



Syracuse University

College of Law

Office of International Programs

# S.J.D. Student Handbook & Academic Rules



## WELCOME TO THE S.J.D. PROGRAM

Syracuse University College of Law now offers a Doctor of Juridical Science (S.J.D.), in addition to its LL.M., J.D., and JDinteractive online J.D. Programs. Only a very small number of students who demonstrate outstanding academic promise are admitted to S.J.D. candidacy. The S.J.D. program is designed primarily for those interested in a law teaching career in the United States or elsewhere. The S.J.D. Program at Syracuse University College of Law provides students an opportunity to work under the direct supervision of a law faculty member to pursue a course of advanced research in a legal field. The S.J.D. culminates with a dissertation expected to make a substantial contribution to knowledge in the field.

The College of Law welcomes S.J.D. students interested in a range of legal fields, including international law, criminal law, property, business, corporate and bankruptcy law, advocacy and litigation as well as in our signature program areas of international human rights and comparative disability law, security policy and counterterrorism, intellectual property, and technology commercialization.

The College of Law is situated within Syracuse University (SU), a Tier 1 research university, which provides S.J.D. students access to interdisciplinary coursework and academic engagement with the 13 other SU schools and colleges. The law school includes faculty with advanced degrees in law and other fields, and with dual appointments in the Maxwell School of Citizenship and Public Affairs, the School of Education, the S.I. Newhouse School of Public Communication, and the Whitman School of Management.

In addition to its wide selection of courses, the College of Law is dedicated to incorporating experiential learning opportunities into its legal curriculum. To further that goal, the College of Law provides S.J.D. students the opportunity to engage in semesters in field research and comparative legal studies in the United States and abroad. After completing the first year (two semesters) in residence, the S.J.D. student may pursue additional coursework or research at SU, engage in field research (full- or part-time), or pursue legal studies at approved institutions abroad. These opportunities, combined with the expertise of SU law faculty and the resources throughout the University, offer S.J.D. students an unparalleled educational experience.

The Director of the S.J.D. Program is [Professor Arlene Kanter](#). The S.J.D. Program is administered by the Office of International Programs, under the direction of [Assistant Dean Andrew Horsfall](#).

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## INTRODUCTION TO THE S.J.D. STUDENT HANDBOOK

This S.J.D. Student Handbook is designed to inform S.J.D. students of the academic rules and policies at Syracuse University and the College of Law. This Handbook is one of several sources of the rules and policies that apply to S.J.D. students. Each student is also responsible for complying with rules and policies contained in the [College of Law Academic Handbook](#), the College of Law [Code of Student Conduct](#), the SU [Graduate Program Checklist](#), as well as College of Law course registration instructions, course syllabi, and if applicable, the rules that govern the practice of law in the jurisdiction in which the student is admitted. S.J.D. students also are required to keep updated on all applicable SU rules and policies that are posted on the official College of Law website or sent to students by email.

## ADMISSIONS & PROGRAM INFORMATION

### QUALIFICATION FOR ADMISSION TO THE S.J.D. PROGRAM

Applicants for the S.J.D. Program are expected to have successfully completed an LL.M. degree program at an ABA-accredited law school within the United States. Applicants who have successfully completed a Master of Law degree program outside of the United States may be considered for admission under exceptional circumstances.

In exceptional cases, students who have not yet received a LL.M. degree from an ABA-accredited law school may be conditionally admitted to the S.J.D. Program if the applicant successfully completes the Syracuse University College LL.M. Program requirements. Once the student successfully completes the LL.M. Program requirements, the student may be admitted to the S.J.D. Program.

### REQUIRED APPLICATION MATERIALS

All prospective S.J.D. students must submit the following application materials in English:

- S.J.D. Application Form;
- Transcripts from all prior legal education (i.e., LL.B., J.D., LL.M., etc.);
- Resume/Curriculum Vitae;
- A 1-2 page statement discussing the intent to study at SUCOL;
- Research Proposal with bibliography (recommended 5-15 pages);
- One academic writing sample;
- Two Letters of Recommendation (at least one from a prior law professor, including a law professor from SUCOL); and
- Proof of English Language proficiency.

### REQUIRED ADMISSION INTERVIEW

All prospective S.J.D. students will complete an interview with the S.J.D. admissions committee and a potential Faculty Advisor, if available. These interviews will be in-person or via an online video chat platform (such as Skype, WhatsApp, or Zoom). The admissions committee, consisting of faculty and administrators, will review all applications to determine whether the prospective S.J.D. student has the academic qualifications and potential to complete the program, and whether the student's research proposal is compatible with the S.J.D. Program.

### FINANCIAL AID

Syracuse University College of Law is committed to assisting students in financing their legal education through a comprehensive financial aid program. The College of Law operates its own financial aid office, which allows for personal, individualized service to our students. We invite students to contact our [Office of Financial Aid](#) with any questions about financial aid opportunities at the College of Law.

## VISAS

S.J.D. students are responsible for obtaining and maintaining any applicable student visa(s) and dependent visa(s) in order to ensure entrance into the United States as a S.J.D. student. S.J.D. students are also responsible for obtaining any visas necessary for travel related to their research, including dissertation field research and comparative legal study.

## FACULTY ADVISOR

By the time the student is admitted to the S.J.D. Program, each student will be assigned a Faculty Advisor who is a member of the College of Law faculty. During the application process, applicants are encouraged to identify law faculty members who agree to serve as their Faculty Advisor, based on their mutual research interests. Faculty members have the discretion to accept or decline any request to serve as a Faculty Advisor by an admitted S.J.D. student or applicant. The Faculty Advisor may be changed during the student's course of study.

At all times during the Program, the S.J.D. student will be supervised by the Faculty Advisor and subject to expectations, assessment, and approval by the Faculty Advisor, and in accordance with the rules and policies of the College of Law. The Faculty Advisor will meet regularly with the S.J.D. student to offer research guidance, advice, and support.

The Faculty Advisor will submit to the S.J.D. Committee during the S.J.D. student's course of study the following reports:

- End-of-Residence Report: Due upon completion of the student's first year "in residence," this report will accompany the student's Program of Study and should provide a narrative of the student's research goals, timeline, anticipated courses, and comment on any support needs or areas of concern regarding the student's study plan.
- Research Report: Due at the end of each academic year (with exception of the first year "in residence"), this annual report will provide an outline of the student's study plan, a summary of the student's dissertation activities over the previous year, and the Faculty Advisor's assessment of the student's progress toward a final dissertation.
- End-of-Research Report: Due upon submission of the student's dissertation to the Dissertation Committee, this report provides an overview of the student's study plan and research efforts that have culminated into the final dissertation.
- Report to the Dean: Due after successful public oral defense of the dissertation, this report provides the Dean of the College of Law with an overview of the student's research proposal, study plan, and dissertation topic. It also communicates the recommendation by the student's Dissertation Committee and Oral Defense Committee as to whether the student has met the degree requirements.

All reports will be placed in the student's file located in the College of Law Registrar's Office.

## S.J.D. COMMITTEE

The S.J.D. Committee will consist of faculty members from the College of Law who formally approve the appointment of a Faculty Advisor, evaluate reports on the development of student research, and appoint the Dissertation Committee, in consultation with the Faculty Advisor, in compliance with Syracuse University's Graduate School requirements. The S.J.D. Committee will resolve any questions that arise in the administration of a student's Program in consultation with the Faculty Advisor and the Director of the S.J.D. Program.

## **DISSERTATION COMMITTEE**

The Dissertation Committee will be comprised of the Faculty Advisor, as chair, and at least two other faculty members from the College of Law or other colleges of Syracuse University, or with faculty from other comparable institutions in the United States or abroad. Additional members may be added by agreement of the S.J.D. student and the Faculty Advisor.

It is the responsibility of the student to secure commitments from members of the faculty to serve on the Dissertation Committee. Members of the Dissertation Committee may guide the student through the dissertation research and writing process and will agree to read and evaluate the dissertation to determine whether or not it meaningfully contributes to the body of legal scholarship in the field. In addition, the members of the Dissertation Committee will be expected to pose inquiries to the student in the oral defense, following the student's presentation of the dissertation.

By the end of the student's second year, the student will submit a written dissertation proposal to the Dissertation Committee for review, feedback and approval. When the Faculty Advisor and student believe the dissertation is complete, the student will submit it to the Dissertation Committee for its formal review. The Committee will then refer the student to the Oral Defense Committee, which will set the date for the oral defense.

## **ORAL DEFENSE COMMITTEE**

The Oral Defense Committee will consist of six members, including the Faculty Advisor and members of the Dissertation Committee. The student, with the assistance of the Faculty Advisor, as needed, will recruit a Chair of the Oral Defense Committee, who will represent the Graduate School at the oral defense. The Chair of the Oral Defense Committee may not be the student's Faculty Advisor and must be a tenured or tenure-track Syracuse University faculty member. The Chair will preside over the oral defense and ensure that the Committee follows all relevant College of Law rules and policies and all Graduate School [regulations](#). The Committee may include one member from outside of Syracuse University who has expertise in the subject matter of the dissertation, and who is not a personal acquaintance of the student.

## **GRADUATE SCHOOL REQUIREMENTS**

S.J.D. students are assumed to know and expected to comply with the [Graduate Program Checklist](#) and all other Graduate School [requirements for graduation](#) (including relevant dates, forms, submission details, etc.).

## **ACADEMIC PROGRAM REQUIREMENTS & RULES**

The following requirements and rules are applicable to students enrolled in the S.J.D. Program and supersede the rules in the Academic Handbook for the J.D. and LL.M. Program. However, any issues not addressed in this Section are deemed to be supplemented by the J.D. and LL.M. Program Rules contained in the current Academic Handbook and by applicable Syracuse University rules.

### **REQUIREMENTS FOR THE S.J.D. DEGREE**

Students will be awarded the S.J.D. degree after successful completion of the following requirements:

- 1) Submission to the S.J.D. Program Director by the end of the first year of study of a detailed [Program of Study](#), approved by the student's Faculty Advisor, which represents the student's academic itinerary leading up to the public oral dissertation defense;

- 2) Successful completion of the first two academic semesters of study “in residence” at the College of Law, which must include: (i) the year-long, 6-credit S.J.D. Colloquium course; and (ii) a minimum of 6 credits of academic course work per semester at SU;
- 3) Presentation of the dissertation proposal draft in the S.J.D. Colloquium course, which includes a discussion of the progress of the student’s research, the challenges and opportunities of the project, and plans for future research;
- 4) Submission and approval of the final version of the dissertation proposal by the Dissertation Committee by the end of the second year of study;
- 5) Submission of the [Request for Exam](#) form to the Syracuse University Graduate School (304 Lyman Hall) at least three weeks prior to the public oral dissertation defense;
- 6) Successful public oral dissertation defense before the Oral Defense Committee;
- 7) Submission of the doctoral dissertation to the Dissertation Committee for final review, and, if approved, submission to the Dean of the College of Law and the Syracuse University Graduate School;
- 8) Completion and submission of all paperwork required of the [Syracuse University Graduate School](#) and the College of Law Registrar’s Office.

Requirements of the S.J.D. Program may be waived only in exceptional circumstances. Requests for waiver of any requirement must be submitted by petition to the S.J.D. Hearing Officer, who will make a decision on the petition, in consultation with the S.J.D. Program Director.

## **SUCCESSFUL COMPLETION OF CREDIT HOURS AND SEMESTERS**

“Successful Completion,” “Successfully Complete” or “Successfully Completing” means completing the course instructor’s requirements for the course and receiving a grade of “D-” or higher, or a grade of “P”, “C-”, “D” or “D-” or higher if the course is graded on a Pass/Fail basis.

### **PROGRAM YEAR 1 “IN RESIDENCE:”**

During the first year of the S.J.D. Program, students are required to enroll in a minimum of nine (9) course credits per semester. These nine (9) course credits must be comprised of (i) the 6-credit, yearlong S.J.D. Colloquium (3 credits per semester); and (ii) a minimum of 6 credits of academic courses in the College of Law or in another SU graduate program. Students may enroll in additional coursework or dissertation research credits each semester, with the approval of the Faculty Advisor. For each credit, 30 hours per work is expected.

#### Required S.J.D. Colloquium Course (6 credits)

The required S.J.D. Colloquium is a 6-credit, yearlong course that provides a classroom setting in which students hone their skills in the areas of research, writing, legal analysis, and oral presentation. The Colloquium provides students the opportunity to receive feedback and guidance from law faculty and faculty from other colleges at Syracuse University. Throughout the year, speakers will be invited to discuss legal topics related to the students’ dissertation topics as well as other topics, including research, writing, and oral presentation skills.

The purpose of the Colloquium is to support S.J.D. students in the development of their dissertation and oral defense. During the first semester, the Colloquium will focus on research and writing skills related to the development of a dissertation topic and the preparation of a dissertation proposal with an annotated bibliography or literature review of the leading books and articles in the field. During the first semester, students will be required to present their research plans, which should evidence knowledge of the major thinkers and publications in the field as well as other substantive issues related to the dissertation. In addition, students should evidence knowledge of relevant legal and policy arguments as well as use of proper citation form, and adherence to the rules of grammar and principles of style.



During the second semester, the focus of the Colloquium will be on presentation of the dissertation topic and research. Each student will be required to present a comprehensive treatment of the subject of the student's research, which will be distributed prior to the student's presentation. Selected faculty will be invited to respond to the student's oral presentation. The student presentations will be open to the College of Law community.

### Submission of a Program of Study

Each S.J.D. student will submit a [Program of Study](#) by the end of the first year of the Program. This Program of Study will be prepared in consultation with the Faculty Advisor, who must approve the final version. The Program of Study represents the student's academic plan leading up to the oral defense and should include a separate narrative that identifies the student's specific research activities, including the courses, readings, and other academic work, as well as arrangements for the student's field placement or semesters of comparative legal study abroad, as applicable.

The scope, structure and content of the Program of Study should provide evidence of the viability of the dissertation topic as well as the student's ability to complete the dissertation. The format of the Program of Study may include a detailed outline or prospectus, a dissertation chapter, or article for publication, depending on what is most appropriate for the specific project.

The Faculty Advisor will review and approve an outline or draft of the Program of Study. The final version of the Program of Study must be submitted for approval to the Faculty Advisor no later than the first day of the student's third semester.

Upon review of the Program of Study, the S.J.D. Committee will decide whether the student will be formally admitted to pursue the S.J.D. dissertation, denied permission to proceed, or permitted up to one semester to revise the Plan of Study for reevaluation. Once the Program of Study is approved, the student will send a copy of the Program of Study to the S.J.D. Program Director, the College of Law Registrar, and the Graduate School.

### **PROGRAM YEARS 2-5 "IN RESEARCH:"**

S.J.D. students are expected to submit and defend a dissertation no less than three (3) years, and no more than five (5) years, after enrollment in the S.J.D. Program. Following the first year (two semesters) "in residence" at the College of Law, students will have the opportunity to spend the remaining semesters (i) in Syracuse; (ii) engaged in ongoing research at another location; (iii) in a field research placement (full-time or part-time); or (iv) in legal study abroad. Each of these options is described below. Students are required to be registered as full-time students each semester until the conferral of their degree.

#### Semesters in Syracuse

After their first year "in residence," S.J.D. students may remain at the College of Law to continue their research. During these semesters, they may enroll in dissertation research credits and additional courses at the College of Law or in other SU schools and colleges.

#### Semesters in Research

S.J.D. students are permitted engage "in research" away from the College of Law. Semesters "in research" means the students are engaged in investigating and studying materials relevant to their dissertation.

Students will enroll in dissertation research credits by designating the number of credits and time spent pursuing activities related to the development of their dissertation. Students are expected to

accumulate 15 hours of “instruction” time per credit per semester in a manner consistent with other Ph.D. programs at Syracuse University. Such hours of instruction may include independent research and writing as well as direct consultation and discussion with the Faculty Advisor, the S.J.D. Program Director, and other Syracuse University faculty.

S.J.D. students are expected to accumulate 30 hours of “supplementary assignments” per credit per semester. Such “supplementary assignments” include work outside of class, including review and analysis of research material, writing and editing drafts, preparing for oral presentation and other self-study/indirect methods of research, writing and presentations that contribute to the final draft of the dissertation.

S.J.D. students and Faculty Advisors are expected to meet on a periodic and regular basis throughout each semester to discuss and monitor the student’s progress on dissertation-related activities and time spent on various contact and supplemental activities. This periodic and regular consultation can be performed in-person or remotely. Documentation of this time will be communicated to the S.J.D. Program Director by the Faculty Advisor in reports to the S.J.D. Committee.

### Semesters in Field Research

S.J.D. students have the option to complete one or more semesters in a field research placement, subject to prior approval of the Faculty Advisor. A field research placement may be a full-time or part-time experience. During the semester(s) in field research, the student will be supervised by a field research placement supervisor as well as the Faculty Advisor. The student is responsible for all arrangements related to the field research, including finding the field placement and selecting the field placement supervisor, who must be approved by the Faculty Advisor. The field research placement(s) can take place at any time after the first two semesters “in residence” and before the dissertation defense unless, for good reason, the Faculty Advisor approves an alternative arrangement.

The S.J.D. student must submit a Plan for Field Research describing the goals, purpose, and anticipated outcomes from the field research placement, which will be subject to approval by the Faculty Advisor.

S.J.D. students are expected to accumulate 15 hours of “instruction” time per credit per semester through physical time spent at the field research site, engaging in research of subject matter related to the field research site (i.e. qualitative interviews, observations, etc.), direct consultation and discussions with their field placement host, the Faculty Advisor and other faculty, as well as other methods related to their field research.

S.J.D. students are expected to accumulate 30 hours of “supplementary assignments” per credit per semester through analysis of subject matter related to the field, writing and editing, and other self-study/indirect methods related to the field research placement.

The Plan for Field Research shall articulate the number of hours of each category that is expected of the S.J.D. student during the placement period. The student will be expected to keep track of time spent on Field Research activities, which the Placement Supervisor and Faculty Advisor will monitor through periodic and regular consultation.

### Semesters of Legal Study Abroad

S.J.D. students also have the option to complete one or more semesters engaged in legal study abroad, subject to prior approval by the Faculty Advisor. During the semester(s) of legal study, the student may engage in coursework at an approved institution abroad, including [Syracuse University Centers Abroad](#). At all times during the semester(s) of legal study, the student will be supervised by local law faculty as well as the Faculty Advisor. The legal study semester(s) can take place at any time after the first two



semesters “in residence” and before the dissertation defense unless, for good reason, the Faculty Advisor approves an alternative arrangement. The student is responsible for all arrangements related to the semester away of legal study, including selecting the institution, being admitted enrolling or audit coursework, and selecting the onsite faculty supervisor, who must be approved by the Faculty Advisor.

In addition to approving the onsite faculty supervisor, the Faculty Advisor must approve the student’s proposed course of study away. The approval is based on a review that complies with methods used by Syracuse University’s study abroad office, Syracuse Abroad, and the College of Law, when determining whether foreign credits are transferrable to a student’s degree program. This review will include, but is not limited to, a review of the academic calendar of the host institution, the course schedule, and the relevant course syllabi.

## **DISSERTATION**

The S.J.D. student is required to produce a dissertation of significant scholarly work that makes a substantial contribution to legal scholarship by raising important questions that evidence the student’s scholarly, research, writing and analytical abilities. For example, the dissertation requirement may be satisfied in the form of an original monograph or book length manuscript of approximately 200-300 pages or 50,000 to 80,000 words in length. In researching and writing the dissertation, the student will work under the supervision of the Faculty Advisor. The dissertation represents the culmination of the student’s research in the S.J.D. Program.

S.J.D. students should become familiar with the Graduate School’s [guidelines on preparing a dissertation](#) (including format requirements, style guidelines, submittal information, etc.) as early as possible in order to ensure that the dissertation is compliant and ready for submission.

The S.J.D. student is required to submit the dissertation for acceptance to the Dissertation Committee and to defend the dissertation in a public oral defense in no less than six (6) academic semesters and no more than ten (10) academic semesters after admission to the S.J.D. Program. Semesters under an approved Leave of Absence will not be counted toward the minimum or maximum limits identified herein.

## **ORAL DEFENSE**

The public oral defense of a dissertation is intended to be an examination of a completed body of work and should be scheduled only when the dissertation is completed. All dissertation defenses will be open to the public. The date, time, and location of the public defense will be posted at least 48 hours in advance.

The Syracuse University community, including all members of the College of Law community, will be invited to attend the oral defense. During the oral defense, the student will present the dissertation for no more than 15 minutes. Each member of the Oral Defense Committee will have up to 30 minutes to ask questions and critique the dissertation. The student will then have the opportunity to respond for up to 30 minutes. Following the oral presentation and the Committee Members’ questioning, the Oral Defense Committee will deliberate in private and will announce its decision to the student and the public. The Oral Defense Committee will “approve,” “disapprove,” or “approve with recommendations” the dissertation. A dissertation that is “approved with recommendations” will be deemed “approved” only after the members of the Committee are satisfied that the recommendations have been implemented in the final version of the dissertation. All S.J.D. dissertations must be approved by a majority vote of the Committee.

At least three weeks before the defense, the student must submit the [Request for Exam](#) form with the Syracuse University Graduate School. At least two weeks before the defense, the student must provide all six members of the Oral Defense Committee (Faculty Advisor, two committee persons, two readers, and Chair of the Oral Defense Committee) with a final copy of the dissertation.

## **S.J.D. ASSESSMENT**

In courses in which both S.J.D. as well as J.D. and LL.M. students are enrolled, the course instructors may create a form of assessment for the S.J.D. students separate and distinct from that used for J.D. and LL.M. students. S.J.D. assessment is to be conducted in accordance with the goals of that course. Such assessment may include, but is not limited to, research papers, class participation, oral assessment, and practicums.

S.J.D. students are to be assigned grades separately from J.D. and LL.M. students. S.J.D. grades have no effect on J.D. curves or other J.D. grading requirements.

S.J.D. students are not subject to any mandatory grading curve. In general, S.J.D. students who satisfactorily complete the instructor's course requirements may expect to be awarded a grade of "B" or higher.

### Pre-Matriculation Credit

Except for transfer students from another S.J.D. Program in the United States offered by a law school accredited by the American Bar Association, no credit toward the S.J.D. degree will be given for offerings taken prior to full matriculation in the College of Law S.J.D. Program. Course credit earned by transfer students may be accepted for credit by the College of Law at the time of admission into the S.J.D. Program, and may be accepted only for offerings graded "C" or higher (or the equivalent), and if accepted, will be recorded by the College of Law on a Pass basis.

### Good Standing

S.J.D. students must maintain a cumulative grade-point average of at least 2.200 to be considered in good standing at the College of Law. The S.J.D. Hearing Officer, in consultation with the S.J.D. Program Director, will determine whether S.J.D. students who fall below a grade-point average of 2.200 at the completion of any semester will be administratively dismissed from the program, or will be allowed to continue with a restricted number of credits and/or courses in future semesters.

## **FULL-TIME STUDENT STATUS**

Any student admitted to the S.J.D. Program shall be deemed a full-time student and shall be required to satisfy the course load requirements of full-time students.

### Full-time Student Course Loads

Full-time students are required to enroll in at least nine (9) credit hours per semester, unless they qualify for reduced load status. The nine (9) credits may be coursework or dissertation research.

### Reduced Course Loads.

S.J.D. students, upon a showing of compelling circumstances, may petition the S.J.D. Hearing Officer to take a reduced course load of no less than six (6) credits per semester. Prospective or admitted students interested in a reduced course load should contact the S.J.D. Director to discuss their circumstances and to review the reduced course load guidelines listed below. Dropping below full-time status may impact a student's visa eligibility and ability to qualify for Syracuse University's Student Health Insurance Program.

Students who take a reduced course load may need to spend a longer time in the Program in order to complete their graduation requirements. Petitions for taking a reduced course load should be requested on the [Student Service Request Form](#) available on the College of Law website.

### Petition for Reduced Course Load

S.J.D. students may petition the S.J.D. Hearing Officer to take a reduced full-time schedule upon a showing of compelling circumstances which include, but are not limited to, the following:

- Family emergency or change in circumstances;
- Accommodation for a disability or temporary and long-term health problem;
- English language difficulties

### Filing of Approved Reduced Course Load Petitions

After approval by the S.J.D. Hearing Officer, the petition will be given to the Office of the Registrar who shall file the approved petition in the student's permanent record and register the student accordingly.

### Reduced Court Load in Final Semester of Program

In the final semester of the Program, S.J.D. students must take a minimum of three (3) credit hours of courses. Approval to register for fewer than nine (9) credit hours in the final semester requires a petition and approval by S.J.D. Hearing Officer, in consultation with the S.J.D. Program Director.

## **PROGRAM DURATION**

Students must successfully complete the S.J.D. degree requirements in no more than ten (10) academic year (fall and spring) semesters and no less than a minimum of six (6) academic year (fall and spring) semesters. Each semester, students must be enrolled full-time, taking a minimum of 9 credits per semester, and are therefore expected to obtain a minimum of 54 credits over the course of the Program. Semesters taken under a Leave of Absence will not be counted toward the minimum or maximum limits identified here in these Rules.

## **MINIMUM AND MAXIMUM COURSE LOADS**

### Academic Year Minimum Course Load

Full-time students must register for and complete a minimum of nine (9) credit hours of courses during each fall and spring semester in residence. Approval to register for fewer than nine (9) credit hours requires a petition and approval by the S.J.D. Hearing Officer.

### Academic Semester Maximum Course Load

Full-time students may register for a maximum of sixteen (16) credit hours of courses during any fall or spring semester. Qualifying petitions for over sixteen (16) credits will be reviewed by the S.J.D. Hearing Officer.

### Summer Sessions

Students may register for a maximum of nine (9) credit hours of courses during any summer session. There is no minimum course load requirement for summer sessions.

## **ACADEMIC OFFERINGS FOR CREDIT**

### Law Offerings

Students in the S.J.D. Program may take the following courses for credit towards the S.J.D. Degree:

- All courses designated as required courses for the S.J.D. Program must be satisfactorily completed prior to graduation;
- All law courses, including seminars and experiential courses, that are not restricted to J.D. or LL.M. students, may be taken by S.J.D. students as electives, including J.D. courses that are part of the Required Lower-Division Courses. Electives may be taken in any order, except as otherwise provided by specific course prerequisites. Instructors in individual courses may require prerequisites listed in the course schedule. S.J.D. students may request a waiver of prerequisites and must obtain the permission of the instructor.

Clinics and Externships are not open to S.J.D. students.

Special Activities Credit is not open to S.J.D. students.

#### Non-Law Courses for Academic Credit

Students may enroll in up to twelve (12) credit hours of graduate-level non-law offerings in other schools and colleges of the University or other ABA-accredited law schools. Enrollment in non-law offering is subject to availability and requires permission of the course instructor. The student must demonstrate to the Faculty Advisor's satisfaction that such non-law offerings will contribute to the student's dissertation research and production.

### **CONDUCT OF CLASSES**

#### Class Attendance

Regular and punctual class attendance is required to earn academic credit and to satisfy residency requirements.

#### Recording of Classes

The consent of the instructor is required before a student may make a recording of a class session or any part thereof. The instructor shall announce his or her policy regarding recording, if any, on the first day of classes.

### **LEAVES OF ABSENCE**

#### Approval for Leaves

The S.J.D. Hearing Officer may approve any student petition to take a leave of absence for a specified period of time not to exceed one year. Such leave allows the student to withdraw from the College of Law and continue studies later without going through the usual admissions process. Appeals of the decision may be made to the Academic Standards Committee.

#### Credit Retention When Returning from Leave of Absence

S.J.D. students who are granted a leave of absence and who return from their leave within the agreed upon time shall retain credit for the work successfully completed prior to taking the leave of absence.

#### Readmission

S.J.D. students who take unauthorized leaves of absence, and those who do not return to the College of Law when their approved leave expires, shall be considered for readmission only through the normal admission process upon submitting all application materials required of first-time S.J.D. applicants. Students seeking readmission may petition the Administrative Hearing Officer to allow credit for prior courses or prerequisites completed at the College of Law upon a showing of good cause.

## **DROPPING OR ADDING COURSES**

### Dropping Required Courses

An S.J.D. student may drop a required S.J.D. course or not register for the continuation of a full-year course only with the advance approval of the S.J.D. Hearing Officer, in consultation with the S.J.D. Program Director. Approval will be granted only to students who demonstrate compelling reasons for dropping a required course and a plan for completing all requirements prior to graduation.

### Dropping Electives

Any limited enrollment course designated in the registration instructions as a NO DROP course may not be dropped at any time after the close of the Registration period, except with the permission of the instructor and the S.J.D. Hearing Officer.

### All other courses

All other courses may only be dropped in accordance with the first day of classes.

### Financial Deadline to Drop Courses

Students who drop, or are dropped from, a course will only receive a refund of registration fees (if applicable) if the course is dropped prior to the financial deadline for dropping a course, as published in the Academic Calendar.

### Faculty Drop

At any time during the semester, if a student's absences exceed those permitted by a faculty member's attendance policy previously announced in the course syllabus, the faculty member may, with the approval of the Vice Dean and two weeks' advance notice to the student, direct that the student be dropped or withdrawn from the course.

### Adding Courses

Students may add courses during the Add/Drop period specified in the Academic Calendar, or with the written consent of both the instructor and the S.J.D. Hearing Officer.

## **AUDITING COURSES**

No limited enrollment course may be taken as an audit. All other courses may be audited, or changed to an audit, with the advance approval of the Administrative Hearing Officer and the consent of the faculty member at any time prior to the thirty-fifth class day of the Fall or Spring semester or the seventeenth class day of the Summer session. Non-law courses may be audited with the approval of the faculty member and the Administrative Hearing Officer.

## **GRADES**

### Minimum Grade-Point Average

S.J.D. students must obtain a cumulative grade-point average of 2.200 or above on a 4.00 scale. The grade-point average will be computed at the end of each academic year, or every two semesters, over the student's course of study.

### Letter Grades

S.J.D. students will be graded in courses offered for J.D. and LL.M. students using the same grading system as is utilized for J.D. students. Courses graded with letter grades, between “A” to “F” shall be graded by assignment of one of the following grades with indicated grade points:

<b>Grade</b>	<b>Grade Points</b>
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D	1.000
D-	0.667
F	0.000

Courses graded on a High Honors (HH), Honors (H), Pass (P), Fail (F) basis for J.D. and LL.M. students will be graded in the same manner for S.J.D. students. S.J.D. students will be assessed separately.

### Pass/Fail Grades

Courses offered on a pass/fail basis only or for a grade or on a pass/fail basis are approved by the College of Law faculty and are so designated in each semester's registration instructions.

### Pass/Fail Option

The Pass/Fail option is not available for (1) courses graded on the Alternative Grading System; and (2) courses that are not permitted to be graded Pass/Fail according to the Academic Handbook for J.D. and LL.M. students.

### Pass/Fail Defined

College of Law offerings taken on a Pass/Fail basis, a grade of “Pass” shall be given only when a student's performance would have merited a “C+” or higher grade had the offering not been subject to Pass/Fail grading. Students who earn a grade of “C”, “C-”, “D”, “D-”, or “F” in College of Law offerings shall receive that grade irrespective of an election to take the course on a Pass/Fail basis. As a result, a Pass/Fail election is effectively an election to receive a “Pass”, “C”, “C-”, “D”, “D-”, or “Fail”, as appropriate.

### Incomplete Grades

Upon the approval of the instructor and the Administrative Hearing Officer, a student may be given a



grade of "incomplete" when the required work for any offering has not been completed by the end of the semester due to serious illness or other extenuating or compelling circumstances. Incomplete course work must be completed and the grade "incomplete" replaced by a final grade at the earliest possible reasonable time before the end of the next regular academic year semester, as determined by the Administrative Hearing Officer in consultation with the course instructor, or such "incomplete" shall be converted to an "F". Exceptions may be granted in appropriate cases upon petition to the Academic Standards Committee. No student shall receive credit towards graduation for a grade of "incomplete."

### Grade Changes

After grades in a course offering are officially posted by the Office of the Registrar, the instructor may not change any individual's grade without the approval of the Academic Standards Committee. Such approval shall be granted only upon the instructor's petition and a showing of a mathematical or similar type error in the determination of the posted grade. Students may petition for a grade change to the Administrative Hearing Officer after meeting with the professor to review the exam. The Administrative Hearing Officer will deny the petition outright unless the officer believes that the student has established a prima facie case of abuse of process. If the Administrative Hearing Officer believes that the student's petition has established a prima facie case of abuse of process, the petition will be forwarded to the Vice Dean for final decision. A student may not appeal a denial by the Administrative Hearing Officer or the Vice Dean. Any petition filed under this section must be filed within 30 days of the date the final grades are posted.

### Calculation of Grade Point Average

A student's College of Law grade-point average shall be calculated on the basis of the grades received by the student in courses taken at the College of Law for a letter grade.

## **ASSESSMENT**

For all courses in which S.J.D. students enroll at the College of Law, the Instructor may elect to assess S.J.D. students using any appropriate pedagogical tools, including, but not limited to, examination, legal research papers, journals, reflection papers, or preparation of course notebooks, papers or essays addressing materials studied in the course. Credit is permitted for class participation, oral projects and group work. The method of assessment will be outlined in the course syllabus.

S.J.D. students are not required to be assessed by written examination, except by election of the course instructor. If the Course Instructor elects to assess S.J.D. students by examination, the decision as to which type of examination will be given is made by the instructor. Types of examinations are described below.

Before an instructor may give an examination, which permits students to consult with others in connection with the preparation of their answers, written notice describing the proposed examination must be provided to the Vice Dean at least six weeks before the start of the examination period. Such examination may then be given in the form proposed unless it is determined to violate applicable accreditation rules or is disapproved by vote of the Faculty.

At any time prior to the last week of class, the S.J.D. student and the instructor can agree to an alternative method of assessment that fulfills the objectives of the course and is in keeping with the standards of the College of Law.

S.J.D. students shall have the right to review their graded examination, by arrangement with the instructor or the instructor's assistant, between the time grades are posted until the time examination papers must be deposited with the Registrar. Instructors at their discretion may widen the period of review. In cases in which the instructor deems appropriate, the instructor may require that the

student not remove the graded examination or examination questions from the instructor's office or the office of the instructor's assistant.

## **TYPES OF EXAMINATIONS**

### Standard Examination

A standard examination is one which is conducted in the law school at a time and place regularly scheduled by the Office of the Registrar. All students enrolled in the offering take the examination at the same time and place, unless the examination is postponed or a variation granted in accordance with these rules.

### Take-Home Examination

A take-home examination may be written at any location not prohibited by the instructor. The student picks up the examination and returns it at specific times fixed by the instructor and approved by the administration. The exam is given during the regular examination period.

### Floating Examination

A floating examination is approved in advance by the Office of the Registrar. If approved, the exam may be picked up at any time within the reading or examination period, and returned within the time allowed by the instructor after pickup.

### Duration of Examinations

Take-home and floating examinations may not require a period of more than 24 hours to complete. In no event shall the time period allotted for completion be such as to require the student to return the examination at an hour when the College of Law's administrative offices are not regularly open.

### Proctoring and Grading

Examinations may be given pursuant to such proctored or honor system as the instructor may determine.

### Postponed Examinations

In general, all students are required to take their examinations as scheduled. However, a student may be permitted to postpone an examination with approval from the Administrative Hearing Officer. Such approval will be granted only on the basis of extremely compelling justification.

### Illness

Extremely compelling justification may include a serious illness that prevents the student from taking the examination at the scheduled time. In considering a request for a postponed examination, the Administrative Hearing Officer may require a written certification of the illness by a medical doctor. Students who become seriously ill during the examination period, and are for that reason unable to complete the scheduled examination, must make all reasonable efforts to inform the Administrative Hearing Officer promptly.

### Completing Postponed Examinations

In the event a student is permitted by the Administrative Hearing Officer to postpone an examination, the postponed examination must be completed (1) within the exam period; or (2) no later than a week before the final grading deadline for the semester in which the course was taken; or (3) if (1) or (2) are

not possible, then by the end of the following semester with the permission of the instructor and the Administrative Hearing Officer.

#### Unauthorized Postponement

Absent extremely compelling circumstances, any student who fails to appear for a scheduled final examination and has not received permission from the Administrative Hearing Officer to postpone the examination shall receive a grade of "F" on the exam. Students who arrive late for a scheduled examination shall complete the examination in the scheduled time remaining for the exam. Students claiming extremely compelling circumstances must file a petition with the Vice Dean for relief from this rule. The Vice Dean's decision will be final.

#### Variations in Examination Schedules

Students may obtain variations in the examination schedule with the approval of the Administrative Hearing Officer when the student has two examinations scheduled on a single calendar day. The student must complete the postponed examination on the date assigned by the Administrative Hearing Officer according to the published examination schedule. If possible, the subsequent date shall be within the scheduled examination period.

#### Retention of Examination Papers and Review

All examination papers shall be retained by the instructor or, upon suitable arrangement, by the instructor's secretary, until the beginning of the eighth week of classes in the succeeding regular semester, at which time they must be deposited with the Office of the Registrar. Once deposited, examination papers shall be retained by the Office of the Registrar for two years.

#### Right of Review

Students shall have the right to review their graded examination, by arrangement with the instructor or the instructor's secretary, as the case may be, between the time grades are posted until the time examination papers must be deposited with the Office of the Registrar. Instructors at their discretion may widen the period of review. In cases in which the instructor deems it appropriate, the instructor may require that the student not remove the graded examination or examination questions from the instructor's office or the office of the instructor's secretary.

### **DISMISSAL FOR ACADEMIC DEFICIENCY**

#### General

Students who fail to meet or consult periodically with their Faculty Advisors, or who fail to submit required reports, pay associated fees each semester, or otherwise violate residency or other academic requirements or the professional standards of the College of Law may be dismissed from the S.J.D. Program. Except as otherwise approved upon petition to the Vice Dean, any student whose cumulative grade-point average is below 2.200 at the end of each academic year, or every two semesters, must be academically dismissed.

#### Interpretation and Disputes

Disputes or questions concerning the interpretation of these rules shall be submitted in writing to the Office of Student Affairs for initial consideration and decision by the administration of the College of Law.

#### Appeals from Administrative Decisions

Except where these rules specifically prohibit appeals, a student dissatisfied with an administrative decision may file a written appeal to the Academic Standards Committee. The Committee shall consider each such petition individually. The goal of the Committee is to fairly apply the rules to particular cases. When two-thirds of the members of the Academic Standards Committee voting on any petition are in agreement as to the disposition of an appeal, it shall be considered finally disposed of and no further action will be allowed. In the event that the Academic Standards Committee cannot reach a two-thirds decision on a petition, the petition shall be referred for action to the Faculty as a whole for final determination. All appeals shall be decided on the basis of the written petition submitted by the student and any written submissions by the administration.

#### Unavailability of Designated Administrative Officers or Departments

If the designated administrative officer or department charged with making a decision or recommendation under these rules is not available for any reason, the Dean of the College of Law shall appoint an administrative substitute to make the decision. If the name of a position or department is changed, the Dean shall designate that the decision shall be made by the person in the new position or by the newly named department.

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