

**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 will make these rules available in the library and on the Law School's website.

1.1 **Attendance.** 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not improve after written notice from the instructor or Dean, an instructor may request that a student be involuntarily withdrawn from a course.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an involuntary withdrawal is processed after posted deadlines, the student's transcript may reflect a "W" mark for the withdrawn course.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 **Employment.** A student should not engage in paid employment for more than 20 hours per week in any semester in which the student is registered for 12 or more credits. Instructors shall not employ students presently taking that instructor's first year course.

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

1.4 **Communications.** University of Minnesota email accounts are used for all official Law School communications.

- (a) Students are responsible for all communications sent to their University of Minnesota email accounts by Law School staff, faculty, and administrators, whether such communications are sent to students individually or via electronic mailing lists.
- (b) Students are responsible for communications directed to them through online course-management systems after notification by the instructor in the syllabus or by email.
- (c) Students are considered to be on notice of all communications described in this section even if they are not opened or read.

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 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 credits of law school work, as defined in Rule 3.3.
- (b) No fewer than 64 credit hours 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 credit is granted under Rule 8.1 or 8.6, or in foreign study in law courses or seminars if approved by the Dean or Director of International Programs pursuant to Rules 8.6 or 8.7. The Dean shall publish a list of courses with a Law School number 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 the student receives either: (a) a C or higher on an A/F scale; (b) a P or higher on a P/F scale; (c) an LP or higher on an H/P/LP/F scale; (d) an S or higher on an S/N scale; or (e) if the course does not use any of the previously listed scales, then a passing grade that constitutes satisfactory completion under the offering institution’s rules. The student is responsible for documenting their grade to the satisfaction of the Dean, including by supplying any requested verification from the offering institution.

3.22 Re-taking Law School courses. Students may retake courses only when required to do so under Rule 5.6.

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 dual degree. Not all law school work factors into a student’s cumulative Law School grade point average (GPA). (See Rule 12.3.) Law School work includes all of the following:

- (a) A course offered by the Law School at or above the 6000 level in which the student enrolls under a Law designator;
- (b) A course that is cross-listed in Law at or above the 6000 level in which the student enrolls under a non-Law designator. Law students must enroll in cross-listed courses under the Law designator unless the student is recognized as pursuing a dual degree and enrolls under the partner career;
- (c) Up to six credits, offered in a University of Minnesota academic unit other than the Law School at the graduate or professional 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 dual 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 at the graduate **or professional** 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.

(For transfer, dual-degree, 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.

3.5 Courses Below 5xxx Level. Students may not enroll in undergraduate courses (any level below 5xxx) at the University of Minnesota using a Law career. Nothing in this rule prevents students from enrolling in undergraduate courses using a non-degree career or a career for another degree program, although law credit is not available for such courses per Rule 3.3.

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 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 dual-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, dual degree program, or other special circumstances as approved by the Dean. Every student 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	4 Credits
Law in Practice	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) A three-credit course in constitutional law focusing on civil rights and/or civil liberties, from a list approved by the Faculty.
- (c) A three-credit course in Legislation and Regulation.

5.3 Second Year Writing Requirement.

- (a) During the second year of legal instruction, students must satisfactorily complete one of the following exercises:
 - (i) preparation of a journal note in an approved course (this option is required for and only available to staff members of an approved Journal); or
 - (ii) an approved moot court.
- (b) Students may participate in only one moot court while in law school but may also, if eligible and selected, subsequently serve as a moot court director or as a competition team member. Nothing in this Rule prevents students from completing more than one of the two types of exercise listed in section (a), either in the same year or different years. However, some courses listed under section (a) may limit enrollment in part based on a student's prior or concurrent coursework.
- (c) An exercise that a student uses to satisfy this requirement cannot also be used to satisfy the Professional Responsibility, Upper Division Writing, or Experiential Learning requirements.
- (d) The Dean may require or allow students whose prior written work demonstrates a need for additional structured supervision, who need additional instruction in English-language writing, or who are on academic probation, to satisfy the second year writing requirement through an approved alternative to the courses listed in section (a).

5.4 Upper Division Writing Requirement.

- (a) During the second or third year of legal instruction, students must satisfactorily complete one of the following exercises:
 - (i) a law school writing course from an approved list graded on the A/F or H/P/LP/F basis;
 - (ii) service as: (A) an editor of an approved journal; (B) a moot court director or competition team member; or (C) an instructor for the 1L or LL.M. legal writing course;
 - (iii) if the Dean determines that written work meets the standards for student writing in courses approved under section (i):

- (A) a research paper on a legal topic prepared as part of a credited exercise in another department of the University if the paper counts toward the partner degree of a student in a dual degree program under Rule 8.3; or
- (B) a writing experience at another school under Rules 8.6 or 8.7.
- (iv) preparation of a journal note in an approved course (this option is required for and only available to students who join a journal during the 3L year); or
- (v) an approved moot court (this option is available only for 3Ls who have not already satisfactorily completed a moot court in the 2L year).

(b) An exercise that a student uses to satisfy this requirement cannot also be used to satisfy the Experiential Learning requirement.

5.41 Sequencing of First Year and Second Year Writing Requirements

- (a) Students cannot enroll in courses that satisfy the second year writing requirement until they either: (i) satisfactorily complete the first year writing requirement (or an approved equivalent for transfer students); or (ii) in exceptional circumstances, receive a waiver from the Dean allowing concurrent completion of the first year and second year writing requirements.
- (b) Students who do not complete the second year writing requirement in the 2L year because of this rule must complete the second year writing requirement during the 3L year.

5.42 Double Submission of Writing.

The same or substantially similar written work cannot be submitted for credit in multiple courses or to satisfy multiple graduation requirements. However, a student may earn credit for substantially expanding and improving prior work with written permission of the instructor for the subsequent course or exercise.

5.5 Experiential Learning Requirement

Every student must satisfactorily complete at least six credits in approved experiential learning courses. The first year Law in Practice course fulfills half this requirement (three of the six credits).

5.6 Consequences of failure to satisfactorily complete required courses.

Students who receive a D or F in a required course must retake the course or take another course that satisfies the same requirement at the earliest feasible opportunity. Students are responsible for registering for courses that fulfill the requirement. If the student retakes the same course: (a) the course must be retaken from a different professor if feasible and (b) 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.

5.7 "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. If a graduation requirement entails satisfactorily completing one or more courses from an approved list, each listed course in which the student enrolls is a "required course" until the requirement has been satisfied, at which point all other listed courses are not "required."

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.

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 2.600 at the end of any Fall or Spring semester of legal education other than the final semester;
 - (ii) receives a grade of D or F in a required course;
 - (iii) receives a grade of LP in First Year Legal Writing and/or Law in Practice; or
 - (iv) 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 2.600 or higher (the threshold is 2.500 for students already on probation as of September 2017); (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 or taking another course that satisfies the same requirement); (iv) if the student received an LP in First Year Legal Writing and/or Law in Practice, the student has satisfactorily completed an upper division writing and/or skills course specified by the Dean (this subsection applies only to students matriculating in or after fall 2017); and (v) 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 J.D. 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.

6.8 **Academic Watch.**

- (a) A student will be placed on Academic Watch if the student: (i) has a cumulative GPA below 2.700 after at least one semester of legal education; and (ii) is not currently on academic probation.
- (b) Students on Academic Watch must: (i) meet at least two times during each semester with an academic support advisor assigned by the Dean; and (ii) prepare an academic success plan approved by the advisor (the plan may require additional academic support meetings, activities, and counseling). Failure to comply with these requirements or with the terms of an academic success plan will result in the student being placed on Academic Probation for the remainder of the current semester (or for the next semester if a semester is not currently in progress), and subsequently until the provisions of Rule 6.4(b) are satisfied.
- (c) A student will be removed from Academic Watch upon: (i) obtaining a cumulative GPA of 2.700 or higher; (ii) being placed on Academic Probation; or (iii) dismissal or graduation from the Law School.
- (d) Students on Academic Watch remain in good academic standing. Academic Watch will not appear on transcripts. The Law School does not consider Academic Watch to constitute a "warning," "probation," or form of "discipline" as those terms are used in the context of bar applications. Rather, Academic Watch is a mechanism to provide academic support to students who are close to, but not beyond, the threshold for 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 **Student Conduct Code**, 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 dual-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 dual 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 **will** 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. 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 **pursuant to Rule 12.3**);
- (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 Dual degrees. Dual 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. Students are not eligible to commence participation in a dual 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 dual 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 dual 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(c) and (d), and 8.31.

8.31 Dual degree residence credit. For recognized dual degree students, the Dean may recognize for the purpose of residence credit any semester in which the student carries a full load (12 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 Dual degree credit transfer. Recognized dual degree students may receive up to a total of 12 transfer credits of non-Law coursework from the partner degree, pursuant to Rule 3.3. For up to six non-Law credits that are "substantially law-related", dual degree students seek credit approval under Rule 3.3(c) via the same process as other J.D. candidates. Dual degree students may seek approval under Rule 3.3(d) for an additional six credits of non-Law coursework from the partner program, through a process administered by the Law School Registrar.

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 Dean, with the approval of the Admissions Committee, may:

- (a) apply the credit for courses taken toward the LL.M. degree to the J.D. degree; and
- (b) apply the 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. Pursuant to Rule 12.3, credits approved to transfer from the LL.M to the J.D. degree will not be factored into the student's official J.D. grade point average.

8.5 Concentrations. Candidates for the J.D. or LL.M may complete a Concentration in a subject area approved by the Faculty and University Board of Regents. Students who complete the Concentration will receive a notation on their transcript. Detailed rules governing concentrations are contained in the Faculty's Policy on Concentrations, which is posted on the Law School's website.

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) 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	UMN Law 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 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 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**.
- (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) For each credit to be earned, the project must require at least 40 hours of work.
 - (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 this section. 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 this section. 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).
- (d) Students may earn more than three credits in a semester for a single field placement or externship, up to a limit of 12 credits, in a faculty-supervised course if the course is expressly approved for this purpose by a vote of the faculty.

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 prerequisites.
- (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 **their** 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. 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, 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.

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 for Law School courses. 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.

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” indicates that the course continues for an additional semester or is part of a sequence of courses graded as a set. A final grade will replace the “X” when the course or sequence is complete.
- (b) “K” indicates that the course is still in progress. A “K” notation may be appropriate when a course is scheduled for a single semester, but course obligations for one or more students continue beyond the grading deadline due to, for example, the weight and scope of research and writing, a need for court appearances, or ongoing client obligations. Instructors shall set deadlines for students to complete pending coursework (up to the end of the following semester).
- (c) “I” indicates that, due to extraordinary circumstances (as determined by the instructor or the Dean), a 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 (up to a maximum of one year from the end of the semester of enrollment) and manner in which the student will 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. 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 credit for courses taken outside the Law School, whether elsewhere in the University or at another institution, grades earned in such classes (including cross-listed classes in which a student enrolled under a non-law designator after the Spring 2017 semester) are not included in a student’s cumulative grade point average.

12.4 Grade Distribution and Mean Requirements for Courses Graded on the A-F Scale

- (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.
- (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 or K 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 of J.D. candidates on the basis of cumulative grade point average after all available grades are entered. Ranks for the 1L class are computed following the spring semester. Ranks for other J.D. students are computed following the fall and spring semesters. After 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 included in rankings with their entering class unless they fall out of sequence, as follows:
 - (1) 1L Class. Students are ranked as part of the 1L class after the spring of their first year if they have completed at least 24 credits in the first year curriculum at the law school. Students who do not meet this threshold will not be ranked. Students can be ranked as part of a 1L class only once.
 - (2) 2L and 3L Classes. After the 1L year, students will be ranked with either current 2Ls or current 3Ls, as follows:
 - (A) Students will not receive a new rank unless they have at least three A-F graded University of Minnesota Law School credits in progress by the end of the semester.
 - (B) Students who transfer into the J.D. program without completing the 1L year at this law school will not be ranked after their first semester at the Law School, and will be ranked thereafter

only if they have completed at least 21 credits graded A-F in University of Minnesota Law School courses.

- (C) Students will be ranked as 3Ls if they: (1) are scheduled to graduate at the end of the semester for which they are being ranked; (2) graduated earlier in the academic year; (3) have 71 credits of law school work in progress by the end of the semester; or (4) have previously been ranked as a 3L.
 - (D) All non-1L students not covered by sections (A)-(C) above will be ranked as 2Ls.
- (3) When calculating credits of law school work in progress by the end of a semester, the Registrar will count all completed courses for which the student has received formal approval under Rules 3.3(c) and/or 3.3(d) (up to a maximum of six credits under each rule).
- (b) Class ranks will be computed, but—except as noted in this section—only quartiles will be revealed to students or others. Ranks will be used (but not revealed to students) for qualification for Order of the Coif. Ranks may be revealed to students and may be disclosed by students only for the following purposes:
- (1) application for post-graduate judicial clerkships and fellowships;
 - (2) application for academic teaching positions; and
 - (3) application by law school graduates for any position where the employer requires release of a rank.
- (c) Students who publicly disclose their GPA, quartile, and/or rank in writing (e.g., on resumes or to employers) must do so using one of the following three methods (without the quotation marks). GPAs must be reported to three decimal places without rounding. The most recently released quartile data for the student's class must be used. The Registrar will supply the missing variables to students:
- (1) If reporting only the GPA, then report the GPA shown on the most recent official transcript, as follows: "GPA: X.XXX as of [Month and Year of Transcript]." Graduates can report: "GPA: X.XXX."
 - (2) If reporting GPA and quartile, then report the GPA shown on the most recent official transcript and quartiles as of the most recent semester in which quartiles were calculated. The student must use the appropriate quartile ranges for their class year, as follows: "GPA: X.XXX as of [Month and Year of Transcript] (range of [1st/2d/3rd/4th] quartile for the [1L/2L/3L class]: X.XXX to X.XXX)." Graduates can report: "GPA: X.XXX (range of [1st/2d/3rd/4th] quartile: X.XXX to X.XXX)."
 - (3) If reporting class rank, then report the GPA shown on the most recent official transcript and rank as of the most recent semester in which ranks were calculated, in the following form: "GPA: X.XXX as of [Month and Year of Transcript]; Rank N of Z for [1L/2L/3L] class as of [Fall/Spring Year]." Graduates can report: "GPA: X.XXX; Rank N of Z as of [Fall/Spring Year]."

Note: Students can choose whether to also state that the maximum GPA is 4.333 (e.g., X.XXX / 4.333).

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.

- (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.

- (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.

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.

PART VI. M.S. IN PATENT LAW DEGREE

Rule 15. Application

All relevant provisions of the University of Minnesota Law School Academic Rules apply to students enrolled in the M.S. in Patent Law program with the exception of Rules 1.2, 6, 11.4, and any Rule determined by the Dean to be inconsistent with the requirements of this Part.

Rule 16. Requirements for the M.S. in Patent Law Degree

16.1 Requirements. In order to receive the M.S. in Patent Law degree a student must:

- (a) be admitted as a candidate for the M.S. in Patent Law degree;
- (b) pursue a course of study approved by the student's program adviser;
- (c) satisfactorily complete all required courses and exercises, as approved by the Faculty;
- (d) satisfactorily complete 30 credits of Law School work with a grade point average of 2.8 or better; and

- (e) comply with all other applicable requirements of these Rules, the Law School Honor Code, the University Code of Student Conduct, and other applicable rules of the Law School and of the University.

16.2 Transfer of credit from MS in Patent Law program. No credit will be awarded toward a J.D. or LL.M. degree for any courses taken in the MS in Patent Law program prior to matriculation as a J.D. or LL.M. student.

16.3 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 M.S. in Patent Law 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 17. M.S. in Patent Law Dismissal and Probation

17.1 Consequences of failure to satisfactorily complete required courses. Students who receive a D or F in a course required under Rule 16.1(c) 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.

17.11 Academic Probation. If a student fails to satisfactorily complete a required course, or the student's cumulative GPA for courses required in the student's degree plan falls to 2.9 or below, or the student is otherwise at risk of not meeting GPA requirements, the Director of the Patent Law program may place the student on academic probation. Probation is remedial, rather than punitive, but failure to follow the requirements of the academic probation plan will result in dismissal from the law school.

17.2 Dismissal. A student who, at the time of degree clearance, has failed to achieve a cumulative GPA of 2.800 for courses required in the student's degree plan will be dismissed.

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

Rule 18. General M.S. in Patent Law Regulations

18.1 Continuous registration. M.S. in Patent Law students must maintain continuous registration and are expected to complete the M.S. in Patent Law degree in one academic year. The candidacy of any student who has not completed the requirements in that time will be reviewed by the Director of the Patent Law Program, who may dismiss the student or establish conditions for continued candidacy. If the conditions are not met, the candidate will be dismissed. This time frame may be altered for students participating in a dual degree program. All students must complete the M.S. in Patent Law degree requirements within 36 months of commencing their law studies.

18.2 Leaves of absence. A leave of absence from continuous registration in the M.S. in Patent Law program, or a dual 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 semester of study, a student may elect to take a one year leave of absence by notifying the Director of the M.S. in Patent Law program in writing. The Director may grant an additional one year leave of absence for good cause shown.

- (b) Personal and/or Medical leave. The Director of the M.S. in Patent Law program 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 Director of the M.S. in Patent Law program 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.

18.3 Return from leave of absence. Students on leave are responsible for contacting the Registrar and Director of the M.S. in Patent Law program 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 the leave. 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.

18.4 Credit for work taken at other schools. If a student who is pursuing an M.S. in Patent Law degree from this Law School wishes to obtain credit for work in any program of another accredited school, including summer school, study abroad, or regular academic programs, the student must:

- (a) obtain the prior written approval of the Director of the M.S. in Patent Law program for the courses to be taken and the program of study to be followed;
- (b) 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;
- (c) file a formal certified transcript or record of the work completed at the other school with the Law School Registrar.

18.5 Registration. M.S. in Patent Law students do not participate in the course registration lottery and will register for courses at the time and in the manner prescribed by the Dean and administered by the Registrar's office.

Rule 19. M.S. in Patent Law Examinations, Assignments, and Grading

19.1 Application. All parts of Rule 11 apply to M.S. in Patent Law students, with the exception of Rule 11.4.

19.2 Grading Standard for Substantive Law Courses. An instructor teaching a substantive law course that includes both J.D. and M.S. in Patent Law students may use a different grading standard for non-J.D. students enrolled in the course when evaluating assignments and class participation involving interpretation of substantive legal issues. The purpose of using a different standard is to more fairly evaluate the student's performance based on a reasonable expectation of their level of legal knowledge. In order to facilitate the application of an appropriate grading standard for non-J.D. students when grading final exams and other blind-graded materials, non-J.D. student examinations will be identified as such by the Registrar when provided to the instructor for grading.

19.3 Ranks, Honors, and Awards. M.S. in Patent Law students will not receive class ranks and are not eligible for graduation honors. The Dean may authorize awards for individual students who meet specified criteria.