financial Aid.
2. **Cross Registration Between Divisions.** Day students are permitted to enroll in one (1) evening course per semester. Evening students are permitted to enroll in one (1) day course per semester. However, some courses or sections of courses may be

restricted to the students of one Division. Also, certain courses each semester are designated as being neither "day" nor "evening" courses and those courses do not count toward the semester maximum, nor does any section of a multi-section course (e.g., Introduction to Trial Advocacy and Trial Advocacy I and II) which is scheduled to meet in the evening for Day students.

G. Underloads and Overloads.

1. Except as provided in this Regulation, a student shall register within the course load limits set forth in Reg. I. for her/his Program. An underload or overload is not permitted without the approval of the Assistant Dean for Student Affairs. An unauthorized overload may result in cancellation of registration in sufficient courses to bring the student within the maximum course load limit for her/his Program. An unauthorized underload will result in a reduction of residence credit [see Regs. I. B. 2. & 3., I. C. 2. & 3. and III. A. 2.] and may result in cancellation of matriculation [see Reg. VI. A. 2.(d)].
2. Upon petition setting forth the reason or reasons for an underload or overload, the Assistant Dean for Student Affairs may permit an underload or overload of one (1) credit hour. In no case, however, will permission to underload below eight (8) credit hours during a Fall or Spring semester be granted. A student may not receive permission to overload in more than one semester, except that a part-time Evening or part-time Day student may receive permission to overload in not more than two semesters.

A Full-Time student with sufficient summer study may underload during the

fifth or sixth semester, as provided in Reg. VI. D. 4., below, without submitting a petition.

3. An underload or overload for which permission has been obtained shall not result in a change of program classification, for tuition or any other purpose, nor in a loss of residence credit, unless a contrary determination is made by the Assistant Dean for Student Affairs.
4. A Full-Time student who has successfully completed a minimum of three (3) credit hours during any single Summer term or Summer Session Abroad may elect to enroll for an underload of not less than eleven (11) credit hours during either the student's fifth or sixth semester (but not both). A petition for permission is not required. Such an underload will not result in a change of program classification, for tuition or any other purpose, nor in a loss of residence credit.

H. Employment During the Academic Year.

1. A Full-Time student shall devote substantially all of her/his working hours to the study of law during the academic year. The Part-Time Evening and Day Programs accommodate students who must earn income while studying. A first year Full-Time student, and any Full-Time student on academic probation, may not engage in employment during the academic year without the express written consent of the Assistant Dean for Student Affairs. A second or third year FullTime student in good academic standing may not engage in employment (outside and/or inside the law school) for more than twenty (20) hours per week during the academic year.
2. A Full-Time student who violates the above restrictions shall be subject to

compulsory transfer to the appropriate Part-Time Program and the resulting cancellation of registration in sufficient courses to bring the student's curriculum in compliance with the course load limits applicable to such Program. The student also will be subject to any alternative or additional restrictions and conditions that the Assistant Dean for Student Affairs determines are appropriate.

3. Failure to supply accurate information relative to outside employment when requested shall be deemed a willful breach of regulations which constitutes sufficient ground for imposition of such sanctions (including cancellation of matriculation) as the Faculty or appropriate committee (see Attachment B) considers appropriate to the circumstances.

I. Academic Credit for Temple Law Review, Temple Environmental Law and Technology Journal, Temple International and Comparative Law Journal and Political and Civil Rights Law Journal. Students may receive academic credit for participation on the any of the Journals, as follows:

1. A member of the Law Review, the Environmental Law and Technology Journal, the International and Comparative Law Journal and Political and Civil Rights Law Journal may receive up to a maximum of three (3) ungraded academic credit hours per academic year for writing and/or for editorial work. A maximum of two (2) of those credit hours may be received for writing and a maximum of three (3) of those credit hours may be received for editorial work. The writing or editorial work must be performed in the academic year in which the credit is received.
2. Whether a student receives academic credit and, if so, the number of credits the

student receives, shall be determined by a faculty advisor to the Law Review or to the appropriate Journal after recommendation from and consultation with the Editor-in-Chief or editorial board of the Review or Journal. Credit shall be awarded for writing only when (a) the written work has been read and certified as being a substantial work of professional quality by a faculty advisor or by another faculty member delegated that task by a faculty advisor; and (b) the student certifies in writing that the written work has not been and will not be the basis for the award of any other law school academic credit, except that the student may receive permission from the appropriate editorial board and faculty advisor to expand or change written work so that it is substantially different from the work that has been or will be the basis for other credit.

3. In all cases, the student must successfully perform assigned Review or Journal tasks throughout the entire academic year in order to receive academic credit(s). Students may distribute the credit(s) as they choose to the Fall or Spring semester of the academic year in which the credit(s) are earned.
4. Successful completion of a substantial written work of professional quality for the Law Review or one of the Journals satisfies the Law School Writing Requirement, as provided in Reg. I. E. 6.
5. Students must successfully complete all courses in the mandated First-Year Curriculum before they become members of a law journal.

J. Participation in and Academic Credit for Moot Court: Students who are elected to membership in the Moot Court Society are eligible to receive academic credit for their

participation. Election to membership in the Moot Court Society shall be by way of an appellate advocacy competition open to all eligible students. To be eligible to compete towards election to Moot Court, students must have successfully completed the mandated first year curriculum (see Reg. I).

1. Students who are invited to join and who have accepted membership in the Moot Court Society must enroll in an Appellate Advocacy course. This course must be taken during the Spring semester immediately following election to Moot Court membership. Students obtaining a passing grade in the course will receive academic credit for the course, but students will not otherwise be eligible for academic credit for Moot Court activities during their first year of membership. The Appellate Advocacy course qualifies towards satisfaction of the law school writing requirement. The determination of whether the writing credit will be deemed to satisfy the research or serial component of the writing requirement will be made by the faculty member teaching the course.
2. Students who do not receive a grade of “C” or better in the Appellate Advocacy course will be dismissed from the Moot Court Society.
3. In order to represent Temple Law School at an outside Moot Court competition, students must be in the second year of their Moot Court membership, must have received a “C” or better in the Appellate Advocacy course, and must have completed or be contemporaneously enrolled in a substantive course that is the subject of the Moot Court competition.
4. A maximum of two academic credits (not writing credits) may be awarded to



students who, in their second year of membership in the Moot Court Society, fulfill all of the following requirements, as determined by the Moot Court faculty advisor or his/her designee in consultation with the President of the Moot Court Society:

- a. The student must compete in a moot court competition;
  - b. The student must submit an appellate brief that the faculty advisor (or another faculty member delegated that task by the faculty advisor) certifies as being of professional quality;
  - c. Where competition rules permit, at least one week before the scheduled competition, the student must have delivered to the designated faculty advisor a copy of the student's brief and must have participated in a practice oral argument with the faculty member;
  - d. The student must have fulfilled all duties required of her/him as a Moot Court Society member, including but not limited to participation in the administration of the Polsky and Stern Moot Court competitions.
5. Membership in the Moot Court Society is limited to two years, including the year in which the student is elected. The two years' of membership must be served consecutively.
6. The student receiving the credit(s) may distribute the credit(s) as desired to the Fall or Spring Semester of the year in which the academic credit(s) are earned.
- K. Academic Credit for Jessup Moot Court. Students may receive academic credit for their participation in Jessup Moot Court activities.
1. A maximum of two (2) ungraded academic credits may be awarded in any

academic year in which a student fulfills all of the duties required of her/him as a member of the Temple Jessup International Moot Court Team, including but not limited to researching and drafting either the Applicant's or Respondent's memorial submitted as part of the Regional Competition; participating in the Regional Competition; and administering Temple Law School's internal competition for selection of the following year's team members.

2. A student who is not a member of the Team, but is a member of the Jessup International Moot Court Board, may be awarded a maximum of one (1) academic credit in any academic year in which a member fulfills all of the duties required of her/him as a Board member, including but not limited to reviewing and submitting written comments on team outlines and draft memorials; reviewing and evaluating practice oral arguments, representing Temple Law School at Coach's Meetings associated with the Regional Competition and, if relevant, International Competition; and assisting in the administration of Temple Law School's internal competition for selection of the following year's team members.
3. At the end of each academic year, the Jessup Faculty Advisor shall determine whether or not a Board member has fulfilled the requirements for academic credit and, in consultation with the Jessup Board, shall determine whether or not a Team member has fulfilled the requirements for academic credit. In all cases, successful completion of a full year of the specified participation is required to earn the academic credit.
4. The student receiving the credit(s) may distribute the credit(s) as desired to the Fall

or Spring Semester of the year in which the academic credits are earned.

5. Team members who participate in the research and drafting of a team memorial submitted as part of the Regional Competition may satisfy the Research Paper component of the Law School Writing Requirement, as determined by the supervising faculty member in his or her sole discretion.
6. Students must successfully complete all courses in the mandated First-Year Curriculum before they become a member of the Jessup Moot Team.

L. Academic Credit for National Trial Team. Students may receive academic credit for participation on Temple's Trial Team, as follows:

1. A student who is selected for and participates on the Trial Team may receive up to two (2) ungraded academic credits for the academic year in which the student is a trial team member.
2. Whether a student receives academic credit and, if so, how many credits the student receives shall be determined by a faculty advisor to the Trial Team.
3. In all cases, successful completion of a full year of participation is required in order to receive academic credit(s). Students may distribute the credit(s) as they choose to the Fall or Spring semester of the academic year in which the credit(s) are earned.
4. Trial Team participation does not satisfy the Writing Requirement. [See Reg. I. E. 6.]
5. Students must successfully complete all courses in the mandated First-Year Curriculum before they become a member of the Trial Team.

M. Cross Matriculation. Except for students enrolled in the JD/MBA Program, in any formal dual degree program offered by the Temple University School of Law or any individualized dual degree program approved by the Faculty of Law's Administrative Committee or other duly-designated faculty committee, no matriculant in the Temple University School of Law may cross-matriculate at any other law school or any other school or college either at Temple or elsewhere. But see Reg. IX. [See Reg. VI. B. 3., concerning Graduate Level Law courses.]

## VII. **LEAVES OF ABSENCE, RESIGNATIONS AND WITHDRAWALS**

### A. Leaves of Absence.

1. A leave of absence may be granted to a student upon petition which states a good cause for permitting interruption of the educational program. Such petitions should be addressed to the Assistant Dean for Student Affairs. The granting of a leave of absence after registration and before the completion of a semester results in the cancellation of registration for all courses for which the petitioner was registered in that semester. Leaves of absence shall be for a period no longer than one year: provided, when leaves are granted for the performance of active military service (or service in lieu of active military service) the period of the leave may be co-extensive with the initial term of the obligated service. Upon petition, if good cause is shown, a leave of absence granted for one year may be extended for a second year.
2. A first year student granted a leave of absence prior to completion of the Fall

Semester may resume study only in a Fall Semester. Likewise a first year student granted a leave of absence prior to the completion of the Spring Semester may resume study only in a Spring Semester. Any other student granted a leave of absence prior to the completion of any course in the mandated First Year Curriculum must, upon resuming study, register for that course during the first semester in which it is offered.

3. A student who is repeating the first year of study [see Reg. IV. B. 2.] or whose cumulative grade point average is below 2.0 at the time a leave of absence is granted must (except upon petition) register in the semester of return for the same Program in which such student was registered when the leave was taken. [See Reg. IV. F. 2. for Effect of Leave of Absence on Determination of Academic Standing].

B. Resignation and Withdrawal.

1. To resign from the School of Law, a student must write a letter, dated, addressed to the Assistant Dean for Student Affairs, stating that she/he resigns and indicating her/his request as to effective date.
2. Absent the pendency of any proceedings under the Disciplinary System (see Reg. XI) or the presence of any financial obligations, the Assistant Dean for Student Affairs will acknowledge the student's letter with a written confirmation of same, setting an effective date. Resignation cancels matriculation.
3. If disciplinary proceedings are pending or if there are outstanding financial obligations, the resignation shall not be acknowledged until the pending

disciplinary or financial matters are finally settled.

4. If a student ceases all attendance, the failure to communicate the fact that he or she is resigning results in her/his absence from class being unexcused under Reg. II and her/his absence from examinations being unexcused under Reg. VIII.
5. Resignation in the second semester results in the cancellation of registration in the preceding semester in courses which meet for the entire academic year.
6. A student enrolled in a non-mandated Summer term may withdraw from the entire term at any time before the beginning of the examination period. Such withdrawal cancels registration in such term, but does not cancel matriculation. **Note: different requirements may be applicable to Temple's Summer Sessions Abroad Program.**

#### VIII. EXAMINATIONS AND WRITTEN WORK

- A. **In General** - In most courses, grades are determined by the work done on a single final examination or on a Writing Seminar or Guided Research paper or papers. An examination or paper is intended to measure a student's knowledge and understanding of substantive law, her/his analytical ability and competence to write intelligently, concisely and persuasively.
  1. A student is eligible to take final examinations or submit a paper or papers and receive a grade only in courses in which she/he has duly registered and maintained registration. **But see** Reg. II. D. (irregular attendance).
  2. Final Examination papers are graded anonymously; grades for examinations are

reported anonymously, except when class participation is factored into the final grade as provided for below.

3. The faculty member teaching any course in which a final examination is given (other than first-year courses) may consider class participation in determining the final grade. The intention to take class participation into account must be announced to the class during the drop-add period at the beginning of the semester. When considering class participation, the faculty member shall individually evaluate the participation of each student, compare that evaluation with the student's grade on the final examination, and raise or lower the grade on the final examination by one step if there is a substantial difference between the examination and class participation grades.
4. In a course designated as an exam course, substantial writing may be required in addition to a final examination as long as the writing assignments do not constitute more than fifty percent of the final grade. In a course designated as a Writing Seminar, a final examination may be required but at least seventy-five percent of the final grade must be based on work related to written projects, which may include research, presentations, drafts and punctuality. When a substantial writing assignment is required in a course otherwise designated as an exam course, or when an examination is required in a course otherwise designated as a Writing Seminar, the faculty member shall provide notice to students during the first week of class and in sufficient time for students to take advantage of the opportunity for schedule revision (drop/add period). [See Reg. VI.B.2.b.]

5. All examinations must be taken in accordance with the schedule and procedures for Scheduled, Unscheduled and Take-Home Examinations that are posted prior to each examination period.
6. When class participation will be considered in determining the final grade in a course designated as a Writing Seminar, the faculty member shall notify the students before the drop/add period ends how class participation will be considered.

B. Guided Research.

1. In order to register for Guided Research, a student must submit a written proposal to and have the proposal approved by the supervising faculty member before the end of the first week of the semester in which the student proposes to undertake the work.
2. A student must engage in at least forty-two hours of research and writing for each hour of course credit.
3. No student may engage in Guided Research in any one semester for more than three (3) units of course credit nor engage in more than one Guided Research project each semester.
4. The resulting product must be such that it can satisfy either the Serial Paper Component or the Research Paper Component of the Writing Requirement as the case may be.
5. A student shall receive no more than twelve (12) units of course credit for Guided Research cumulatively. No student, however, may register more than twice for



Guided Research with the same professor.

6. The supervising faculty member shall have the option of assigning a letter grade or an S/U grade; the faculty member shall notify the student and the Registrar of the grading basis and the credit allocation no later than the end of the drop/add period. A paper graded on an S/U basis will not satisfy the writing requirements.
7. The student must meet with the instructor regularly, normally once a week at a fixed time, to discuss the week's work and problems.
8. The final Guided Research paper must be submitted to the supervising faculty member no later than the end of the examination period of the semester in which the student is registered for the Guided Research.
9. Where appropriate, failure to meet the guidelines may result in an F, FA, or cancellation of registration in the course, in accordance with applicable Faculty Regulations.

C. Review of Final Examination and Grade Changes.

A grade duly recorded by a faculty member in a course is final unless changed by the Faculty of Law pursuant to the procedures and standards as set forth in the Academic Grievance Rules [See Attachment A]. In general, a student may discuss a final examination with the pertinent faculty member and has a right to review the examination paper on which the grade was based. Grades are not subject to dispute on issues of a faculty member's assessment or judgment of the paper's worth or merit. Grades are only subject to change upon a showing of clerical or mathematical error in the computation and/or recording of a grade; fundamental unfairness of a faculty member (whether in good or bad faith) and

administrative error or other circumstances affecting the examination process not caused by or within the control of the faculty member. (See Academic Grievance Procedures - Attachment A.)

D. Final Examination Conflicts.

An examination conflict exists whenever a student is scheduled to take two (2) Scheduled Examinations on the same calendar day, or is scheduled to take a Scheduled Examination on each of three (3) consecutive calendar days. A Take-Home Examination will be considered for the purpose of determining whether a “conflict” exists only when the deadline for its return is fixed on a specific calendar day and the examination is made available to the students within 24 hours or less of that deadline. All conflicts are to be reported to the Assistant Dean for Student Affairs. When a conflict exists, the Assistant Dean for Student Affairs will determine which exam(s) is to be taken as scheduled and which exam(s) is to be postponed. The student must take the postponed exam(s) in a subsequent available "free slot" of the student's choosing. Examinations cannot be rescheduled for a date that precedes the originally scheduled date.

E. Deferral of Examinations and Written Work. Excused Absence from Final Examination or Late Submission of Written Work. [CAVEAT: Different procedures may pertain to Temple's Summer Sessions Abroad Program and Semester Abroad Programs.]

- (a) Upon written application and for good cause, a student may be excused from taking an in-class examination or from submitting a Take-Home examination at the time it is regularly scheduled. In order to protect the anonymity of the examination papers, such requests must be submitted in writing to the Assistant Dean for

Student Affairs - not the Professor. Except where the absence or late submission of a Take-Home examination is caused by an emergency (i.e., severe illness), requests for excused absence or late submission must be made in advance of the date set for the examination or submission. Requests made after the scheduled date and time for the final examination or submission will be considered untimely. The rescheduling of an examination due to an emergency, i.e., severe illness, death in family, may be granted. However, in order for the student to take a deferred examination due to medical emergency, a doctor's note for the original examination date must be presented to the Assistant Dean for Student Affairs before the deferred examination can be taken.

- (b) A student who becomes so seriously ill during an examination that she/he cannot complete the examination, must take the incomplete examination to the Examination Coordinator or to the Assistant Dean for Student Affairs, or, if neither are available, to a clerk in the Examination Distribution Center or in the Registrar's office. In the unlikely event that none of these people is available, the student can leave the examination in the Room 515 mail slot. The blue books must be marked to indicate that the student was too ill to finish the examination. The examination will be held aside by the Assistant Dean for Student Affairs, pending resolution by the Administrative Committee. **No administrative relief will be available to students who, although ill, complete the examination and later claim incapacitating illness.**

- (c) Writing Seminars and Guided Research papers must be submitted on the date

designated by the Professor. So long as the papers are not to be graded on an anonymous basis, any continuance must be discussed with and approved by the Professor. In any event, written work must be submitted no later than the last day of the final examination period. Any further extensions must be requested in writing to the Assistant Dean for Student Affairs and granted only with the consent of the faculty member and the Administrative Committee.

- (d) Examinations missed (with absence excused) which cannot be rescheduled during that examination period will generally be taken at the next regularly scheduled final examination in the course in the Day or Evening Division. Special make-up examinations may be arranged for those who are in their last year of school and would not be able to wait until the next semester in which an examination in the course is scheduled to retake the examination; or where the excused examination is in a discontinued course; or one in which the course is not scheduled in the next academic year.
- (e) A student who fails to take a final examination as scheduled or who fails to submit required written work at the time designated for submission shall receive a grade of "FA" (failure for absence) in the course involved unless she/he has been excused under the above provisions.

F. Impact of Excused Deferral of Examinations and Written Work on Academic Standing Class Standing and Dean's Honor List.

- 1. A student shall have academic standing (including eligibility to continue) and class standing determined at the end of the academic year [See Reg. IV. F.] on the basis

of the grades the student has received during the academic year, and courses in which the student has not yet received grades due to excused deferral shall not be considered for this purpose, provided that the student has received grades for courses taken during the academic year totaling at least eighteen (18) credit hours, if the student is a Full-Time student, or at least twelve (12) credit hours, if the student is a Part-Time student.

2. A student who, as the result of excused deferrals, has received grades for courses taken during the academic year totaling less than eighteen (18) credit hours, if the student is a Full-Time student, or less than twelve (12) credit hours, if the student is a Part-Time student, shall not have academic standing (including eligibility to continue) and class standing determined for the academic year until the student has received grades for all the courses in which the student is registered for that academic year. The academic standing and class standing determinations shall relate back to the end of that academic year, as defined in Reg. IV. F.

The student shall be permitted to advance pending receipt of the deferred grades unless the student is or has been on academic probation or unless the student's cumulative average based on the grades which have been received is below 2.00. In such a case, the Administrative Committee shall determine whether and upon what conditions the student may advance.

3. A student shall have Dean's Honor List status [see Reg. V. H.] determined on the basis of the grades the student has received during the semester, and courses in which the student has not yet received grades due to excused deferrals shall not be

considered for this purpose, provided that the student has received grades for courses taken during the semester totaling at least nine (9) credit hours, if the student is a Full-Time student, or at least six (6) credit hours, if the student is a Part-Time student.

4. A student who, as the result of excused deferrals, has received grades for courses taken during the semester totaling less than nine (9) credit hours, if the student is a Full-Time student, or less than six (6) credit hours, if the student is a Part-Time student, shall not have Dean's Honor List status determined for that semester until the student has received grades for all the courses in which the student is registered for that semester.

G. Take Home Examinations

1. The faculty responsible for a particular course must notify students during the first week of class if there is a possibility that the examination for the course will be a take-home examination. Faculty who decide to give a take-home examination must notify the students, the associate dean for academic affairs, and the assistant dean for student affairs of this final decision by the end of the fourth week of the semester.
2. Take-home examinations must fit into one of the following four categories: For courses in any division, (1) an exam of a week or more; (2) a seventy-two hour exam. For day division courses only, (3) a forty-eight hour exam; or (4) a twenty-four hour exam.
3. Take-home examinations should not be timed so that students are required to

devote a substantial portion of the pre-examination reading period to taking the exam.

4. Take-home examinations may not be given as closed book examinations. Open book examinations with restrictions on materials students may consult are permitted.

## **IX. TRANSFERS TO AND FROM ANOTHER LAW SCHOOL**

A. Transferring Credit and Advanced Standing. A student presenting work done at another law school to be credited for advanced standing at the Temple University School of Law must comply with, and is subject to, the following regulations:

1. The student must be certified as having been in good standing and eligible to continue at the school from which she/he is transferring. The certification shall be made by the appropriate official of such school.
2. Only work done at a law school approved by the American Bar Association (ABA) and which is a member of the Association of American Law Schools (AALS) qualifies for consideration.
3. No credit can be given for any work in which the grade received was less than the average grade required for graduation at the transferring institution.
4. Advanced standing beyond the second year shall not be granted, nor shall more than thirty (30) credits be transferable.
5. A student accepted for admission as a transfer, under these provisions and other regulations of this law school shall matriculate under academic supervision and

must, in order to graduate, satisfy all the requirements set forth in Reg. III. A. The student will have her/his individual program and schedule approved for each registration by the Assistant Dean for Student Affairs and the Faculty may prescribe any condition or provision which it deems appropriate to insure the satisfactory completion of a course of study. Supervision will continue until this criterion is met.

6. Applicants for transfer in most circumstances will not receive favorable consideration unless they stand in the first quintile of their class.

B. Matriculants of Other Law Schools. A student matriculated at another law school who, after a minimum of one year's work, is in good standing, and continues her/his matriculation at such law school, may be admitted to registration upon application and with a letter of approval from such law school. A matriculant of another law school may not take course work in excess of thirty (30) credit hours at Temple University School of Law.

C. Non-Matriculation of Temple Law Students at Another Law School.

1. For good and sufficient reason, the Assistant Dean for Student Affairs may permit a student to take one or both of her/his last semesters or to undertake summer study at an ABA approved, AALS member law school in another geographical location. Moreover, the Assistant Dean for Student Affairs will grant permission to attend a summer abroad program only if the program has received final ABA approval, the program's duration is comparable to that of Temple's Summer Sessions Abroad, the program is in a country where Temple does not conduct a Summer Session



Abroad and the law school conducting the summer abroad program permits its students to enroll and receive credit in Temple's Summer Sessions Abroad Program. A student may not attend more than one program in a summer.

2. Students who obtain written permission and who exercise this privilege are restricted to taking no more than thirty (30) credit hours at the other institution.
3. No credit can be given for any work in which the grade received was less than the average grade required for graduation at the other institution. Grades earned at another law school will be calculated into the student's cumulative average only to determine whether the student qualifies for graduation honors. Grades earned at another law school will not be reflected on the student's permanent transcript or enable the student to qualify for Dean's list. A student who takes one or both of his/her final year semesters at another law school will not be eligible for senior prizes.
4. The precise courses taken must receive the written approval of the Assistant Dean for Student Affairs at Temple University School of Law.
5. Residence credit will be computed in accord with these Regulations, and only credit hours, not grades, will be transferred to Temple University School of Law.
6. A maximum of five (5) credit hours may be taken during a domestic summer program. A maximum of six (6) credit hours may be taken in a summer abroad program.
7. Arrangements for attendance at another law school are to be made by the student independently, and are not deemed to be a service of Temple University School of

Law. Proof of registration, however, must be presented to Temple Law School's Assistant Dean for Student Affairs.

8. The total number of credit hours taken at another law school is deemed cumulative for purposes of both regular academic sessions and summer sessions; and the total is limited to thirty (30) credit hours.

## **X. STUDENT RECORDS**

### **A. Transcript.**

1. The official transcript (which requires the seal of the School of Law) shall contain: data identifying the person, course identification (including the name of the instructor), grades, credit hours, grade points, and the fact that a degree has been awarded, together with any necessary explanation of the grading system.
2. The official transcript shall contain notations: as to honors (see Reg. V.); that a leave of absence has been granted; that a student has withdrawn; that a student has had her/his matriculation canceled; or that a student has been dropped (including the reason therefor) or placed on academic probation.
3. All records maintained by the School of Law relating to the work and conduct of a student are considered confidential and for the exclusive use of officials of the University and of the School of Law. Information from such records or files is supplied to others only upon written waiver or request of the student involved, or as required by law.

## **XI. DISCIPLINARY SYSTEM**

Each member of the student body is required to know and to comport herself/himself in

accordance with the standards and ideals embodied in the Temple University School of Law Code of Student Conduct and Disciplinary Procedures (See Attachment B).

## **XII. COMMITTEE RESPONSIBILITIES**

### Power of the Administrative Committee.

- A. The Committee is authorized to grant waivers and to approve individual programs which do not conform to the requirements set forth in these and other Regulations. Petitions exhibiting good cause for deviation will provide the ground for the rare action of approval by the Committee. Good cause is a matter which furthers the soundness of the educational program of the individual.
- B. The Committee is authorized to hear petitions of those who have been dropped for poor scholarship. The Committee shall report its recommendations to the full Faculty at the next scheduled meeting thereof.

### Power of the Curriculum Committee

The Curriculum Committee is authorized to approve change of names of courses without seeking approval of the full faculty. This authority applies only to non-mandated courses.