UNIVERSITY OF MINNESOTA LAW SCHOOL
ACADEMIC RULES

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PART I. INTRODUCTION

Rule 1. General Application

These Rules apply to all members of the Law School community. The Dean's office will distribute copies of these Rules to all students and members of the faculty and will make them available at the information desk, in the library, and on the Law School's website.

1.1 Regular attendance and adequate preparation are required in both standard classes and distance-learning exercises. Valid excuses for lack of attendance or preparation should be communicated to the instructor in advance of class, or as soon as possible if the absence is due to illness or emergency.

(a) Students must attend the first class meeting of every course in which they are registered, unless approval is granted by the instructor before the first meeting. Instructors may request withdrawal of students who do not attend the first class meeting without prior approval.

(b) Faculty may consider attendance and participation as a factor when determining final grades so long as students receive written notice at the start of a semester. See also Rule 11.1.

(c) If a student's attendance is deficient, and attendance does not improve after written notice from the instructor or Dean, an instructor may request that a student be involuntarily withdrawn from a course. If an involuntary withdrawal is processed after posted deadlines, the student's transcript may reflect a "W" mark for the withdrawn course. (See Rule 10.23, herein).

1.2 A full-time student shall not engage in paid employment for more than 20 hours per week, whether outside or inside the Law School. Instructors shall not employ students presently taking that instructor's first year course.

1.3 The term "Dean" in these Rules shall be construed to mean the "Dean of the Law School or the Dean's Delegate."

PART II. J.D. DEGREE

Rule 2. Requirements for the Juris Doctor (J.D.) Degree.

In order to receive the J.D. degree, a student must:

(a) be admitted to the Law School as a candidate for the J.D. degree;

(b) satisfactorily complete 88 semester credits of Law School work (see Rule 3);

(c) satisfactorily complete 6 semesters of residence as a law student (see Rule 4);

(d) satisfactorily complete certain required courses and exercises (see Rule 5); and

(e) comply with all other requirements of these Rules, other rules of the Law School and of the University.

Rule 3. Required Credit Hours

3.1 Required number of credit hours.

(a) A student must satisfactorily complete 88 semester credits of law school work, as defined in Rule 3.3.

(b) No fewer than 64 credit hours (63 for students who matriculated in or before 2012) must be earned through credited exercises requiring attendance in regularly scheduled class sessions at the Law School, at an ABA-accredited law school from which transfer credit is granted under Rule 8.1, or in foreign study in law courses or seminars if approved by the Dean or Director of International Programs pursuant to Rules 8.6, 8.7. 8.71, or 8.72. The Dean shall publish a list of courses with a Law School number at or above the 6000 level that do not satisfy this requirement; students are responsible for consulting the list to ensure that they enroll in the required minimum number of classroom credits.

3.2 Definition of "satisfactorily complete." A student satisfactorily completes a course offered in the Law School if:

(a) the student receives a grade of C- (1.667) or above on the Law School grading scale in a required course or a grade of D (1.000) or above on the Law School grading scale in any course other than a required course; or

(b) the student receives a grade of P (Pass), H (Honors), or LP (Low Pass) in a Law School course graded on the H/P/LP/F (Honors/Pass/Low Pass/Fail) or S (Satisfactory) in an S/N (Satisfactory/No Credit) system; or

3.21 A student satisfactorily completes a course offered outside the Law School if:

(a) the student receives a grade of C- (1.667) or above, or a P (Pass), (H) Honors, or (S) Satisfactory, in an authorized course in another division of the University. (See Rules 3.32(3) and 8.3); or

(b) the student receives a grade of "C" (2.000) or above, or the equivalent, from another law school or university pursuant to a program of off-campus study pre-approved by the Dean or Director of International Programs.

3.22 Re-taking Law School courses. Students may retake courses only when required to do so under Rule 5.5.

3.3 Law School work. "Law School work" includes those courses, seminars, or other exercises for which a student earns credit towards the J.D. degree. Credit for law school work is only granted for courses taken while a student is a candidate for the J.D. degree, or in a partner program for a combined degree. Not all law school work factors into a student's cumulative Law School grade point average (GPA) (See Rule 12). Law School work includes all of the following:

(a) A course, seminar, or other credited exercise offered by the law school at or above the 6000 level;

(b) A course, seminar, or other credited exercise that is cross-listed in Law at or above the 6000 level, regardless of the department under which the student registers. Law students must enroll under the Law School course number unless (a) all seats under the Law number are filled but seats are available under the non-Law number (although the Registrar may require the student to register under the Law number if space becomes available); or (b) the student is recognized as pursuing a combined degree and plans to count the course for credit toward the partner degree. Law students enrolled in cross-listed courses through the partner graduate or professional registration number will have grades and credits applied in the same fashion as students enrolled through the law school;

(c) For students who matriculated in or before 2012:

(1) Up to six semester credits, offered in an academic unit other than the Law School at the graduate level (5000 to 8000) or offered by another college of the University in foreign language instruction at any level;

(2) Credits earned in a graduate-level course (5000 to 8000) taken at the University of Minnesota, in addition to credits under Rule 3.3(c), which have been approved by a Concentration faculty chair to count towards a Concentration, and which are documented as being "substantially law-related."

For students who matriculated in or after 2013:

Up to six credits, offered in an academic unit other than the Law School or at the graduate level (5000 and above) in a course that is substantially law-related. The Dean may approve courses as substantially law-related for a particular student based on a student's petition explaining how the course fits into an overall plan of study. In addition, for all students, courses approved for credit toward a concentration satisfy the substantially law-related requirement. Students seeking to count credits towards graduation under this Section are responsible for documenting to the Registrar that a course has been approved as substantially law-related. Students should seek to verify such approval before taking a course, as denial of a retroactive petition may delay a student's eligibility to graduate.

(d) For recognized combined degree students, up to six credits (in addition to the credits in Rule 3.3(c)), offered in an academic unit other than the Law School or at the graduate level (5000 and above) as part of the program leading to the partner degree.

(e) A course, seminar, or other credited exercise offered by another law school or university pursuant to a program of off-campus study pre-approved by the Dean or Director of International Programs. A student must earn a minimum grade of "C" (2.000) or equivalent in the course, seminar, or credited exercise in order to earn transfer credit.

(For transfer, combined-degree program, Summer session and other credit, see Rule 8.)

3.4 Degree awarded upon completion of requirements. A student's graduation date is determined by the last date of the semester in which the student is certified as having successfully completed all requirements for the J. D. degree. A student who has completed all degree requirements may not continue for additional semesters as a degree-seeking student. Any law courses completed or

grades earned after the student's last semester will not appear on the student's official Law transcript or impact the student's final grade point average calculation.

Rule 4. Residence Credit

4.1 Required residence credit. Each student must have six semesters of residence credit.

4.2 Definition of "residence credit." A student receives one semester of residence credit for each semester in which the student is registered for and satisfactorily completes a program of at least 12 credits of law school work. A student who satisfactorily completes at least 6 semester credits in an 8-week Summer session will receive one-half semester of residence credit. No residence credit will be given for shorter Summer sessions or lighter loads. (The definition of "satisfactorily completes" is given above in Rule 3.2.)

4.3 Exceptions.

4.31 Residence credit will also be given for one semester in which a student is registered for 12 or more credits, but unsatisfactory grades or a late withdrawal from a class cause the number of hours satisfactorily completed to fall below 12.

4.32 Upon a showing of good cause, the Dean may grant residence credit for a semester in which the student satisfactorily completes fewer than 12 credit hours of Law School work.

(For residence credit rules for transfer or combined-degree program students, see Rule 8.)

Rule 5. Required Courses and Exercises

5.1 First year courses. Students must complete the first year courses required for their class at the time of their matriculation at the Law School, even if a particular student's year of graduation changes due to an authorized leave, combined degree program, or other special circumstances as approved by the Dean.

(a) Every student beginning Law School prior to 2007 must take and satisfactorily complete the following first year courses:

Civil Procedure I	3 Credits
Civil Procedure II	3 Credits
Constitutional Law I	3 Credits
Constitutional Law II	3 Credits
Contracts	4 Credits
Criminal Law	3 Credits
Legal Research and Writing	3 Credits
Property	4 Credits
Torts	4 Credits

(b) Every student beginning Law School in 2007 must take and satisfactorily complete the following first year courses:

Civil Procedure I	3 Credits
Civil Procedure II	3 Credits
Constitutional Law I	3 Credits
Constitutional Law II	3 Credits
Contracts	4 Credits
Criminal Law	3 Credits
Legal Research and Writing/ Statutory Interpretation	4 Credits
Property	4 Credits
Torts	4 Credits

(c) Every student beginning Law School in 2008 must take and satisfactorily complete the following first year courses:

Civil Procedure I	3 Credits
Civil Procedure II	3 Credits
Constitutional Law I	3 Credits
Contracts	4 Credits
Criminal Law	3 Credits
Legal Research and Writing/ Statutory Interpretation	4 Credits
Property	4 Credits
Torts	4 Credits
1L Elective (as approved by faculty)	3 Credits

(d) Every student beginning Law School in 2009 and thereafter must take and satisfactorily complete the following first year courses:

Civil Procedure I	4 Credits
Constitutional Law I	3 Credits
Contracts	4 Credits
Criminal Law	3 Credits
Legal Research and Writing/ Statutory Interpretation	4 Credits
Practice and Professionalism	3 Credits
Property	4 Credits
Torts	4 Credits
1L Elective (as approved by faculty)	3 Credits

5.2 Upper division courses. Students must satisfactorily complete the following courses prior to graduation, unless they have satisfactorily completed a comparable course as approved by the Dean:

(a) Professional Responsibility (3 credits), or a curricular equivalent approved by the faculty; and

(b) Constitutional Law II (3 credits), during either the second or third year.

5.3 Second year writing requirement. Every student must satisfy a second year writing requirement:

(a) by successfully completing Maynard Pirsig Moot Court, ABA Moot Court Competition, Civil Rights Moot Court, Environmental Law Moot Court, Intellectual Property Moot Court, International Moot Court, or National Moot Court; or

(b) by serving as a member of the staff of the Minnesota Law Review, the Journal of Law and Inequality, the ABA Journal of Labor & Employment Law, the Minnesota Journal of International Law, or the Minnesota Journal of Law, Science, & Technology. To qualify for second year legal writing credit, the staff member must write a journal article or note that must be reviewed and approved in writing by a Law School instructor.

5.31 If the student fails to satisfactorily complete one of these exercises in the second year, the student must satisfy the requirement in another manner in the following year.

5.4 Third year writing requirement. Every student must satisfy a third year writing requirement, which requires completion of a major writing project in the student's third (or subsequent) year of law study through any of the following credited exercises:

(a) by receiving a grade of C- or above (or a grade of P) in a seminar, course, independent research paper, or other credited exercise which is certified by the supervising professor as satisfying the writing requirement through a written product of no fewer than twenty (20) pages, that is based on the student's original research, employs standard legal citation, and is of at least near-publishable quality;

(b) by satisfactorily completing a major professional paper through another department as part of a combined-degree program, so long as the paper is substantially law-related;

(c) by serving as an editor or associate editor of the Minnesota Law Review, the Journal of Law and Inequality, the ABA Journal of Labor & Employment Law, the Minnesota Journal of International Law, or the Minnesota Journal of Law, Science, & Technology; or

(d) by serving as a member of the staff of the Minnesota Law Review, the Journal of Law and Inequality, the ABA Journal of Labor & Employment Law, the Minnesota Journal of International Law, or the Minnesota Journal of Law, Science, & Technology. To qualify for third year legal writing credit, the staff member must write a journal article or note that must be reviewed and approved in writing by a Law School instructor.

(e) by serving as a student moot court director of or a participant in a competition team for the Maynard Pirsig Moot Court, ABA Moot Court Competition Team, Civil Rights Moot Court, Environmental Law Moot Court, Intellectual Property Moot Court, International Moot Court, or National Moot Court.

5.41 Limit on participation in more than one second year legal writing exercise. Students may participate in either a journal or a moot court in their second, or equivalent year, but not both. Students may not participate in more than one moot court exercise while in law school. A student who has completed a moot court exercise in the second year may petition for a third year slot as a staff member on a journal. A student who participated on a journal in the second year may participate in a moot court exercise in the third year only with the permission of the Director of Applied Legal Instruction.

5.5 Consequences of failure to satisfactorily complete required courses.

5.51. Students who receive a D or F in a required course must retake the course at the earliest feasible opportunity. Courses must be retaken from a different professor if feasible. Students are responsible for registering to retake classes. Grades for both the original and retaken course will appear on a student's transcript with a notation that the course was repeated. The first grade will be excluded from the GPA calculation upon satisfactory completion of the retaken course.

5.52. A student who has not satisfactorily completed legal research and writing must do so before applying to or enrolling in any course or program that satisfies the upper division writing requirements in Rule 5.3 and 5.4 unless, in appropriate circumstances, the Dean waives this requirement.

5.6. "Required Course." As used in these rules, "required course" includes any course required by name in Rule 5 and any course that satisfies a specific graduation requirement under Rule 5, such as a 1L elective or a course satisfying the professional responsibility requirement.

Rule 6. Dismissal and Probation

6.1 Automatic Dismissal. A student will automatically be dismissed from the law school if he or she has a cumulative grade point average below 2.000 at the end of the second semester of legal education or at the end of any subsequent semester. The cutoff is 1.667 rather than 2.000 for students who matriculated before 2014.

6.2 Academic Probation.

(a) The purpose of academic probation is to provide support to students in order to help them regain good academic standing. Probation is remedial rather than punitive, but failure to follow the requirements of probation will result in dismissal from the law school.

(b) A student will be placed on academic probation for the next semester of enrollment when the student either:

(i) has a cumulative grade point average below 2.500 at the end of any Fall or Spring semester of legal education other than the final semester (except that the cutoff shall be 2.000 until Fall 2014);
(ii) receives a grade of D or F in a required course; or
(iii) receives two or more grades of D or F in a single semester.

6.3 Consequences of Academic Probation. While on academic probation, students must:

(a) obtain approval from the Dean for the student's proposed class schedule each semester.

(b) comply with the law school's rules governing student academic conduct and behavior, including rules governing class attendance.

(c) comply with such other terms as the Dean determines are appropriate to help the student regain good academic standing, after consultation with the student. Examples of potential

requirements include, but are not limited to: working with a faculty or student mentor, participating in an academic support program, meeting with an academic support counselor, taking or not taking particular courses or types of courses (such as courses with an academic support component, seminars, or courses requiring Student Practice Certification), taking an agreed number of credits, limiting employment or volunteer obligations during the academic year, not serving in a leadership position on a journal, on a moot court, or in an extracurricular organization, and taking a leave of absence.

6.4 Removal from Academic Probation. A student will remain on academic probation until removed by the Dean. Removal from academic probation can occur by any of the following means:

(a) Dismissal. A student on academic probation will be dismissed from the law school and will be ineligible to obtain a degree if either: (i) the student has not complied with a condition of probation under Rule 6.3; (ii) the student receives a grade below C- when retaking a required course; or (iii) the student's cumulative GPA at the end of any semester is below the dismissal threshold in Rule 6.1.

(b) Performance. The Dean will remove a student from academic probation upon confirming the accuracy of a student's written request for removal certifying that: (i) the student's cumulative GPA at the end of the first or subsequent semester of probation is 2.500 or higher; (ii) all of the student's completed grades in the most recent semester were a C- or higher; (iii) the student has received a C- or higher in all required courses taken to that point (either originally or after retaking the course); and (iv) the student complied with all probation requirements under Rule 6.3. If a student is otherwise eligible to be removed from academic probation but has an unresolved grade of I, the Dean may defer removal from academic probation until the course is satisfactorily completed.

(c) Graduation. A student not otherwise eligible to be removed from academic probation may graduate if the student has completed all graduation requirements and complied with all probation conditions under Rule 6.3. The student will be considered to have graduated in good academic standing.

6.5 Registration while on Probation. A student on academic probation, or with a pending request for relief from dismissal, will be permitted to provisionally register and enroll for the next semester, pending review of the student's eligibility to continue as a JD candidate.

6.6 Readmission after Dismissal. A student dismissed from the law school under Rule 6 may seek readmission only pursuant to Rule 14.4.

6.7 Good Academic Standing. Students will be considered to be in good academic standing when they otherwise meet the requirements for registration and enrollment and are not on academic probation.

Rule 7. General Regulations

7.1 Compliance with other rules. The law student must comply with the Law School Academic Rules, the Law School Honor Code, the University Code of Student Conduct, and all other applicable rules, policies, and regulations of the University and the Law School.

7.2 Continuous registration. Law students must maintain continuous registration and are expected to complete a J.D. degree in three years, unless they are participating in a combined-degree program, they have received a limited exemption from residence credit requirements pursuant to Rule 4.3, or are granted leave under this section. In all cases, students must complete J.D. degree requirements within 84 months of commencing their law studies.

7.21 Leaves of absence. A leave of absence from continuous registration in the Law School program, or a combined degree program, is available in limited circumstances. If a leave commences during the course of an academic term, and after the passage of course drop deadlines, the student's transcript may reflect "W" marks for the dropped course(s) (See Rule 10.22). Available leaves include:

(a) Elective leave. Any time after successful completion of the first year of law study, a student may elect to take a one year leave of absence by notifying the Dean in writing. The Dean may grant an additional one year leave of absence for good cause shown.

(b) Personal and/or Medical leave. The Dean may grant a student a leave of absence in cases where a personal situation or medical condition of the student or a student's immediate family member renders a student temporarily unable to continue law study.

(c) Military leave. The Dean will grant a student a military leave of absence in cases where the student's obligations to a branch of the United States Military render the student temporarily unable to continue law study.

7.22 Return from leave of absence. Students on leave are responsible for contacting the Registrar and Dean in writing before the conclusion of the leave period to confirm their plans to withdraw or return to the Law School, or request an extension of leave under Rule 7.21(a).

(a) Students who do not contact the Law School in writing prior to the conclusion of the leave period will be dismissed from the Law School.

(b) In order to participate in the lottery course registration process, students intending to return must contact the Registrar's Office in writing before April 1 to participate in Fall registration, and by November 1 to participate in Spring registration.

7.3 Minimum and maximum loads for J.D. students. A first year student must carry the required first year curriculum; the student may not register in any other courses without the permission of the Dean. After the first year, a student must register for at least 12 and no more than 17 credits in each semester, unless the student first obtains the permission of the Dean. J.D. students are considered to be "full time" if they are enrolled in at least 12 credits in a given semester.

Rule 8. Special Situations

8.1 Transfer students. If a student who has completed some study at another ABA-AALS accredited law school is admitted to the Law School as a candidate for the J.D. degree from this Law School, the Dean, with the approval of the Admissions Committee, may:

(a) grant partial or full Law School credit for courses which have been satisfactorily completed at a previous law school, up to a maximum of 35 total transfer credits (this course credit will be treated as "transfer" credit and will not be factored into the student's Law School grade point average);

(b) grant partial or full Law School residence credit for residence at the prior law school;

(c) exempt the student from completing certain required courses or exercises, if those have been completed at the prior law school or if undertaking them at this stage of legal education is determined to be unnecessary;

(d) require the student to take certain courses (even if they are not normally required here) in lieu of required courses or exercises; and

(e) prohibit the student from taking certain courses or seminars which would appear to duplicate courses taken at the previous law school.

8.12 Determinations under Rule 8.1 will be made in writing at or near the time the student is granted admission or at the time that the student actually enters. The granting of course credit may be made conditional on satisfactory performance in this Law School.

8.2 Foreign transfer students. If a student who has completed all or part of a course of study in law at a foreign law school is admitted to the Law School as a candidate for the J.D. degree, the Dean, with the approval of the International Programs Committee, may take the actions set forth in Rule 8.1. However, no transferring J.D. student may receive more than 29 credits from a foreign law school.

8.3 Combined degrees. Combined degree programs enable students to simultaneously pursue a J.D. degree and another graduate or professional degree at the University of Minnesota, and to apply some credits towards requirements in both programs. Combined degree programs include "joint degree" and "dual degree" programs as described herein. Students are not eligible to commence participation in a combined degree program if, at the time of application, they have four or fewer credits to complete towards the J.D. or the partner degree. To be recognized as a combined degree student, a student must take the following steps:

(a) Apply to and be accepted into both the Law School J.D. program, and a masters, professional, or doctoral program at the University of Minnesota. Applications are made separately to each program, and need not be submitted at the same time, though applicants are responsible for researching application requirements and deadlines for the desired partner program prior to applying;

(b) notify in writing the Law School Registrar's office, and a graduate or professional advisor in the partner program, of intent to pursue a combined degree program; and

(c) complete all substantive degree requirements for each degree, including such credits or exercises approved to fulfill requirements in both programs pursuant to Rule 3.3(d) and 8.31.

8.31 For recognized combined degree students, and upon receipt of a completed Credit Transfer Request Form, the Dean may recognize for the purpose of residence credit any semester in which the student carries a full load (12 semester credits or more) in total course work in the University, if at least

6 credits of that work is law school work, even if some of the non-Law School work will not count toward the J.D.

8.32 Joint degrees. The Joint Degree Program in Law, Health and the Life Sciences administers "joint degree" programs, which combine a J.D. degree and another graduate and professional degree in the areas of: Drug Research and Development; Environmental Studies; Medicine and Health Policy; Molecular Biology and Genomics; and Science and Technology Policy. Each joint program is governed by a Memorandum of Agreement between the Law School and the partner graduate or professional program, which specifies the requirements for completing each degree. Joint degree students participate in a one-credit Law, Health & the Life Sciences: Joint Degree Program Proseminar each Fall. Joint degree students are advised by the Director of Joint Degree Programs and program staff.

8.33 Dual degrees. All combined degree programs not governed by the Joint Degree Program in Law, Health, and the Life Sciences are considered "dual degrees." Dual degrees combine a J.D. with a graduate or professional degree in another collegiate unit of the University. Dual degree students are advised at the Law School by the Assistant Dean of Students, Director of Graduate Programs, or other delegate with expertise in the partner degree program.

8.4 Transfer of credit from LL.M. program. If a student who has completed an LL.M. program at this Law School (or is an LL.M. candidate) is admitted to the J.D. program and applies to use LL.M. credits toward the J.D. degree, the student must surrender the LL.M. degree (or forego credit toward the LL.M., as the case may be). The Dean, with the approval of the Admissions Committee, may:

(a) transfer credit for courses taken toward the LL.M. degree to the J.D. degree; and

(b) transfer residence credit for the LL.M. degree to the J.D. degree.

These transfers of credit may be made in addition to any other transfer of credit made under other provisions of these Rules.

8.5 Concentrations. A J.D. or LL.M student may complete a Law School Concentration in a subject area approved by the Faculty and University Board of Regents. Each Concentration has specific requirements approved by the Faculty and posted on the Law School website. Students certified by the Concentration Faculty Chair as having completed Concentration requirements receive a special certificate at graduation, and may opt to have a transcript notice posted. While pursuing Concentration coursework, students may refer to themselves as "candidates for" a Concentration, but may not claim to have earned a Concentration until confirmed upon graduation. Students pursuing Concentration coursework register in the same manner as other students, and are not granted registration priority. Requirements for a Concentration include:

(a) Satisfactory completion of a minimum number of required and recommended credits pre-approved to count towards the Concentration. Approved courses may include those offered by the Law School, or by other departments of the University pursuant to Rules 3.3(c) and 3.3(d). In order for a course or credited exercise to count towards Concentration requirements, whether offered by the Law School or in another unit of the University, each counted course or credited exercise must be taken on an A/F grade basis, if offered, and the student must earn a grade of "B" (3.000) or better. Courses or exercises only offered on a Pass/Fail or Satisfactory/No Credit basis, including law journals, will count only if the student receives a "Pass" or "Satisfactory." Any course or credited exercise in which a student does

not earn at least a "B," or a "Pass" if offered only on a Pass/Fail basis, will not count towards Concentration requirements.

(b) Satisfactory completion of at least one course, seminar, pre-approved Independent Study project, or other credited exercise related to the Concentration area that involves either a substantial writing project, or if permitted by the Concentration description, a significant practical experience in a legal setting.

(c) Satisfactory completion of other assignments, exercises, or practicum, as may be required for a Concentration.

(d) Notice to the Concentration Faculty Chair and Registrar's office of intent to pursue a Concentration, no later than the semester prior to a student's graduation. Students are encouraged to confer with the Concentration Chair as early as possible in the Law School program to receive on-going advising support.

(e) Review by the Concentration Faculty Chair of all Concentration work completed by the student. The Review must be scheduled no later than two months prior to a student's expected date of graduation (by October for December graduates, and by March for May graduates). At the Review, a student should provide a completed Concentrated Completion Memorandum, a transcript of all work completed, and any other supporting documentation. If the program is approved, the Chair will forward all documentation to the Registrar. If any courses are still in progress at the time of the Chair approval, the Concentration will not be processed unless the student receives a minimum grade of "B" (3.000) in any remaining Concentration courses, or a "Pass" if the course is only offered on a Pass/Fail basis.

(f) Final review of Concentration Completion Memorandum and transcript by the Law School Registrar to ensure that all requirements are satisfied, including any courses in progress at the time of review with the Faculty Chair.

8.6 Credit for work taken at other law schools. If a student who is pursuing a degree from this Law School wishes to obtain credit for work in any program of another ABA-AALS accredited law school, including Summer school, study abroad, or regular academic programs, the student must:

(a) obtain the prior written approval of the Dean for the courses to be taken and the program of study to be followed;

(b) carry the minimum number of class hours required for residence credit under Rule 4, unless exempted;

(c) complete the course or courses at the other school at a level of performance which is satisfactory under the rules of that school, and which is equal to or better than a grade of C (2.000) or above, or the equivalent;

(d) file a formal certified transcript or record of the work completed at the other school with the Law School Registrar.

8.7 Credit for foreign study. The Dean, with the approval of the International Programs Committee, may grant a student credit for a limited amount of foreign law study either:

(a) as a student registered in this Law School; or

(b) as a student registered in the foreign school.

8.71 If the student seeking credit for foreign study is registered in this Law School during the period of foreign study, the student will pay University of Minnesota tuition and fees. The International Programs Committee will appoint a faculty member to supervise the student's course of study. The faculty member will enter grades on an S/N basis, based upon (1) a certification from the foreign instructors regarding the quality of the student's performance and (2) any written or other assignment which the faculty member may choose to make.

8.72 If the student seeking credit is formally registered in the foreign university, the student must obtain prior approval of the Dean and the International Programs Committee for the proposed course of study, must complete that study at a satisfactory level, and must file a formal certified transcript or other record with the Law School Registrar.

(This rule does not apply to formal foreign study programs of this School or other ABA-AALS law schools. They are governed by Rules 8.5 and 8.6. The Dean will consult with the International Programs Committee before authorizing course or residence credit for such courses.)

8.8 Translation of quarter system credits. Credits earned on the quarter system will be translated into semester hours on the following basis:

Quarter Credits	Semester Credits
1	0
2	1
3	2
4	2
5	3
6	4

Each course will be translated separately.

8.9 Visiting students. The Dean may permit a student who is a candidate for a law degree at another ABA accredited law school, or at a foreign law school, to enroll as a visiting student. A visiting student is not a candidate for a degree at this Law School. For the purpose of certifying progress to the other school, the provisions of Rules 3, 4, and 6 will apply, but that school will determine whether to grant credit. The visiting student must comply with all other rules, except Rule 5. Admission as a visiting student is for a maximum of one year, unless renewed by the Dean. While efforts may be made to accommodate the grading schedule of the home institution, the Law School cannot guarantee verification of a visiting student's final grades if the host institution's deadline is earlier than the applicable Law School deadline.

PART III. LL.M. DEGREE

Rule 9. Requirements for the LL.M. Degree

9.1 Requirements. In order to receive the LL.M. degree a student must:

(a) be admitted as a candidate for the LL.M. degree;

(b) pursue a directed course of study approved by the student's program adviser and by the Director of International Programs;

(c) satisfactorily complete 24 semester credits of Law School work, including coursework completed as a Humphrey Law Fellow, with a grade point average of 2.0 or better.

(d) satisfactorily complete two semesters of residence as a law student (for this purpose registration for at least nine semester credits each semester is required);

(e) satisfactorily complete a Law School course, seminar, or other credited exercise for which a writing project is the basis of the grade. A determination whether a writing project meets this requirement shall be made by the International Programs Director in consultation with the International Programs Committee.

(f) comply with all other applicable requirements of these Rules, other rules of the Law School and of the University.

9.2 Good standing. The student will normally complete the requirements for the LL.M. degree within one academic year, plus the following Summer session. The candidacy of any student who has not completed the requirements in that time will be reviewed by the Director of International Programs, who may dismiss the student or establish conditions for continued candidacy. If the conditions are not met, the candidate may be dismissed. Absent extraordinary circumstances, the LL.M. degree requirements must be satisfied within three years.

PART IV. REGISTRATION AND EXAMINATIONS

Rule 10. Registration

10.1 General registration. Students will register for courses at the time and in the manner prescribed by the Dean and administered by the Registrar's office.

(a) All first year students must register for the entire required curriculum, including one of several faculty-approved elective courses in the Spring. First year students are not permitted to enroll in any credits outside the first year program, except that Joint Degree students may take the Pro-Seminar in the Fall semester.

(b) Upper division students register for courses through the automated lottery registration system, following instructions and deadlines disseminated each semester to students' University email accounts and posted on the Law School website. Students who do not follow posted instructions and deadlines will not retain their lottery registration priority, though they may enroll in courses with remaining seats or be added to a waitlist after the lottery registration process has concluded.

(c) Upper division students who are required to complete first year coursework are responsible for contacting the Registrar prior to the lottery registration period to ensure they are enrolled for any required courses.

(d) No student at any level may register for courses with conflicting class times. Exceptions require approval of both instructors and the Dean and are granted only upon a showing that the student will not miss more than 10 minutes of class per week, or that the actual class meeting time differs from that stated at the time of registration, resolving the time conflict.

(e) All students are responsible for regularly checking their registration status to ensure they are enrolled in the correct courses.

10.2 Withdrawal from courses.

10.21 A first year student may withdraw from a course only with the permission of the Dean; such permission will be granted only for extraordinary reasons.

10.22 Any other student may withdraw from a credited exercise only during limited time period after the start of a term, after which special permissions may be required, and a transcript mark of "W" (withdrawal) will be reflected on the student's enrollment record. Specifically:

(a) For "limited drop" courses, including clinics, trial practice, judicial externships, or other credited exercises for which students are notified in writing prior to the start of the semester, the course withdrawal period expires at the end of the first week of the semester. If a student withdraws after the first week, a "W" notation will appear on the transcript.

(b) For other courses and credited exercises, the course withdrawal period expires at the end of the second week of classes. After that period, and through the end of the tenth week of classes, a student may withdraw from a course without permission, but a "W" notation will appear on the transcript.

(c) For any withdrawal after the first ten weeks of the semester, permission must be obtained from the Dean upon a showing of good cause and consultation with the instructor.

(d) Removal of a "W" from a student's transcript due to a late withdrawal is possible only in cases of extreme hardship, upon petition to the University Registrar's Office.

10.23 The Dean or instructor may request that the Registrar cancel a student's enrollment in a course, seminar, or credited exercise if a student's attendance is deficient, and the student does not remedy the attendance concern after receiving written notice from the instructor or Dean. See Rule 1.1(b).

10.3 Addition of courses. A student may add a course only:

(a) in the case of a clinic, trial practice, judicial externship, or other limited-drop course, during the first five days of the semester if the course is open and upon instructor approval;

(b) in the case of any other course, during the first two weeks of the semester, and during weeks 3 through 10 with the permission of the instructor;

(c) after the above dates, a student may add a course only with the permission of the Dean and of the instructor.

10.4 Transfer of section. A student may transfer between sections in the same course only with the permission of the Dean, for good cause shown, after the Dean has consulted with all instructors involved.

10.5 Independent study: research and writing, independent field placements, and externships. After completing their first year of law study, students may earn a limited number of credits (see Rule 3.1(b)) towards the J.D. degree through several forms of independent work. Credits earned under Rule 10.5 must be supervised and evaluated by a member of the Law School faculty, by a full-time Law School staff member with instructional responsibilities, or by any other instructor (including adjunct faculty members) approved by the Dean. A field supervisor with appropriate legal knowledge, expertise, and licensure may provide additional guidance and evaluation of student work performed outside the Law School. The types of independent study eligible for credit under this Rule are:

(a). Independent Research and Writing. Students may earn one, two, or in exceptional circumstances, three credits in a single semester for independent research and writing performed under the supervision of a faculty member if the project meets the following requirements:

(1) The student must research and write a substantive research paper, note, article, or other written product on a legal topic.

(2) The amount of time and effort expected to be expended on the project should be commensurate with the credit to be awarded. For each credit to be earned, the project should be expected to require the equivalent of approximately 3 hours per week of work over the course of a semester.

(3) The student must prepare and submit a detailed description of the paper to the proposed supervising faculty member for approval. The proposal shall include a description of the anticipated work product (including the anticipated length of the final written work), the number of credits, the grade basis (either A/F or Honors/Pass/Low Pass/Fail), a schedule for performance of the work including the final due date, and state whether any paper to be written is expected to satisfy the student's third year writing requirement under Rule 5.4. The proposal should reflect the appropriate depth of research and complexity of work to warrant the number of credits requested.

(4) The manuscript must rely on the student's original research and must be of no fewer than 3750 words in length per credit.

(5) A proposal to earn three (3) credits for an independent research and writing project must be approved by the Dean. To receive approval, the project must be of exceptional complexity, scope, or depth.

(6) A copy of the proposal, with the faculty member's signed approval, must be filed with the Registrar before the student may register for Independent Research and Writing. Registration after the end of the drop/add period for the relevant semester will be permitted only with approval of the Dean.

(b) Independent field placements. Students may earn up to three (3) independent study credits per semester for a field placement if the project meets the following requirements:

(1) For each field placement credit, the student must engage in a minimum of 50 hours of work and/or observation in a law-related field placement setting, as well as provide appropriate documentation as described in section (5). Field placement activities may include: fact gathering, research and writing, document drafting, attending court appearances or conferences with a supervising attorney, observing law-related activities in the field placement, representing client matters in court if the placement structure is consistent with requirements of Minnesota's Student Practice Rule, or other activities related to the professional functions of the field placement.

(2) In order to register for credit the student, with the assistance of the supervising faculty member, must prepare a memorandum describing the field placement project, the educational objectives and methods, and the basis for evaluation. The memorandum should include expectations for the anticipated number of hours of field placement work, number of credits, and grade basis. The grade basis may be A/F, P/F/H/LP, or S/N, depending upon the degree to which the supervising faculty member has information permitting direct evaluation of the student's performance. Once complete, the memorandum should be reviewed and signed by the supervising faculty member and the field supervisor, and then routed to the Registrar for student enrollment.

(3) Each field placement must provide an opportunity for the student to reflect upon and evaluate the placement experience through a contemporaneous journal, response papers, or other written product.

(4) Faculty supervision and evaluation of the student's field placement activities must be based upon some combination of: visits to the field placement setting; regular conferences or class meetings with the student and/or field placement supervisor; and review of written student documentation regarding field placement work, including timesheets, journals, response papers, copies of written work prepared in the field placement setting, and/or written evaluations from field placement supervisor(s).

(c) Externships. The Faculty may approve, and students may earn up to three (3) credits per semester for, externship courses that include a classroom component or faculty-supervised group learning activities or both, and meet the following requirements:

(1) For each externship credit, the student must spend at least 50 hours attending externship class meetings and engaging in work and/or observation in a law-related setting. The student must also provide appropriate documentation as described in section (4). Externship activities may include: fact gathering, research and writing, document drafting, attending court appearances or conferences with a supervising attorney or judge, observing law-related activities in the placement, representing client matters in court if the externship structure is consistent with requirements of Minnesota's Student Practice Rule, or other activities related to the professional functions of the externship setting.

(2) In order to register for credit, the student must enroll for the externship course through the registration procedures established by the Registrar' Office and the supervising faculty

member. Only students who have fulfilled externship pre-requisite requirements, as set by the supervising faculty member, will be permitted to enroll.

(3) The externship syllabus prepared by the supervising faculty member should describe the externship project, the educational objectives and methods, and the basis for student evaluation. The syllabus should include expectations for the anticipated number of hours of externship work, number of credits, and grade basis. The faculty member should ensure that externship supervisors receive a written statement of the field placement expectations and agree to supervise students in the externship setting as described in the statement.

(4) Each externship must provide an opportunity for the student to reflect upon and evaluate the placement experience through a contemporaneous journal, response papers, or other written product.

(5) Faculty supervision and evaluation of students' externship activities must be based upon some combination of: visits to the externship setting; regular conferences or class meetings with the student and/or externship supervisor; and review of written student documentation regarding externship work, including timesheets, journals, response papers, copies of written work prepared in the field placement setting, and/or written evaluations from externship supervisor(s).

10.6 Syllabus requirements. Each enrolled student is responsible for reviewing and complying with the requirements of the syllabus for a credited course or exercise. Each instructor shall make the course syllabus available prior to the first day of class, with only minimal changes made after the second week of class. Each syllabus will include, at a minimum, the following information:

(a) Catalogue information, including the course name, section number, meeting time, meeting place, and credits, as well as the course number in both Law and any other department with which the course may be cross-listed.

(b) The name(s) and contact information for all course instructors, and a schedule of available office hours or other mechanism for out-of-class contact with students.

(c) Course pre-requisites.

(d) Course goals and objectives.

(e) Required and recommended course materials and, if necessary, the location of materials, especially any course materials that are made accessible through on-line mechanisms.

(f) General description of assignments, papers, projects, midterm and final examinations and other student work with a schedule of approximate due dates and relative weight in the grade.

(g) Description of any course meetings that occur outside of the regularly scheduled class time.

(h) Attendance and participation requirements and penalties for deficient attendance and participation (See Rules 1.1(b) and 11.1).

(i) Consequences for submitting late work without receiving a written extension from the instructor.

(j) Information on the date and time of all midterm and/or final examinations, in compliance with Rule 11.

(k) Additional course or classroom expectations that may impact a student's graded performance in the course or exercise.

(l) A notice that students with disabilities should consult with the University's Office of Disability Services and the Law School's Assistant Dean of Students Office regarding any necessary classroom or exam-related accommodations.

(m) A statement that students enrolled in the course are expected to at all times comply with the Law School's Honor Code and Academic Rules, as well as the University's Code of Student Conduct.

Rule 11. Examinations and Required Assignments

11.1 Written accountability. The final grade in each course or seminar will be based upon one or more written exercises, as determined by the instructor. The instructor may take into account any other factor, such as class attendance, class discussion, participation in activities of a professional nature, or oral examination, if the instructor has so announced at the beginning of the course in writing. All required student work for a given course or exercise shall be due no later than the last date of the examination period for the semester of enrollment in the course or exercise, unless a variance is granted in accordance with Rule 11.24, or an extension is confirmed in writing in accordance with Rule 12.2.

11.2 Examination timelines and protocol.

11.2.1 The Dean's office will prepare a final examination schedule before registration for each semester. Final examinations must be taken at the appointed time, unless the Dean has granted an exception for reasons of substantial importance. For midterm examinations, the date and time of the exercise must be noted in the course syllabus.

11.2.2 Every student must be present for every required midterm or final examination in every course in which the student is registered. Unless properly excused, failure to appear for an examination will result in a grade of F for the examination.

11.2.3 The instructor or a substitute will be available to the students during the entire period of the midterm or final examination. This requirement does not apply to makeup examinations.

11.2.4 Requests for deviation from the published final examination schedule or a properly noticed midterm will not be granted lightly. Grounds of mere personal convenience or minor illness during the weeks preceding the examination are not sufficient to justify deviation from the schedule. Examination changes may be granted in the following circumstances:

(a) the student has two examinations with start times less than 24 hours apart;

(b) the student speaks English as a second language and needs additional time;

(c) the student has a disability and needs additional time;

(d) the student has an unanticipated emergency;

(e) the student has other extenuating circumstances beyond his or her control, as communicated to and approved by the Dean.

11.2.5 Every request for change of examination time must be made in writing as follows:

(a) A student seeking a change from the schedule for reasons arising more than 24 hours in advance of the scheduled examination must make a written request to the Dean's office, including a complete statement of the circumstances on which the request is based. The request should be made as soon as possible after the problem is known to the student. Supporting documents should be attached.

(b) A student seeking a change for reasons of a special emergency arising within 24 hours of the examination may make the initial request orally to the Dean's office, in person or by telephone, as soon as possible after the emergency circumstances are known. The oral request must be followed promptly by a written request.

(c) The Dean may permit a student to delay the time of the examination because of circumstances first arising during the examination day.

11.2.6 The Dean will act in writing on the request for change.

11.2.7 A make-up examination will normally be given in the next available scheduled examination timeslot. A make-up examination may not be given before the posted time for the scheduled examination. The instructor will determine whether the original examination or a different one will be given. If the instructor believes that a make-up examination cannot be fairly graded on an equivalent basis with other examinations in the course, the instructor, in the instructor's sole option, may elect to grade it on the basis of credit or no credit.

11.3 Laptop Computers. J.D. students are expected to use laptop computers in taking final examinations, and to follow all published instructions and procedures for properly downloading the designated exam-taking software and exam files. If appropriate, J.D. students are also expected to use laptop computers for midterm examinations, and for properly downloading exam-taking software and exam files, when such midterm exams have been scheduled at the start of the semester. Transfer, visiting, LL.M, Exchange, and other non-degree students are encouraged, but not required, to use a qualifying laptop computer to take Law School midterm or final examinations

11.4 Blind grading. The Registrar's office will assign each student an examination number for each midterm or final examination, in such a manner that the identity of the student cannot be known to the instructor when grading the examination. The Registrar will not release the identities of the students to the instructor until after the grades have been filed. If an instructor wishes to have any factor other than the final examination grade taken into account in the final grade (see Rule 11.1), the instructor must file a written statement of the manner in which it is to be taken into account, so that the Law School Registrar may make the necessary computation. The written instructions will be retained in

the permanent grading files. This rule does not apply to seminar papers, independent field placement or research projects, externships, trial practice, legal writing, journals, moot court, clinics, or other similar exercises.

11.5 Grade changes. After grades have been filed, an instructor may change a grade only for:

(a) a mathematical or computational error; or

(b) clear error in the evaluation process.

When an instructor seeks to change a grade for any reason other than correction of a mathematical or computational error, the instructor must submit the request in writing to the Faculty Consultative Committee, setting forth the reason for the change. The Committee must approve the change before it is entered.

Rule 12. Grades.

12.1 Grading basis. The "grading basis" is the standard by which student performance is evaluated by instructors and reported on students' official records.

(a) The default grade basis for Law School courses, seminars, and other credited exercises is A/F, as described in Section (b)(1). If approved by the Education Policy Committee, an instructor may authorize the use of different grade basis under Section (b), either as the sole available means of grading a course or as an alternative method to the A/F scale. If students have a choice of grade basis options, the preferred grading basis must be selected within the first two weeks of a semester. The grading basis may not be changed after this period absent exceptional circumstances and upon approval by the Dean.

(b) Available grading bases include:

(1) A/F. The default grading basis for credited exercises at the Law School is A/F, which equates to a numerical scale ranging from 0 (F) to 4.333 (A+). Grades received on the A/F grading basis factor into a student's cumulative grade point average (GPA). Under this grading basis, each grade and numerical equivalent is as follows:

A+	4.333	Excellent to outstanding performance
A	4.000	
A-	3.667	
B+	3.333	Substantially better than adequate through very good performance
B	3.000	
B-	2.667	
C+	2.333	Minimally acceptable through adequate and somewhat above adequate performance
C	2.000	
C-	1.667	
D	1.000	Inadequate performance

F	0	}	Failing performance

(2) Honors/Pass/Low Pass/Fail. Under the Honors/Pass/Low Pass/Fail grading basis, a student receives credit for the exercise only if he or she receives a Pass, Honors, or Low Pass grade. An Honors grade indicates excellent performance. A Pass grade indicates adequate performance or better. A Low Pass grade indicates minimally acceptable performance. Instructors are required to use the Honors grade for work of the indicated quality but are not required to use the Low Pass grade. Pass, Low Pass, and Honors grades do not impact grade point averages. Failing grades do factor into grade point average calculation.

(3) Satisfactory/No Credit. Under the Satisfactory/No Credit grading basis, a student receives credit for the exercise only if he or she receives a Satisfactory grade, which indicates acceptable performance through completion of the assigned work. Neither a Satisfactory grade nor a No Credit grade impacts a grade point average.

(4) Audit. Under an Audit, or "V", grading basis, a student is permitted to attend class sessions, but does not receive credit. Audits are rarely permitted at the Law School, and only with instructor approval and if the course has open seats. Audit marks have no impact on grade point average calculation. Students registered on an audit basis are not required to complete course assignments or sit for exams.

(5) Other grading bases for credits earned outside the Law School. Students who receive approval to earn transfer credit towards their Law School requirements through study in courses elsewhere at the University of Minnesota, or at other domestic or foreign educational institutions, will be graded pursuant to the policies and standards of the host school or institution. All transferable work must be satisfactorily completed under the standards of the host institution, and as required by Rules 3.3 and 8.6(c). Though course credit may be granted, grades earned for exercises outside the Law School will not factor into a student's Law School grade point average.

a. University of Minnesota. Grading bases elsewhere at the University of Minnesota vary by department, and may include A/F, Pass/Fail (P/F), or Satisfactory/ Unsatisfactory (S/N), among others. Students have two weeks from the first day of the semester to select the preferred grading basis if a choice of grading basis is offered for a credited exercise. While the name of the credited exercise and the grade awarded will appear on a law student's official University transcript, the grade will not factor into the Law School grade point average. This section is not applicable for courses that are cross-listed under Law and another University department. In such cases, even if a student enrolls for the cross-listed exercise through the other department, the student will earn the same number of credits, and be evaluated on the same grading basis, as students who enroll in the course through the Law School. See Rule 3.3(b).

b. Other institutions. Students who receive permission to take credited exercises outside of the Law School or University, whether at another ABA-AALS accredited law school or a foreign law school, may be evaluated on the applicable grading basis for the host college or institution, but in order for credit to be granted, the host

institution must provide an explanation of its grading system, and written verification that a student's work was satisfactorily completed.

12.2 Transcript notations for work not yet completed. For each course, seminar, or credited exercise in which a student is enrolled, a final grade must be entered after the conclusion of the semester in keeping with applicable grade submission deadlines. If unable to submit a final grade for a student's work in an exercise, the instructor must designate one of the transcript notations described below. The student's transcript and grade point average will be updated upon the instructor's submission to the Registrar of a final grade in the exercise. All transcript notations for incomplete work will convert to an "F", and the student's grade point average adjusted accordingly, if the work is not completed and a final grade submitted by the instructor within one year of the end of the semester of enrollment of the exercise. The Dean, upon consultation with the instructor and only in extraordinary circumstances, may further extend the deadline for work to be completed, or take other appropriate action. The available transcript notations for work not completed at the end of a semester include:

(a) "X" may be assigned to indicate continuation of a course, seminar, or other credited exercise that has not concluded at the end of the semester of enrollment, especially for exercises that last longer than one semester, but are not assigned a final grade until the conclusion of the entire course sequence. An "X" notation may also be appropriate where the instructor and student have agreed prior to the end of the semester that the obligations of the credited exercise cannot be concluded by the end of the semester of enrollment, due to the weight and scope of research and writing, court appearances of client obligations that continue past the end of the semester, or other appropriate situations.

(b) "I" will be assigned at the end of a semester for any course, seminar, or credited exercise when, due to extraordinary circumstances (as determined by the instructor or Dean), the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

12.3 Grade Point Average (GPA) calculation. Cumulative grade point average (GPA) is used by the Law School to determine student class ranks and quartiles, academic standing, and eligibility for Graduate Honors or Order of the Coif membership. When computing students' grade point average, the numerical value of all grades earned on the A/F grading basis, and the value of failing grades earned on either the Pass/Fail or Pass/Fail/Honors scales, will be included. Grades earned on the A/F basis in cross-listed courses are included in the calculation. For all official purposes, including a student's reporting on a resume or application, grade point averages are calculated to three decimal points. While a student may earn semester credit for courses taken outside the Law School, whether elsewhere in the University or at another institution, grades earned in such classes are not included in a student's cumulative grade point average.

12.4 Standard distribution. [Effective through August 2014]

(a) Every instructor of a first year class must calculate the first year grades so that the average (mean) for that class is between 3.0 and 3.333.

(b) Every instructor of an upper class course with an enrollment of more than 25 is encouraged to grade that course so that the average (mean) grade is between 3.0 and 3.333.

12.4 Grade Distribution and Mean Requirements for Courses Graded on the A-F Scale [Effective September 1, 2014]

Transition Provision (to be deleted in August 2016): This rule shall take effect starting in the 2014-15 academic year, except that the mandatory distributions for upper division courses in Rules 12(c) and 12(d) shall be treated as recommendations rather than requirements in the 2014-2015 and 2015-2016 academic years.

(a) Scope.

(1) The distribution and mean GPA requirements in this section shall apply only to candidates for the J.D. degree (including visiting J.D. candidates from domestic law schools) in all law school courses (of any type) where students are graded on the A-F scale.

(2) Instructors may choose to use similar distributions and means for students who are not candidates for a J.D. degree, but grades for such students will not affect calculation of the J.D. distribution and mean requirements.

(3) When courses are taught in multiple sections and students are evaluated in comparison only to other students in the same section, then each separately graded section shall be treated as a separate course for purposes of calculating enrollment under Rule 12.4. If enrollment in a separately graded section is below 17 (such that there is no required mean or distribution), but the multi-section course is organized by a course director or program director, then the director shall provide section instructors with grading guidance.

(4) Candidates for the J.D. degree enrolled in a law school course that is cross-listed with another division of the University of Minnesota will be subject to the distribution and mean requirements regardless of whether they register under the law course number or the cross-listed course number.

(b) Instructors in all first year courses, including first year electives, must assign grades such that:

(1) the average (mean) grade for the course falls between 3.200 and 3.333 (when calculating the mean, Ds and Fs will not be included); and

(2) at least 33% and no more than 39% of students shall receive “A” level grades (A+, A, and A-).

(3) If upper division J.D. candidates enroll in a first-year course through a separate course number than first-year students, then the upper division J.D. candidates enrolled under the separate course number shall be graded under Rule 12(c), 12(d), or 12(e).

(c) Instructors in all upper division courses with 35 or more enrolled J.D. candidates must assign grades such that:

(1) the average (mean) grade for the course falls between 3.200 and 3.400 (when calculating the mean, Ds and Fs will not be included); and

(2) at least 33% and no more than 39% of students shall receive "A" level grades (A+, A, and A-).

(d) Instructors in all upper division courses with 17-34 enrolled J.D. candidates must assign grades such that at least 30% and no more than 50% of students shall receive "A" level grades (A+, A, and A-).

(e) Instructors in all upper division courses with fewer than 17 enrolled J.D. candidates are encouraged to assign grades such that at least 30% and no more than 50% of students shall receive "A" level grades (A+, A, and A-).

(f) Calculations.

(1) Enrollment. The Registrar shall have final authority to determine the number of J.D. candidates enrolled on the A-F grading basis (excluding students who have withdrawn). The Registrar shall calculate the number after the tenth week of classes and may adjust the number based on subsequent changes in enrollment or a student's inability to complete the course prior to the grading deadline. Students who receive an I grade do not count toward the enrollment. Subsequent conversion of I grades to A-F grades will not affect prior compliance with previously applicable mean and distribution requirements.

(2) Means. When calculating the mean grade, the fourth and subsequent digits after the decimal shall be ignored.

(3) Percentages. When the calculation of the required number of A-level grades results in a fraction, the result shall be rounded down to the nearest whole number for minimum requirements and rounded up for maximum requirements.

(g) For all courses subject to a distribution or mean requirement, the Registrar will not record grades that do not comply with the requirement or an exception granted under section (h) and, if revised grades are not forthcoming, will refer the matter to the Associate Dean for Academic Affairs.

(h) Exceptions from the mean and distribution requirements.

(1) Exceptions are not available for first-year courses and courses with 35 or more enrolled J.D. candidates.

(2) For courses with 17-34 enrolled J.D. candidates, an instructor may submit a written request for a waiver to the Associate Dean for Academic Affairs. The Associate Dean may grant the waiver only if the written request provides detailed information and analysis

showing exceptional circumstances, which include but are not limited to exceptionally strong performance by students with an unusually large workload or volume of graded assignments in the course. The mere fact that a course is classified as a seminar, capstone, or clinic, or has a similarly distinctive designation, is not alone a basis for a waiver. The Associate Dean shall report (for information) all waivers in writing for each academic year at the first faculty meeting of the next academic year, listing the title of the course, name of the instructor, number of enrolled J.D. candidates, percentage of A grades, and a brief summary of the reason for the waiver. Waivers are valid for a single semester, but at the Associate Dean's request, the Educational Policy Committee can approve an indefinite waiver when the nature of the course is fundamentally incompatible with the distribution requirement.

12.4.1 Grade Distribution Recommendation for Classes Graded on the H/P/LP/F Scale

Instructors are encouraged to award an Honors grade to at least 10% and no more than 20% of enrolled J.D. candidates.

12.5 Class ranks and quartiles. The Registrar's Office computes class ranks for each class on the basis of cumulative grade point average after all available Spring semester grades are entered. Once ranks are finalized, the Registrar determines quartile thresholds for each ranked class, providing a range of grade point averages that define the first, second, third and fourth quartile for each class.

(a) Students are ranked with their entering class unless they fall out of sequence due to a leave of absence, reduced credit load, or combined degree program. Students who complete fewer than four graded law credits in an academic year, from Summer to Spring, will not be ranked, and their previous official rank will remain in force. A student who falls out of sequence is ranked as follows:

(1) with the first year class if the student has completed or has in progress 33 or fewer credits towards the J.D. degree at the time of ranking;

(2) with the second year class if the student has completed or has in progress between 34 and 55 credits towards the J.D. degree at the time of ranking, including up to six non-law credits pursuant to Rule 3.3(c).

(3) with the third year class if the student has completed or has in progress 56 or more credits towards the J.D. degree at the time of ranking, including up to six non-law credits pursuant to Rule 3.3(c).

(b) Class ranks will be computed, but will not be revealed to the students or others except for the following purposes:

(1) for qualification for Order of the Coif, but individual ranks will not be revealed to the individual student;

(2) for the limited purpose of application for judicial clerkships or academic teaching positions;

(3) for a Law School graduate applying for any position that requires release of a rank.

(c) For any purpose not listed under section (b), students should report their performance by stating their cumulative grade point average, and which quartile they fall within, providing the official reported grade point average range for the applicable quartile.

12.6 **Review of grade distributions** . The Registrar will provide a report to the Associate Dean for Academic Affairs showing grade distributions for J.D. candidates in every law school course graded A-F or H/P/LP/F. The Associate Dean may distribute all or portions of the report to faculty and staff as he or she deems appropriate.

12.7 Book Awards [Effective Summer 2013]

(a) "Book Awards" are available to the highest-scoring J.D. student(s) in any class (except Clinics and Moot Courts) graded on the A-F scale—considering all graded exercises, participation, and other evaluation factors—as follows:

(1) Instructors in courses with fewer than 20 enrolled J.D. students may grant a Book Award.
(2) Instructors in courses with 20 or more enrolled J.D. students must grant a Book Award.
(3) Instructors in courses with 60 or more enrolled J.D. students may grant a second Book Award.
(4) The Associate Dean for Academic Affairs may in writing authorize an instructor in a course with an enrollment between 20 and 59 J.D. students to grant a second Book Award if both prospective recipients collaborated on an assignment that constitutes the primary basis for the award, such that selecting a winner would otherwise require an arbitrary decision.

(b) The Registrar will supply the appropriate instructors with a grading form noting the need to identify a Book Award recipient and (if applicable) the option of granting a second Award.

(c) The Registrar will notify recipients of the Award. The Book Award does not include conferral of an actual book, but students are encouraged to note the accomplishment on a resume.

(d) The Dean may rename Book Awards either in general or for particular courses.

Rule 13. J.D. Honors

13.1 Honors**. [Effective through April 2015]** Honors for recipients of the J.D. degree are awarded on the basis of the cumulative Law School grade point average. Cumulative grade point averages are calculated to three decimal points, and are not rounded. The basis of awarding honors is:

3.333 and above	Cum laude
3.500 and above	Magna cum laude
4.000 and above	Summa cum laude

13.1 Honors. **[Effective May 1, 2015]**

(a) Recipients of the J.D. degree are eligible for graduation honors if they meet the criteria in this section. The Registrar shall determine eligibility for honors based on cumulative law school GPAs calculated to three decimal places without rounding.

(b) The criteria for honors are:

Summa Cum Laude: Top 1% of the graduating J.D. class and any other students with a GPA of 4.000 or higher.
Magna Cum Laude: Top 15% of the graduating J.D. class.
Cum Laude: Top 40% of the graduating J.D. class.

The Registrar will calculate cutoffs for honors by multiplying the number of graduates by .01, .15 and .40, rounding up to the nearest whole number, and adjusting to ensure that all students with the identical GPA receive the highest honor for which any one of them is eligible.

(c) The Registrar shall record the minimum GPAs eligible for Summa Cum Laude, Magna Cum Laude, and Cum Laude for each Spring J.D. graduating class. These minimums for the most recent Spring graduating class shall determine honors eligibility for students who graduate after that Spring (and therefore were not included in percentile calculations), but before the next Spring's graduating class.

13.2 Coif. Members of the student body in the top 10 percent of the graduating J.D. class are eligible for election to the Order of the Coif.

13.3 Provisional calculation. A calculation of honors will be made provisionally at the time of graduation, based on a J.D. student's cumulative grade point average at the conclusion of the preceding semester. Definitive award of honors or of election to Order of the Coif will await the receipt of final grades and (in the case of Order of the Coif) conclusion of the Coif year.

PART V. ADMINISTRATION

Rule 14. Administration

14.1 Delegation of Dean's authority. The Dean may delegate authority given under these Rules to an Associate or Assistant Dean or to one or more faculty members, either individually or acting as a committee.

14.2 Requests and action to be in writing. When these Rules permit the Dean to take certain action or grant approvals, a student requesting such action must make the request in writing, on forms which are available in the administrative office. The Dean will respond in writing. One copy will be returned to the student; one copy will be placed in the student's permanent file; and one copy will be available for inspection by members of the faculty (with the student's name and other identifying information redacted). Oral responses by the Dean are not binding.

14.3 Interpretations and variances. The Dean may make interpretations of these Rules and grant other variances from their strict application. When these rules do not expressly grant discretion to the Dean, the Dean may grant a special variance only if the proposed course of conduct is consistent with the spirit and purpose of these Rules. A request for such a special variance must also be made in the manner provided in Rule 14.2. The Dean may consult with the faculty or with an appropriate committee before acting on the request. Action on special variances and formal interpretations must be reported to the faculty for information, but the Dean may withhold information which would identify the student, if appropriate. The Dean may not grant a variance from a sanction of dismissal which is required under these Rules.

14.4 Faculty Consultative Committee action. Only the Faculty Consultative Committee can grant relief from the sanction of dismissal required by these Rules. The Faculty Consultative Committee will grant such relief only upon an affirmative showing by the student that the grades or circumstances involved are aberrant and that the student has the requisite ability to perform at a competent level. The Faculty Consultative Committee reserves the right to require the re-admitted student to meet additional conditions in order to complete the qualifications for a J.D. A petition for such relief must be presented in writing to the Faculty Consultative Committee through the Dean's office. The student may not appear in person at the Faculty Consultative Committee meeting, but should be consulted about conditions for re-admittance. If the student applies for re-admittance and the Faculty Consultative Committee has not acted before the beginning of the next term, the student shall be permitted to register provisionally for that term. The decision of the Faculty Consultative Committee on petition for relief from dismissal is final and may not be appealed to the Faculty. The student may petition the Faculty Consultative Committee to reconsider the conditions based on a change of circumstances.

14.5 Amendments. These Rules may be amended at any time by the faculty.