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STUDENT HANDBOOK

2018-2019

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UNIVERSITY OF MIAMI SCHOOL OF LAW

TABLE OF CONTENTS

1. STUDENT RIGHTS AND RESPONSIBILITIES	1
The Mission of the School of Law	1
School of Law Statement on Personal Responsibilities	1
General.....	1
The Honor Code.....	1
Temporary Suspension.....	2
Involuntary Withdrawal from Classes.....	2
Student Health & Safety Policy	2
Smoke-Free Campus	2
Financing Information	2
Financial Eligibility	3
Classroom Responsibilities	3
Attendance, Preparation, and Class Participation.....	3
Family or Health Emergency.....	3
Special Attendance Policy for Short Courses.....	3
Work While Attending Law School	4
Due Dates for Written Work.....	4
Taping Class Lectures.....	4
Student Rights	4
Religious Holy Day Policy	4
Student Access to Files.....	4
Students with Disabilities	5
Student Sexual Misconduct Policy	6
Student Concerns.....	6
Information Sources, Official Notices, And Responsibilities of Students	6
Information Sources	6
CaneLink	6
CourseLink/StudentLink.....	7
Official Notices and Responsibilities of Students	7
Official Notices.....	7
Additional Student Responsibilities	7
Health Insurance.....	7
Immunization	7
2. DEGREE REQUIREMENTS	7
Juris Doctor (J.D.) Requirements	7
Course Load for Upper-Level Students	7
Fall & Spring Semesters	7
Summer Session	8
Upper Class Requirements	8
Professional Responsibility Requirement	8
Skills Requirement	8
Writing Requirement	8
Externships	8
Distance Learning	8
3. ADDING AND DROPPING COURSES	9
4. EXAMINATIONS	9
Taking Final Examinations	9

Examination Accommodations	10
Examination Accommodations for Foreign LL.M. and Visiting International Exchange Students	10
Rescheduling a Final Examination	10
Failure to Take a Final Examination	11
Lost Examinations.....	11
Use of Laptops and Laptop Malfunctions During Final Examinations	11
5. GRADING.....	12
Grading Scale	12
First-Year Grade Distribution	12
Grade of Incomplete	12
Honors-Pass-Fail Grading Program	12
Repetition of Offering	13
Audit of Courses.....	13
Submission of Grades	13
Dissemination of Grades	13
Feedback on Grades	13
Change of Grades.....	14
Academic Awards	14
Honors	14
Degree Honors.....	14
Order of the Coif.....	14
Dean’s List.....	14
Awards for Outstanding Performance.....	15
6. ACADEMIC STANDARDS, PROBATION, AND DISMISSAL	15
Academic Referral.....	15
First Semester of the First Year.....	15
Beginning after the Second Semester of the.....	15
First Year.....	15
Academic Referral Program for Spring Semester of 1L Year	15
Effect of Dismissal on Summer Enrollment	15
Academic Oversight Program.....	15
Notification	16
Academic Relief.....	16
Right to Petition for Reinstatement	16
Timing of Petition.....	16
Reinstatement Committee.....	16
Rights of Petitioners	16
7. COURSES TAKEN OUTSIDE OF THE UNIVERSITY OF MIAMI SCHOOL OF LAW	16
Policies Applicable to All Students.....	16
1. Law Courses Taken at Another Law School.....	16
A. Miami Law Exchange Agreements with Foreign Law Schools.....	17
B. Visiting Away at Another U.S. Law School	17
C. Abroad Programs Through Another U.S. Law School.....	17
2. Non-Law Courses Taken Within the University of Miami	17
8. LEAVE OF ABSENCE AND WITHDRAWAL.....	17
Tuition Refund Schedule and Policy.....	17
Return of Title IV Funds	18
9. TRANSFER TO ANOTHER LAW SCHOOL	18
10. STUDENTS VISITING FROM OTHER LAW SCHOOLS.....	18

11. TRANSFER STUDENTS TO THE UNIVERSITY OF MIAMI SCHOOL OF LAW	18
12. GRADUATION AND ADMISSION TO THE BAR	18
Application for Graduation	18
Admission to the Bar	18
13. INTERPRETATION OF RULES	19
Waiver of Rules	19
Change of Rules	19

1. STUDENT RIGHTS AND RESPONSIBILITIES

The Mission of the School of Law

The Faculty has adopted this mission statement for the School of Law:

To foster the intellectual discipline, creativity, and critical skills that will prepare its graduates for the highest standards of professional competence in the practice of law in a global environment subject to continual — and not always predictable — transformation. The Law School seeks to achieve this mission through a rich and demanding curriculum, instruction in legal research and writing, a wide variety of opportunities for professional skills training, and support for its students and alumni in planning and achieving rewarding professional careers.

To cultivate a broad range of legal and interdisciplinary scholarship that, working at the cutting edge of its field, enhances the development of law and legal doctrine, and deepens society's understanding of law and its role in society. The Law School seeks to achieve this mission through support for a wide range of research, writing, and other scholarly activities, and through maintenance and continued improvement of a law library suited to the demands of an excellent research institution.

To fulfill the legal profession's historic duty to promote the interests of justice. The Law School seeks to achieve this mission by pursuing its educational and scholarly aims in the context of a diverse faculty and student body; by enhancing representation in the national and local bar of communities that have historically been disadvantaged for reasons such as race, ethnicity, disability, culture, or economic status; and by instilling in its graduates rigorous professional ethics.

The faculty's scholarship and teaching inform one another, and the Law School's commitment to justice invigorates both.

School of Law Statement on Personal Responsibilities

General

Members of the Law School community are expected to conduct themselves in ways that will reflect credit upon themselves, the School of Law, the University, and the legal profession. Students aspiring to the Bar are required to demonstrate good character and fitness, to respect the rights and privileges of others, and to abide by the law and by the regulations of the University and the School of Law.

The Honor Code

For many years, the School of Law has operated under an Honor Code. The principal purpose of the Code is to instill and perpetuate a high standard of ethics and professional demeanor among students.

The Honor Code is designed to ensure that each student can be evaluated on his or her merits, free from the unfairness of competing with students who attempt to enhance their grades by cheating or plagiarism. It also seeks to protect the learning environment from unreasonable disruption or physical abuse.

The Honor Code prohibits, among other things, the giving and receiving of assistance on examinations or assignments except as authorized by the instructor, the appropriation of another's words or ideas and representing them as one's own, falsification of a student's credentials, accomplishments or other material information on applications, financial aid forms or resumes, the hiding, defacing, or unauthorized use or removal of library resources, and engaging in conduct which casts serious doubt on the student's honesty, integrity, or fitness to be an attorney.

Students who become aware of an apparent violation of the Honor Code have an affirmative duty to bring the matter to the attention of the Dean of Students, who will perform a preliminary inquiry. The Dean of Students will determine whether to bring an Honor Council complaint, counsel the student or take other appropriate action. Students and faculty members may alternatively take complaints directly before the Council.

The Student Handbook and Honor Code are made available to students at the beginning of each academic year on the School of Law website. Students are bound by the Code and by any amendments thereto, and are subject to severe sanctions for violations, including permanent dismissal from the School of Law. Students are urged to become familiar with the substantive and procedural provisions and the confidentiality and *ex parte* contact requirements of the Code. Students may consult with the Dean of Students or the President of the Honor Council if they have questions about the Honor Code.

Upon a finding of guilt resulting in suspension or expulsion from the School of Law, the nature of the offense and the sanction imposed will be made a permanent part of the student's academic record, and reported to any Bar to which the person may subsequently apply. Less severe sanctions, as well as private reprimands by the Dean of Students, may or may not be noted on the student's academic record at the discretion of the Dean or Dean of Students respectively. These may be reported to the Bar, particularly if there has been a pattern of violations and/or inappropriate behavior.

Temporary Suspension

The Dean, Vice Dean, or Dean of Students may temporarily suspend a student from one or more classes, or from law school programs or facilities, if he or she reasonably believes such action is necessary to protect members of the Law School community, visitors, or school property or to avoid serious interference with the educational mission of the School of Law.

A student who has been temporarily suspended will be notified by the most rapid means available. An oral notification will be confirmed in writing, either by email, hand delivery or by certified letter to the student's last known address. Notification shall include a brief description of the reasons for the temporary suspension and the conditions for lifting the suspension.

A student may elect to have the temporary suspension reviewed by the Dean. To do so, within five business days of the student's receipt of the written temporary suspension decision, the student must notify the Dean's office, in writing, together with any

information which s/he believes is relevant and supportive of the request to review the temporary suspension decision. The Dean may uphold, amend, rescind, or revise the temporary suspension and the conditions for return. Decisions made by the Dean after a request for review are final.

A student who has been temporarily suspended may not attend any classes from which the student has been suspended, and if suspended from all classes, may not remain on the premises, or participate in any activity of the School of Law, unless the Dean of the school directs in writing.

Involuntary Withdrawal from Classes

Upon the recommendation of a faculty member, the Dean of Students may withdraw a student from a course for disruption or other misconduct in class or towards the faculty member or other member of the class.

Student Health & Safety Policy

In addition, any law school student whose behavior may pose a direct threat to the student's own health or safety or to the health or safety of others, shall be referred to Dean of Students pursuant to the [Student Health and Safety Policy](#). The procedures for this Committee and the appeal rights from decisions made are detailed in the policy set forth on the [School of Law Website](#).

Smoke-Free Campus

The Coral Gables campus of the University of Miami is smoke-free. Smoking of cigarettes or e-cigarettes is not permitted within the perimeter of the campus. Concerns about smoking should be addressed with the Dean of Students.

Financing Information

The University's [Office of Student Financial Assistance and Employment](#) provides services to assist students in financing their legal education. Their office counsels and assists students regarding financial aid eligibility and application processes. The University's [Office of Student Account Services](#) assists students with issues regarding account billing, disbursement of aid, refunds and direct deposit.

Financial Eligibility

Students who wish to borrow money must file a Free Application for Federal Student Aid (FAFSA) for each academic year. The FAFSA is reviewed by the [University's Office of Student Financial Assistance and Employment](#) to determine eligibility for federal financial aid. Students must also maintain Satisfactory Academic Progress (SAP), as defined by the federal government, in order to receive federal financial aid. We encourage all students to familiarize themselves with the SAP Policy. SAP is separate from academic standing. Therefore, meeting the law school's academic standards does not guarantee eligibility for federal financial aid.

Classroom Responsibilities

Attendance, Preparation, and Class Participation

In keeping with the American Bar Association's ("ABA") standards of accreditation, the Bar certification requirements of many states, and sound educational policy, the School of Law requires regular and prompt class attendance. Students are also expected to prepare for class, to participate in class discussions, and to comply with classroom policies established by the instructor. A student who is not in regular attendance is not in compliance with ABA standards and may not be certified by the Dean to the Bar.

Student participation in extracurricular activities or outside employment does not justify absences from regular courses.

Each instructor establishes his or her own attendance policy. A student who is absent from class for good reason must complete an [absence form](#), which is forwarded to the instructors of the classes missed. Notice must be given before the absence, or if not known in advance, immediately thereafter. However, this notice in no way alters the attendance policy of each instructor in his or her class. Students are responsible for knowing and complying with each instructor's written attendance policies.

Whenever absences become excessive, the regular attendance requirement of the ABA is not satisfied and may lead to administrative withdrawal from the course. Absences of more than three days should be reported in person or by phone to the Dean of Students prior to

returning to class. Upon the recommendation of an instructor, the Dean of Students is authorized to withdraw a student involuntarily from a course or other academic program for failure to adhere to these policies. A student who is not permitted to continue under these circumstances will receive a "W" on the transcript or in appropriate cases, a failing grade. In lieu of dropping a student, an instructor may lower a student's final grade because of poor attendance or inadequate classroom performance. No warning need be provided before poor attendance or classroom performance in violation of a professor's written requirements is used to withdraw the student or lower the grade.

Family or Health Emergency

The University of Miami School of Law is committed to supporting the academic success of all its students. We recognize that unexpected life events which could inhibit this success may occur during a law student's academic career.

In the case of a family or health emergency which requires a student to miss scheduled classes or other law school obligations for more than three days, students should promptly notify the Dean of Students at (305) 284-4551 or deanofstudents@law.miami.edu. The Dean of Students will communicate with professors, upon request, as to the circumstances, but has no authority to overrule classroom attendance policies or other course requirements.

Please note that temporary injuries are not considered a disability under the Americans with Disabilities Act (ADA). If you have any questions about eligibility for accommodations, please contact the Director of Student Access, Inclusion, and Engagement at (305) 284-9907 or disabilityservices@law.miami.edu.

Special Attendance Policy for Short Courses

Due to the small number of meetings, attendance to all meetings/classes for short courses is mandatory. Students who miss more than one class session (80 minute) of a 1-credit short course for whatever reason will be subject to administrative withdrawal and will have a "W" for the course on their transcripts.

Work While Attending Law School

The School of Law expects to devote substantially all of their working hours to the study of law.

Students may not accept any employment during their first year with the exception of serving as a faculty research assistant in the spring semester. Students seeking exceptions to this policy should see the Dean of Students.

Second and third-year students enrolled full time must limit employment to 20-hours per week. Students seeking exceptions to this policy should speak to the Dean of Students.

Due Dates for Written Work

Papers or other assigned written work must be completed and given to the instructor by the designated due date. Only the instructor may grant an extension.

However, under **all** circumstances, in the final semester of law school all written work must be completed by:

1. The last day of classes if the student is making up an incomplete from a *prior* semester, or
2. The last day of exams if the student is completing an assignment given *during* the final semester of law school.

In **no** circumstance will a student be allowed to receive a degree or be certified to sit for the bar exam if written work necessary for graduation has not been submitted by the timeline indicated above. Students intending to graduate should realize that not meeting the deadline described above will delay graduation, and will prevent them from sitting for the next bar examination. For more information, see “Graduation and Admission to the Bar,” *infra* page 18.

Taping Class Lectures

Except as expressly authorized by the Director of Student Access, Inclusion, and Engagement as essential for compliance with the Americans with Disabilities Act or when a student must miss class due to religious observance or serious extenuating circumstances, taping or recording class sessions and

reproducing them is not permitted without the express prior approval of the instructor. The reproduction of a class session is limited to a student’s personal use and may not be copied and passed on to anyone else without the express written permission of the instructor.

Student Rights

Religious Holy Day Policy

The University of Miami, although a secular institution, is determined to accommodate those students who wish to observe religious holy days. The following provisions, approved by the University Faculty Senate, are meant to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

1. Any student absent from class in observance of a religious holy day shall not be penalized in any way for an examination or assignment missed during the period of absence. Absence in observance of a religious holy day does not relieve students from responsibility for any part of the course work required during the period of absence. Students who are absent on days of examination or class assignments shall be offered a reasonable opportunity to make up the work without penalty, if the student previously arranged to be absent.
2. Nothing in this policy shall preclude faculty members from limiting the number of student absences to a reasonable number of absences, as per our Attendance Policy.
3. It is the student’s obligation to provide faculty members with notice of the dates they will be absent due to observance of religious holy days, preferably before the beginning of classes but not later than the end of the first three class days.

Student Access to Files

The School of Law complies with the federal Family Educational Rights and Privacy Act (FERPA) that gives students access to their individual files and protects the confidentiality of such files by restricting some forms of third-party scrutiny.

The following procedures govern student access to the student's own file:

1. The student should present a written request for access to the Dean of Students.
2. Upon submitting a request, the student may examine his or her file with the Dean of Students at a time mutually convenient to the Dean and the student.
3. The student may obtain a photocopy of his or her admissions file. This generally includes the application and any amendments, personal statement, LSAT score report, resume, transcripts, and letters of recommendations (unless the student waived his or her right to view letters of recommendation). The student can view his or her unofficial transcript or order an official transcript in [CaneLink](#).
4. Documents may not be removed from a file.
5. The School of Law assures the privacy of student files by allowing the disclosure of educational records only to individuals who, pursuant to federal legislation, are deemed to have a legitimate educational interest in the files. Because prospective employers frequently ask for verification of information given to them by students, upper-class and graduate law students may sign a waiver form whereby they waive their right of privacy with respect to their academic records in certain specified situations. The waiver permits certain administrators to review a student's academic record for the purpose of verifying information such as class rank and grade-point average given to the employer by the student. Signing of the waiver is optional. If a student chooses not to sign the optional waiver, the Law Registrar's Office will only verify whether the student graduated from the law school and, if so, the date the degree was conferred.

Students with Disabilities

Director of Student Access & Inclusion
Phone: (305) 284-9907
Fax: (305) 284-7317
Email: disabilityservices@law.miami.edu

The School of Law seeks to ensure equal access to quality education for its diverse population. Any student who believes that he or she may have a disability that would affect classroom participation, mobility within the school, ability to take

examinations, or otherwise limit full involvement in student life should contact the Director of Student Access & Inclusion at (305) 284-9907 or disabilityservices@law.miami.edu.

The Americans with Disabilities Act (ADA) defines an individual with a disability as a person who (a) has a physical or mental impairment which substantially limits one or more of the person's major life activities; (b) has a record of such an impairment or, (c) is regarded as having such an impairment.

A student requesting academic accommodations must submit appropriate medical documentation of his or her disability to the Director of Student Access & Inclusion by the deadline posted on the Student Services website <http://www.law.miami.edu/disability-services>. Please note that Miami Law deadlines may vary from University of Miami main campus deadlines. All law students must comply with Miami Law deadlines. If you need assistance accessing the website, please contact the Director of Student Access & Inclusion

The University's Accommodations Committee generally takes 4-6 weeks to process requests. The standards for documentation, policies and procedures for requesting accommodations, as well as other useful information can be found at www.law.miami.edu/disability-services/. After submission of completed documentation, each student seeking accommodations will have the opportunity to discuss the accommodations request with the Director of Student Access & Inclusion.

Appropriate documentation includes test results and/or letters from qualified experts verifying the nature of each disability and the explanation of the need for accommodations. A list of accommodations received at a previous college, university, or workplace, or for the LSAT or SAT, will be helpful to the Accommodations Committee in planning for future accommodation needs, but is not dispositive of the decision that the School of Law will make. The Director of Student Access & Inclusion will not disclose any information received about you or your disability without your written authorization. Students who are dissatisfied with the decision regarding a request for accommodation or a claim of discrimination based on a disability may file an appeal. The appeal should be directed to the Director of Student Access & Inclusion. Retroactive

accommodations are not available. Note that many students find that the study of law is very different from their undergraduate/graduate programs. Therefore, the School of Law strongly urges any student who knows or suspects that he or she may have a disability, including those who have been reluctant to request accommodations in the past, to contact the Director of Student Access & Inclusion to discuss these concerns before their first semester.

The School of Law has adopted a Grievance and Appeal Policy providing for prompt resolution of all complaints by students who believe they have been subjected to discrimination on the basis of a disability. All complaints of disability discrimination will be addressed in accordance with Section 504 of the Rehabilitation Act, Title III of the Americans with Disabilities Act, and any other applicable laws. Click [here](#) to view the Grievance and Appeal policy.

Student Sexual Misconduct Policy

No person in the University of Miami may be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any educational or employment program or activity on the basis of race, religion, color, sex, age, disability, sexual orientation, gender identity/expression, veteran's status, or national origin. This includes all forms of sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Retaliatory actions against any person who has, in good faith, reported a potential violation, or participated in a subsequent investigation, is also prohibited.

Everyone should be aware that nearly all University employees who receive a sexual misconduct complaint involving a member of the University community have a legal obligation as a responsible employee to report promptly the complaint to the Title IX Coordinator. Confidential Resources (those who are not required to report the complaint) are limited to members of the Sexual Assault Response Team, Medical Professionals, Campus Clergy, and the Counselors and Staff of the UM Counseling Center.

To view the University of Miami's sexual harassment, discrimination, and retaliation policy, please click [here](#). Janet Stearns, Dean of Students, serves as one of the University's Title IX Liaisons. You may contact her at jstearns@law.miami.edu

or (305) 284-4551 to discuss concerns relating to your own personal situation or that of a friend. The University's Title IX Coordinator may be reached directly at titleixcoordinator@miami.edu or (305) 284-4636. Please visit <http://www.miami.edu/itsonus> for additional information about the University of Miami's sexual assault and gender-based discrimination zero tolerance policy.

Student Concerns

Students are invited to share concerns about Miami Law's program of legal education, particularly any issues that directly implicate the school's compliance with the ABA's Accreditation Standards. Students should submit such concerns, in writing, to the Dean of Students who will work with the appropriate administrators to address the issue. When a resolution has been reached, the Dean of Students will provide the student with an explanation of the investigation and the complaint's resolution.

The student may then appeal to the Dean, unless the Dean has been involved in the merits of the complaint, in which case students may appeal to the Vice Dean. The decision made on appeal is final and will be delivered in writing to the student and the Dean of Students. The Dean of Students shall keep a record of all submissions and their resolutions for eight years from the date of final resolution of the complaint.

Information Sources, Official Notices, And Responsibilities of Students

Students at Miami Law must be familiar with policies and other notices that may affect them. The School of Law disseminates information on its policies through a number of means and provides individual notice to students as appropriate. Students are urged to check the information sources listed below on a frequent basis.

Information Sources

CaneLink

Students may obtain information on their academic record through the University's password-protected CaneLink system. Course registration, class schedules,

grades, unofficial transcript orders, and contact information such as addresses are a few of the types of information found on CaneLink.

CourseLink/StudentLink

Your primary source for course descriptions for law school classes is [CourseLink](#). CourseLink provides comprehensive information about the course, the instructor, numbers of credits, the graduation requirements the course fulfills, the days and times the course meets, the prerequisites or co-requisites, and whether the course may be taken pass/fail and other special instructions.

Students may obtain their Midterm and Final Anonymous Grading Numbers (AGN) through StudentLink. StudentLink may be accessed via the CourseLink portal.

Official Notices and Responsibilities of Students

Students are required to provide updated contact information via [CaneLink](#). Any notices to or correspondence with a student that are provided by e-mail will be provided to the student's official School of Law e-mail account.

Official Notices

Students are deemed to have received notice of any ruling, decision, policy change, rule, requirement, schedules of classes and examinations and any other official decision if the notice is sent to the student's official School of Law e-mail account.

Additional Student Responsibilities

Health Insurance

All domestic law students enrolled in six or more credit hours per semester are required to obtain adequate health insurance. The annual premium for the health insurance plan offered through the [Student Health Service](#) is added to each student's fees. Domestic students with proof of alternative health coverage may waive the student health insurance on CaneLink by selecting the "Other Important Links" tab. All international students are required to enroll in the University sponsored health insurance program. For more information about student health insurance,

please visit the [Student Health Service](#) online or call (305) 284-9100.

Immunization

All students are required to provide proof of immunization against measles, mumps, and rubella and must also provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. All international students must also be screened for risk of tuberculosis. Students must complete an [immunization form](#) and return it to the Student Health Service prior to arrival on campus. Failure to comply with the immunization requirements prior to the beginning of your first semester will interfere with registration and a \$50.00 late processing fee will be charged for any form received after the start of the semester. For further information, please visit the [Student Health Service](#).

2. DEGREE REQUIREMENTS

Juris Doctor (J.D.) Requirements

To qualify for the J.D. degree, a student must successfully complete a **minimum of 88 academic credits**. All requirements for the J.D. must be completed within five years of initial enrollment.

Students usually complete the degree requirements in three years. Students are required to register for 16 credits each semester of their first year, and a minimum of 11 credits each semester thereafter. A student may drop to part-time enrollment status in his or her final semester of law school provided that the student can meet all necessary requirements to graduate.

The grading scale is described in detail in Chapter 5. The minimum grade requirements to remain in good standing are described in detail in Chapter 6

Course Load for Upper-Level Students

Fall & Spring Semesters

Ordinarily, full-time students must enroll in a minimum of 11 credits and a maximum of 16 credits (unless in their last semester they require fewer credits to graduate). Students otherwise seeking to enroll in fewer than 11 credits must consult with the Dean of

Students. Students seeking to enroll in more than 16 credits, which is highly exceptional and will not normally be granted, must complete the “[17+ Credits Form](#)” on the Law Registrar’s website. Requests for 17+ credits will be evaluated by the Dean or Vice Dean.

Summer Session

The Summer Session offers upper-class courses in a variety of subjects.

A maximum of seven credits may be taken in any summer session. Students taking six or seven credits in the summer are considered full-time students. The 20-hour limitation on working (see “Classroom Responsibilities, Work While Attending Law School,” *supra page 4*) applies to students taking a full load in the summer.

Upper Class Requirements

Professional Responsibility Requirement

All candidates for the J.D. degree must successfully complete one Professional Responsibility course. Check [CourseLink](#) to determine which courses meet the Professional Responsibility requirement.

Skills Requirement

Students who entered *before* the 2015-2016 school year must take at least one course from an [approved list of courses published on CourseLink](#) that are designated as skills courses. One-credit courses *do not* satisfy the skills requirement.

Students who first enrolled in the J.D. program in the 2015-2016 school year and thereafter must take at least six credits from an [approved list of courses published on CourseLink](#) that are designated as skills courses, or from certain specific approved field placements.

Writing Requirement

All students must complete two (2) substantial upper level writing courses.

¹ Synchronous courses require students and instructors to be online at the same time. Lectures, discussions, and presentations occur at a specific time. All students must be online at that specific time in order to participate.

There are a number of ways to meet the substantial writing course requirement, including through enrolling in designated courses and seminars, and through faculty supervised independent writing credit. For a list of designated courses for each semester please check course descriptions in [CourseLink](#). Students wishing to enroll in law review writing or faculty supervised independent research for writing credit must submit a completed application form to the Law Registrar’s Office no later than the Monday before Fall Break in the Fall and Spring Break in the Spring. Three-credit independent writing projects, which are very rare, must be approved by the Vice Dean. Upon completion of the independent writing project, the faculty member must submit the final grade to the Law Registrar’s Office along with a signed copy of the Supervised Writing Completion form and a copy of the student paper. All forms may be accessed at <http://www.law.miami.edu/iml/courses-registration/registrars-services-and-forms>.

One-credit courses do not satisfy the writing requirement. Courses about research and writing techniques do not satisfy the writing requirement.

No single course may satisfy more than one of the three graduation requirements (skills, writing and professional responsibility). Some designated courses and clinics may satisfy EITHER the skills or the writing requirement. The student must select which requirement the course will satisfy at the beginning of the semester.

Externships

A maximum of nine externship credits may be counted towards the minimum 88 credits required for graduation. Students seeking an exception should contact the Associate Dean for Experiential Education.

Distance Learning

The School of Law offers some distance learning courses within the J.D. program. Such courses may be offered in either synchronous¹ or asynchronous²

² Asynchronous courses are courses in which instructors provide materials, lectures, tests, and assignments that can be accessed at any time. Students are generally given a

formats and may entail special course-based requirements. Students enrolling in such courses are responsible for understanding and complying with specific course requirements as described in the course description in CourseLink.

Several state boards of bar examiners have promulgated rules limiting the number of distance learning courses students may take while in law school. It is important that students contact the state board of bar examiners in the state(s) in which they are interested in being admitted to ascertain what limitations, if any, distance learning will have on their ability to sit for the bar exam. Click [here](#) for contact information for all the state boards of bar examiners.

The American Bar Association (ABA) has also set forth rules regulating academic credit towards the Juris Doctor (J.D.) degree. Students may not enroll in a distance learning course prior to the completion of 28 credit hours towards the J.D. degree. A maximum of 15 credit hours can count towards the graduation requirements for the J.D. degree. Students should review the ABA Guidelines on Distance Learning prior to registering for distance learning courses. To see the most current and detailed version of the ABA guidelines, click [here](#).

3. ADDING AND DROPPING COURSES

Students may add courses to their schedule during the Add/ Drop period as set in the Academic Calendar. Additional time may be allowed where classes have been added, cancelled, or the School of Law makes other changes. A student may add an independent study/law review writing no later than Monday before Fall break for the Fall semester, or Monday before Spring break for the Spring semester. For summer term, this date will be set by the Academic Calendar.

First-year students are permitted to drop a required course only if there are compelling medical or other similarly serious circumstances that have been thoroughly documented. The Dean of Students, in consultation with the Vice

timeframe during which they need to complete and submit assignments.

Dean, reviews and makes final decisions regarding requests to drop required courses.

During the fall and spring semesters, a 2L or 3L student may drop or add a course without penalty as follows:

- For all courses except for short courses in accordance with the Academic Calendar.
- For short courses, a student may drop the course no later than the second day after the short course has begun. After that point, a student may not drop, and if they do not complete the work they will receive an Incomplete (“I”).

To formalize an add/drop change, a student must access the network-based registration system except for those courses requiring that an add/drop form be submitted to the Law Registrar’s Office during the applicable add/drop period. Giving notice to an instructor or failing to attend class sessions is not considered official notice to drop a course and may result in the student receiving a failing grade.

A student will not be permitted to add or drop a course after the applicable drop/add period specified above has elapsed. This rule applies regardless of what the CaneLink system may permit.

4. EXAMINATIONS

Taking Final Examinations

An anonymous grading number (“AGN”) will be issued each semester in advance of the examination period and must be used on all examinations (whether by Exam4, BlueBook or Scantron forms). Students may not use their name, C number, Social Security number, or any other identifying information on their examinations. Click [here](#) for more information. Some examinations are given in-class and others are take-home. This is solely at the discretion of the faculty member. All take-home exams must be

accessed and submitted through the Exam4 website. For more information, click [here](#).

Students can find their anonymous grading number (“AGN”) by following the instructions below:

1. Login to Student Link using your law school username (this is your email address, excluding the @students.law.miami.edu) and password (the default password is your C number with a capital "C"): https://lawapps2.law.miami.edu/clink_student/default.aspx. You can also find StudentLink on the top left of the CourseLink page.

2. Select “View Your Anonymous Grading Number” from the center panel.

3. Click on the applicable term, and you will be able to view your Midterm and Final Exam AGN numbers.

Examination Accommodations

Students with disabilities who have applied for and been granted accommodations for their examinations should meet with the Director of Student Access & Inclusion early in the semester to discuss which examinations will require such accommodations. Requests for exam accommodations, including the submission of documentation, must be filed by the deadline posted on the Student Services website <http://www.law.miami.edu/disability-services>. If you need assistance accessing the website, please contact the Director of Student Access & Inclusion. Note that all deadlines are set to allow for appropriate review of documentation and a determination of accommodations, if granted. The Accommodations Committee generally takes 4-6 weeks to process accommodation requests. Any questions should be directed to the Director of Student Access & Inclusion.

Examination Accommodations for Foreign LL.M. and Visiting International Exchange Students

In proctored final examinations of more than two hours in length, an LL.M. student may bring a translation dictionary and will be given one additional hour to complete the exam, if:

- a. English is not the student’s native language; and

- b. The student does not have a J.D. or equivalent degree, a bachelor’s or equivalent degree, a graduate degree, from a university in the United States or other English-speaking country.

In final examination of two hours or less, the same rules apply, except that the additional time will be one-half hour. The rule permitting a translation dictionary and additional time applies only to proctored examinations given during the final examination period.

Rescheduling a Final Examination

Each semester, after drop-add period ends, the Law Registrar’s Office will review petitions for rescheduling of Final Examinations as a result of schedule conflicts. The petition must be submitted by completing the [Rescheduling Exams Due to Conflict](#) form at least four weeks prior to the end of classes. Students should not contact their professors directly to reschedule an exam as this may compromise the anonymity afforded to students by the anonymous grading system. Rescheduling will be arranged only in circumstances that clearly satisfy the criteria set forth below.

Examination schedule conflicts are defined as follows: two exams in one day, three examinations in three consecutive days, four examinations in five consecutive days, or a take-home exam that is administered at a set time which overlaps with, or ends immediately before or within two hours of, an in-class examination.

It is the policy of the School of Law that examinations are not given before the scheduled times. Neither scheduled examinations nor take home examinations may be given during the reading period.

In all other circumstances, a student will be granted an adjustment in his or her examination schedule only in the event of a personal illness requiring the care of a physician, pregnancy or childbirth, death or serious illness in the student’s immediate family or household, or because of religious prohibitions certified by an appropriate religious professional. In such an event, the examination in question will be rescheduled as early as is consistent with the cause of the excused absence as determined by the Dean of Students. See Form for [Rescheduling Final Exam \(Personal\)](#).

Failure to Take a Final Examination

A student who is ill or has an emergency prior to the beginning of a final examination must notify the Dean of Students prior to the start of an examination, provide supporting documentary or other evidence, and request to be excused. If the student is excused, the student will receive an Incomplete (“I”) if he or she does not take the exam. However, a student who is excused from an examination but decides nonetheless to begin or continue the examination is precluded thereafter from receiving an Incomplete (“I”) in the course on the ground that a failing or low grade was caused by physical or emotional illness or another emergency.

A student who becomes ill or has an emergency during an examination and is unable to continue should immediately notify the examination proctor and the Dean of Students, and request to be excused. All cases caused by medical emergency must be documented by competent medical personnel in writing or in a direct telephone conversation between the physician and the Dean of Students. If the student is excused, and does not in fact complete the exam, the student will receive an Incomplete (“I”).

A student who requests to be excused after failure to take an examination must submit a written request to the Dean of Students. Approval will be granted only in unusual circumstances for compelling reasons that justify failure to request in advance that the examination be rescheduled. Such reasons include serious personal illness requiring the care of a physician and death or serious illness in the student’s immediate family or household, such that a request to be excused prior to the exam could not have been submitted. A student who is excused from an examination will be given a grade of Incomplete (“I”). Students who are not excused will receive an administrative failing grade.

Professors are not obliged to give special make-up examinations at the end of the semester in which the student missed an examination. If the student is unable to take the examination during the proscribed examination period, the student must take the examination administered at the end of the next regular semester in which the course is offered. However, if a student who has been excused from an examination for compelling reasons is able to take the examination before the examination period is completed, the Dean of Students believes that the anonymous grading

process will not be compromised, and the professor is willing to allow the student to take the examination, an exception may be granted.

If the course is next offered during the regular academic year by a faculty member other than the faculty member in whose course the student was enrolled, and the faculty member who taught the student is scheduled to teach the course during the following semester, the student may petition the Dean of Students for permission to take the examination at the end of the semester in which the course will be taught by the faculty member in whose course the student was enrolled.

A student who is excused from an examination for compelling reasons and who is scheduled to graduate at the end of the examination period will be evaluated on a case-by-case basis. The School of Law does not permit special make-up examinations in other situations.

Lost Examinations

In the unlikely event that an examination has been lost, destroyed, or stolen after it has been placed in the control of the administration or of the faculty member, the School of Law shall be allowed a reasonable amount of time to recover the exam. After such a period, the Dean, in consultation with the student, will determine an appropriate remedy.

Use of Laptops and Laptop Malfunctions During Final Examinations

A student may choose to use his or her personal laptop with Exam 4 software to take in-class exams. The Law Registrar’s Office will provide BlueBooks to any student who prefers to hand write his or her exam answers. The University of Miami Law School does not take responsibility or provide accommodations for any computer malfunction that occurs during an exam. If a student experiences a computer issue during an exam he or she should notify the proctor immediately and continue writing his or her exam answer in a BlueBook.

5. GRADING

Grading Scale

A	-	4.00
A-	-	3.70
B+	-	3.30
B	-	3.00
B-	-	2.70
C+	-	2.30
C	-	2.00
C-	-	1.70
D	-	1.00
F	-	0.00

First-Year Grade Distribution

Students in required first-year courses are graded in accordance with the following grade distribution.

1. The combined total number of “A,” “A-” and “B+” grades awarded in each course shall equal or exceed 20 percent of the number of students graded in that course; and

2. The combined total number of grades of B or higher awarded in each course shall equal or exceed 45 percent of the number of students graded in that course.

The sum of “C-,” “D,” and “F” grades in first-year courses shall not be less than 5 percent nor more than 15 percent of the number of students graded in that course, (subject to waiver for a particular course in unusual circumstances by vote of the Faculty or by the Dean prior to the submission of grades).

It is the responsibility of the Dean to interpret the proper implementation of the First-Year Grade Distribution.

Grade of Incomplete

If a student receives authorization to miss an examination or not to complete work in a course within the prescribed time, he or she will be given a grade of Incomplete (“I”).

A student can remove the grade of Incomplete from his or her record by taking the examination the next time the course is offered or by completing the required work within the time period specified by the

instructor, which shall not extend beyond the last day of the next regular semester. However, if the student fails to remove the grade of Incomplete within the prescribed time, the grade of Incomplete will remain on the student’s transcript.

Students attending a class to make up an incomplete should not re-register for the course when satisfying a grade of “I.” Such students must complete the appropriate form on the [Law Registrar’s website](#) and notify the instructor that they are making up an incomplete and conform with any requirements the instructor may impose on students enrolled in the class, including rules regarding class attendance or assignments.

It is essential that graduating students who carried incompletes into their last semester review “Due Dates for Written Work,” *supra page 4*. Graduating students may not take any incompletes in their last semester.

Honors-Pass-Fail Grading Program

The School of Law has a limited honors-pass-fail grading program. To obtain a grade of “Pass” under this program, a student must earn a grade of “C” or higher; **students who earn a “C-” or below will receive the letter grade for that class, regardless of pass/fail designation.** To receive a grade of “Honors” under this program, a student must earn a grade of “A.” Students awarded honors designations will receive a 4.0 in the applicable courses for purposes of calculating their grade point averages.

Honors-pass-fail credits may be earned in the ways described below:

1. Second-year and third-year students may take those courses designated by the faculty as exclusively pass-fail courses, or honors-pass-fail courses. Such courses do not count against the 2-course pass/fail limit (outlined below), but students should be aware that having more than 25 percent of all courses without traditional letter grades will render them ineligible for Order of the Coif. *See “Honors,” infra Page 13.*

2. With respect to all other courses, each faculty member shall designate whether a particular course is eligible for the elective honors-pass-fail grading program. Students should refer to course descriptions on [CourseLink](#).

3. Students may elect to take up to two courses, regardless of the number of credits the courses are worth, on an honors-pass-fail basis in graded courses.

Students may not take first year, professional responsibility, or courses to satisfy the upper level writing requirement on an honors-pass-fail basis.

4. Students have until the end of the eighth week of classes to register to take a course on an honors-pass-fail basis. For summer session, students must register by the first business day following the completion of the second week of classes.

Repetition of Offering

No course in which a student has received a failing grade, or credits from that course, may be used to satisfy any degree requirement.

When a failed course is repeated, the grade received each time the course is taken will be reflected on the student's transcript and included in the student's cumulative grade-point average.

A student who has received a failing grade in a required first-year or professional responsibility course must repeat and successfully complete that course, with a different instructor if possible.

No course in which a student received a final passing grade may be repeated for credit.

Audit of Courses

Students may audit a course with the *written permission* of the instructor provided that:

1. There is physical space in the classroom (the class cannot be full to capacity); and
2. The student agrees to comply with all of the classroom policies, including attendance, and completion of assignments up to, but not including, final exams or alternative final assessments.

Students attempting to audit a course should send a copy of the written permission of the instructor via email to the Law Registrar's office (lawreg@law.miami.edu) prior to the deadline to add a course for the semester in which the student plans to audit the course.

No grade or academic credits will be recorded for work that a student completes for a class that he/she is auditing.

A student who has enrolled in a course as an auditor may *not* thereafter receive credit and a grade for that course by taking the examination or submitting other required work.

Audit courses count toward a law student's total credit cap and may not exceed 17 credits. Courses taken for credit and courses taken as an audit carry the same credit load when calculating a student's total credit load.

Non-Miami Law students who wish to audit a course should contact the law registrar at lawreg@law.miami.edu for more information on the outside audit policy and the procedures that govern outside audit eligibility.

Submission of Grades

Faculty must submit grades in a timely manner according to policies established by the Dean of the School of Law. Faculty are subject to substantial fines if they do not comply with the established deadlines.

Dissemination of Grades

The School of Law disseminates grades in a manner that ensures privacy and accuracy. Students obtain their grades from CaneLink. Students are reminded that it is a violation of the Honor Code to disclose to another person information that a student knows or reasonably should know is confidential, including another student's social security number, anonymous grading number, or grades.

Privacy considerations also require that the Law Registrar's Office not respond to individual requests posed by regular telephone for information on grades, class rank, honors, and similar matters.

Feedback on Grades

Any student has the right to examine his or her examination if the student so requests provided a proper request is made within one semester of the completion of the examination. In complying with this requirement, faculty members may establish any reasonable procedure they deem appropriate.

First year students who are still enrolled in the semester following an examination are required to meet with faculty to discuss any examination that received the grade of C-, D or F to review the examination and receive recommendations for academic support. These meetings should occur not later than the following dates:

Fall Semester Grades -- thirty days after the distribution of Fall Semester grades, or thirty days after the start of the Spring Semester, whichever is later;

Spring Semester Grades -- thirty days after the first day of classes in the Fall Semester of the following year.

Change of Grades

A final grade submitted to the Law Registrar's Office cannot be changed by a faculty member, or anyone else, to reflect a re-evaluation of the student's examination answers or other work. If, however, an arithmetical or transmittal error is discovered, the error will be corrected. No change of grade takes effect without the approval of the Dean or Vice Dean. Requests to have such errors corrected must be made by the instructor, and the Dean's or Vice Dean's decision communicated to the Law Registrar's Office before the end of the semester immediately following the semester or summer session in which the error was made.

There are no grade appeals.

Academic Awards

Some student organizations at the University of Miami School of Law give awards to students. Click [here](#) for a list of these awards.

Honors

Class rank and honors (including Order of the Coif) will be determined by the cumulative grade-point average. The Law Registrar's Office determines class rank after all grades are received for the Fall and Spring semesters. The only ranking of the 1L class comes after the entire first year.

All students whose cumulative grade-point average falls within the top 20% of the class will receive an individual numerical ranking. All students whose

cumulative grade-point average falls within the top 33% or top 50% will be so notified that they fall within this percentage band. The balance of the class will not be ranked.

Degree Honors

For students who entered the law school in 2015-2016 and thereafter, J.D. degree will be awarded with honors based on final class rank as follows:
Summa cum laude – awarded to the top 2% of the class;
Magna cum laude – awarded to the next 10%;
Cum laude – awarded to the next 33%.

Latin honors designation at the Commencement Ceremony are preliminary. The award of Latin honors will be determined exclusively by the final class rank.

For students who receive their degrees in September and January, eligibility for honors will be determined based upon what the student's class rank would have been in comparison with those students who graduated the previous May.

Transfer students and students awarded advanced standing credits who receive 17 or more credits toward their JD degree from a school other than UM Law are only eligible for *cum laude* degree honors.

Order of the Coif

Students who graduate in the top 10% of the class (Summer, Fall, and Spring, graduating classes combined) and who meet other requirements of the Order will be elected to the national Order of the Coif Honor Society. Students should be aware that having more than 25 % of all courses without traditional letter grades will render them ineligible for Order of the Coif. For this purpose, "courses without traditional letter grades" include all courses taken outside the School of Law (including, but not limited to, first-year courses taken by a transfer student at another law school).

Dean's List

Full-time students who complete nine or more graded credits will be awarded a Dean's List certificate for any semester in which their grade-point average for the semester's work is in the top 20 % of their class.

Awards for Outstanding Performance

The School of Law participates in three special award programs.

- The CALI Excellence for the Future Award is a certificate presented to the top student in each course if the instructor chooses to participate.
- The Dean's Certificate of Achievement is awarded to one or, in exceptional circumstances, two students in each class who has/have excelled. This award applies to courses taught by full-time faculty and instructors. The Dean's Certificate may be awarded to the same student who receives the CALI Award.
- The Director's Award is a certificate which may be presented to the top student in each LL.M course if the instructor chooses to participate.

6. ACADEMIC STANDARDS, PROBATION, AND DISMISSAL

Candidates for the J.D. degree are expected to satisfy minimum performance standards as described below. Students must maintain a **cumulative GPA** of 2.000 or better to be in good academic standing.

Academic Referral

First Semester of the First Year

Students who have a GPA below 2.000 at the end of the first semester of the first year will be placed on Referral for the following semester and will not be permitted to take the first-year elective. Students whose GPA is below 2.300 but not below 2.000 at the end of the first semester of the first year may voluntarily elect to participate in the Referral Program.

Beginning after the Second Semester of the First Year

Any student who has a cumulative GPA below 2.000 will be dismissed. No student who has a

cumulative GPA below 2.000 upon completion of the coursework required for her or his J.D. degree will be permitted to graduate.

Academic Referral Program for Spring Semester of 1L Year

Each student on Academic Referral is *required* to have at least one meeting with his or her assigned Academic Achievement Program adviser. This meeting must take place within the first few weeks of the semester.

A student on Academic Referral who has not met with his or her assigned Academic Achievement Program adviser will not be permitted to register for the following semester until the required meeting takes place.

A student on Academic Referral is not permitted to take the first-year elective.

Coordination with Financial Aid requirements:

Federal regulations governing student financial assistance programs stipulate that continued eligibility for federal (Title IV) funds depends on students' Satisfactory Academic Progress toward a degree. This is a separate policy for receipt of federal aid. You may refer to the Satisfactory Progress Policy on the Office of Financial Aid's website for further information.

The Academic Achievement Program offers counseling relating to effective strategies for academic preparation for success in Law School. These programs are voluntary, but students on Academic Referral are strongly urged to participate.

Effect of Dismissal on Summer Enrollment

A student who enrolls in a summer course and is notified during the course that he or she is dismissed may not complete the course, may not take the examination, and will not receive a grade. A full refund will be made for tuition paid for the summer course.

Academic Oversight Program

A student is subject to Academic Oversight if he or she has a cumulative GPA or a GPA for any one semester below 2.500. Oversight is not a form of Referral, and a student on Academic Oversight is considered to be in good standing.

Each student on Academic Oversight is *required* to have at least one meeting with his or her assigned Academic Achievement Program adviser during each semester that the student is subject to Academic Oversight.

Students subject to Academic Oversight are urged to participate in the programs offered by the Academic Achievement Program relating to strategies for academic success, including programs relating to such topics as time management and examination preparation.

Notification

The Dean or Vice Dean will notify any student who is placed on Academic Referral or who is dismissed.

Academic Relief

Right to Petition for Reinstatement

A student (other than a student on referral as a result of a prior reinstatement) who has been dismissed for academic reasons may petition the Dean for reinstatement. The student may be reinstated only if the student "sits out" (i.e., is not enrolled for credit in any classes) at least one regular semester.

Timing of Petition

All petitions for reinstatement must be submitted by the first Monday following the Fall Break for students requesting reinstatement for the Spring semester, and by the first Monday after the Spring Break for those students requesting reinstatement for the Summer or Fall Semesters.

Reinstatement Committee

Petitions will be reviewed by a Reinstatement Committee that is comprised of the Dean, the Vice Dean, and the faculty Chair of the Academic Standards Committee.

Rights of Petitioners

A student who petitions has a right to appear in person before the Reinstatement Committee to present his or her case and to answer questions. If the student desires, an advisor of their choice may accompany him or her. The Committee may restrict the amount of time allotted for the petitioner's

presentation. The pendency of a petition does not give the petitioner any right to attend classes or to register.

7. COURSES TAKEN OUTSIDE OF THE UNIVERSITY OF MIAMI SCHOOL OF LAW

Policies Applicable to All Students

The rules set forth in this section apply to all current Miami Law who are students who are permitted to take courses elsewhere or in other departments at the University of Miami.

- No credit toward the degree will be given for any course taken at another law school or elsewhere in the University of Miami in which the grade received is less than a "C."
- The transcript will identify the law school or department where the course was taken and the grade received, regardless of whether credit toward the J.D. is granted.
- No quality points will be awarded for courses taken elsewhere. Accordingly, any courses taken outside of Miami Law will not be factored into the student's Grade Point Average.
- Students should be aware that if they take a course outside the School of Law in their final semester, and fail to earn a "C" or higher, no credits will be granted toward the J.D. degree for that course, and they may fall short of the 88 credits required to graduate.

Students may receive credit for work at another law school only upon the receipt of an official transcript from the other school by the Miami Law Registrar. The School of Law will not request the transcript; it is the student's responsibility to do so.

1. Law Courses Taken at Another Law School

In limited circumstances, the School of Law permits current students to register for credit bearing courses at another law school. In all cases, students must follow proper procedures for obtaining advance permission. Otherwise, no credit will be granted toward the J.D. requirements. Under no circumstances will permission be granted retroactively.

A. Miami Law Exchange Agreements with Foreign Law Schools

Miami Law has established student exchange agreements with a number of foreign law schools. For information on the schools and the application process, see <http://law.miami.edu/academics/international-study-exchange-opportunities>.

The grades received from the foreign law school will not appear on the transcript but will count towards the total number of credits needed for graduation.

B. Visiting Away at Another U.S. Law School

Petitions for permission to visit away for a Summer, Fall or Spring semester must be submitted to the Vice Dean **prior to applying to the other law school**. The Vice Dean will consider the petition in light of the best interests of the student and the School of Law. Click [here](#) to view the “visit away” form on the Law Registrar’s website.

Miami Law students who wish to take up to 7 summer credits of law courses at or through another ABA law school must petition the Vice Dean for permission to visit away by the first Monday after spring break. In considering such petitions, the Vice Dean will take into account the academic merit of the program, the students’ objective, and the soundness of the student’s overall academic trajectory.

Miami Law students who wish to visit away at another ABA approved law school for a semester or a year must be third year students. Such permission is granted only in the rare cases when there are compelling personal circumstances. Miami Law students visiting away in the third year must comply with all Miami Law graduation requirements.

C. Abroad Programs Through Another U.S. Law School

The same rules govern as detailed in “Visiting Away”, supra page 16.

2. Non-Law Courses Taken Within the University of Miami

The School of Law supports and values the importance of interdisciplinary opportunities offered by being a part of the University of Miami.

Students who are not in joint degree programs may take up to six credits and count them towards their J.D. degree.

Students who have at least a 3.0 law school cumulative grade point average and have completed their first-year curriculum may register for 500-level or above courses offered by other departments at the University of Miami. However, Miami Law students who have visited away may, at the discretion of the Vice Dean, be precluded from exercising this option. The student should contact the professor to determine if there are any prerequisite requirements and to let the professor know of the law student’s interest in the subject. Some lower-level courses, including 200-level and above language courses, may also be taken with approval from the Vice Dean.

8. LEAVE OF ABSENCE AND WITHDRAWAL

Students who wish to take a Leave of Absence or withdraw from the School of Law must contact and meet with the Dean of Students. This section does not apply to students who have been approved for a visit away or are participating in an exchange program.

- At any time after completing the first semester, a student in good academic standing may apply for a leave of absence of up to two semesters. The leave must be requested in writing, stating the reasons for the request and providing documentation as appropriate. The request must be approved by the Dean of Students in consultation with the Vice Dean. Students returning from a leave of absence must submit a written notice of resumption of studies to the Dean of Students.
- A student who wishes to withdraw must contact and meet with the Dean of Students.

Tuition Refund Schedule and Policy

The tuition refund schedule and policy is posted before the start of each semester and can be reviewed online at the [Office of Student Account Services](#). This schedule displays refund percentages contingent upon the date of withdrawal. This calculation is separate from the Return to Title IV Fund for federal aid recipients mentioned above.

Return of Title IV Funds

The University is required by the Higher Education Act of 1965, as amended in 1998, to determine the amount of financial aid that a student "earned" for an academic semester when the student does not complete at least one course within that semester. When the "earned" aid is less than the disbursed aid, the institution and student are responsible for returning the "unearned" disbursed funds to the appropriate agency. The [Office of Student Account Services](#) is responsible for calculating the Title IV refund. Students may contact their office by phone at (305) 284-6430, Option #5, or by email at saccounts@miami.edu for further information or questions.

9. TRANSFER TO ANOTHER LAW SCHOOL

A student who wishes to apply for transfer to another law school is required to contact the Associate Dean of Academic and Student Services and Strategic Initiatives

10. STUDENTS VISITING FROM OTHER LAW SCHOOLS

Students visiting from other law schools are expected to adhere (1) to the requirements and standards of their home institution; and (2) to the academic and other standards specified in the Student Handbook and Honor Code, and other official documents of the University of Miami School of Law.

Students requiring financial assistance should contact the Financial Aid Office at their home schools.

Students who have been approved for visiting status at Miami Law should contact the Law Registrar's office to complete registration.

Under normal circumstances visiting students are expected to return to their home institution.

11. TRANSFER STUDENTS TO THE UNIVERSITY OF MIAMI SCHOOL OF LAW

Credit of two semesters (up to 32 academic credits,) may be given for work at another law school, but the particular number of credits awarded will be

determined upon admission. Grades in those courses earned at another law school will be recorded as pass/fail for purposes of grade point average. However, the grade actually earned will appear on the University of Miami transcript. Students who have completed more than one full year of law study will be limited to a maximum of two semesters credit for work at any other law school.

Transfer students and students awarded advanced standing credits who receive 17 or more credits towards their JD degree from a school other than UM Law are only eligible for *cum laude* degree honors. The Grade Point Averages of transfer students are not included in the class ranking.

12. GRADUATION AND ADMISSION TO THE BAR

Application for Graduation

Students must apply for graduation on [CaneLink](#) at the beginning of their final semester at the School of Law. An announcement regarding the deadline for submission of graduation applications (and for ordering regalia and invitations) will be posted online. The names of students who fail to adhere to announced deadlines may not appear in the program for graduation; these students' graduation dates also may be delayed. A new Application for Graduation must be submitted if the degree was not awarded pursuant to the original application.

Students must attend the mandatory graduation meeting and must complete all the requirements on the Graduation Checklist.

Note: Please refer to "Due Dates for Written Work," *supra* page 4.

Admission to the Bar

The student should make a timely inquiry concerning requirements for admission to the Bar including the character and fitness investigation. Failure to follow proper procedure and to adhere to announced deadlines may result in considerable delay in approving an application for admission to the Bar. All credits and graduation requirements must be completed (with a grade recorded or certification by the faculty member

to the Registrar) before an applicant may sit for the Bar Examination.

Applications for admission to the Florida Bar are available on-line. Students should give careful attention to the completion of the application.

Third-year students are responsible for requesting that a Certificate of Dean and a final, official transcript be forwarded to the Bar upon completion of all graduation requirements. Students should make these requests on CaneLink when applying for graduation. These documents are not automatically sent without a formal request.

Students with disabilities who plan to request accommodations for the Bar Examination should be prepared to submit the request for accommodations earlier than the posted deadlines. Please contact the Director of Student Access, Inclusion, and Engagement at (305) 284-9907 or disabilityservices@law.miami.edu for assistance in completing these applications.

All coursework must be completed by the end of the grading period in order to ensure that the Law Registrar's Office can certify graduation and eligibility to the Bar.

Papers or other assigned written work must be completed and given to the instructor by the designated due date. Only the instructor may grant an extension.

Please refer to “Due Dates for Written Work,” *supra* page 4.

In **no** circumstance will a student be allowed to receive a degree or receive a Certificate of Dean if written work necessary for graduation has not been submitted by the timeline indicated above. Students intending to graduate should realize that not meeting the deadline described in the “Due Dates for Written Work” section will delay graduation or will prevent them from sitting for the next bar examination.

The Law Registrar's Office cannot make certification of graduation unless all requirements have been completed by the deadline of the jurisdiction to which the student is applying. For example, students taking summer courses cannot be certified for the July Bar Examination unless they have otherwise already met

the graduation requirements. In general, a student taking credits in the summer session will not be certified to sit for the Bar Examination in July.

Accordingly, graduating students must ensure that all graduation requirements have been met by the end of the semester. Students are expected to familiarize themselves with the requirements of the Bar to which they have applied.

13. INTERPRETATION OF RULES

Waiver of Rules

To seek a waiver of any rule, policy, or procedure in the School of Law Student Handbook and Honor Code, or any other official document, to the extent those matters are subject to waiver, a student should submit a written petition to the Dean of Students for decision according to regular and established policy of the School of Law. If the petition deals with a subject that is not within her jurisdiction, the Dean of Students will refer the petition to the appropriate official, committee, or body for action. Students seeking to appeal a decision of the Dean of Students with respect to such a petition may submit written appeals to the Office of the Vice Dean.

Change of Rules

The School of Law reserves the right to change with immediate effect any rule, policy, or procedure set forth in the School of Law Student Handbook and Honor Code, or any other official document.