



**UNIVERSITY OF  
BALTIMORE**

**School of Law**

# **2024-2025** STUDENT HANDBOOK

**Students are advised that the policies and procedures in this handbook are subject to change at any time. Students are notified of such changes by email to the University of Baltimore account and are bound by them.**

Also available online: [law.ubalt.edu/academics](http://law.ubalt.edu/academics)

*Date of this manual: August 13, 2024*

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## **DEAN'S MESSAGE**

Dear Students,

Welcome or welcome back to the University of Baltimore School of Law! Some of you are just beginning your legal education at UBalt, while others are returning to your studies, friends and colleagues, and student organizations. I hope you are looking forward to the new academic year and are as excited as I am about the new opportunities ahead.

You are attending law school at a crucial moment in American history. Institutions of democracy are under great stress, and our ability to remain civil despite differences of opinions and viewpoints is being tested. Lawyers have long been at the forefront of solving some of the nation's biggest challenges and pursuing justice. That remains true today. As a member of the legal profession and as a member of the UBalt community, you will be exposed to many new ideas. I encourage you to think deeply about the topics you will explore and to strive always to engage with your peers and others in ways that are constructive and civil.

As you prepare to enter the profession, be sure to take full advantage of our law school's rich curricular offerings including courses in legal theory and skills-based courses that will develop your lawyering skills. You may also compete to work on one of the law journals or to join moot court and trial advocacy teams.

Weigh your options carefully and plan ahead. I encourage you to meet with an academic adviser and attend the sessions on curriculum planning offered by the Office of Academic Affairs and the Office of Student Affairs. Get to know Associate Dean for Academic Affairs Colin Starger, Associate Dean of Students Paul Manrique and other members of the faculty and staff of the School of Law. We all are invested in your success and are here to support you in your academic and professional journey. I have an open-door policy and love talking with students about your aspirations. Feel free to contact me, and please don't be shy about sharing with me any accolades and achievements. One of the most rewarding parts of serving as dean is sharing in the joys of your accomplishments!

Legal education takes place both inside and outside the classroom. Make time to attend lectures and presentations and other events in the law school and in the legal community. You will find that participation in these activities will help



connect what you are learning in the classroom to the work you will do after you graduate.

Connect with your peers in student organizations and begin to establish career-long relationships. Begin building your professional network with help from Assistant Dean Dina Billian and the team in the Law Career Development Office. Work hard, stay focused, attend to your wellbeing, and enjoy your law school years. You have made an excellent choice to obtain your legal education at the University of Baltimore School of Law, and we are thrilled to be a part of your professional journey!

LaVonda Reed  
Dean and Professor of Law

## **OVERVIEW**

This document incorporates, by reference, all the policies and procedures found in the University of Baltimore Student Handbook. All academic, student and financial policies and regulations, as well as individual programs, courses, and standards are subject to change at any time. Students are advised by way of this notice that such changes may affect their program requirements, degree status, tuition, fees and financial aid, and any other aspect of their enrollment at the University of Baltimore. The University notifies students of such changes through the University of Baltimore email system and online.

This document is not to be considered a contract between the student and the University. Each student at the University of Baltimore is personally responsible for his or her academic progress, and all are urged to read this document and all University academic publications and correspondence carefully, and to consult regularly with appropriate University personnel for additional information.

The School of Law Honor Code sets the standards of integrity and professionalism for law students and provides the exclusive method for handling violations of its rules and standards related to academic honesty and professionalism. Each student is bound by the Honor Code. At Orientation, incoming students are required to take a pledge to uphold the Honor Code and they are required to sign a form indicating their commitment to the same. The Honor Code is included in this manual and online.

## INTRODUCTION TO ACADEMIC PROGRAM

Change is occurring at a rapid pace in legal education, the practice of law and the economy. To meet the new demands occasioned by these continuing shifts, the School of Law's faculty are working to ensure that students are prepared for fulfilling professional lives in the 21st century. A key part of this is the School of Law's "Core Competencies"—principles that shape the academic and programmatic structure of the School of Law. It ensures that students are prepared for fulfilling professional lives in the 21st century and, for all of law school constituencies, it brings four principal areas into focus: curriculum development, the cost of legal education, admissions and student career planning. As part of this planning process, the School of Law Faculty adopted "Core Competencies" — principles that shape the academic and programmatic structure of the School of Law.

### Core Competencies

#### **Justice, Professionalism and Ethics**

- Ethical responsibilities in the service of justice
- Development of a professional identity
- Development of professional values, including judgment, reflectiveness, and decision-making
- Development of professional interpersonal skills, and cultural sensitivity
- Commitment to public and *pro bono* service

#### **Core Legal Contexts**

- Statutory law
- Common law
- Constitutional law
- Procedural law
- Administrative law
- International law

#### **Substantive Knowledge**

- Knowledge of doctrinal law, including its history, theory, policy, and context
- Principles of the U. S. legal system and legal systems worldwide

#### **Fundamental Lawyering Skills**

- Critical thinking, including critical analysis of law
- Legal and factual research and conventional legal citation
- Problem solving
- Persuasion and rhetoric
- Litigation Skills
- Transactional Skills
- Legal writing
- Oral advocacy
- ADR
- Client interviewing
- Client counseling

## PROFESSIONALISM PRINCIPLES

Students at the University of Baltimore School of Law are expected to comport themselves according to the professional standards that govern attorneys in the practice of law. Failure to comply with these standards can have real consequences during law school, as well as in the profession. The Professional Principles outlined below provide a framework for the expectations for individuals within the UBalt Law community.

### I. Professionalism Principles

#### **A. Treat others with respect.**

Professionalism requires civility in all circumstances. Assume positive intent, maintain compassion and empathy, and respect others' points of views.

#### **B. Communicate effectively, candidly, and courteously with others both in writing and in person.**

Lawyers are evaluated on how well they communicate. Ensure that every email, conversation, and social media post reflects the best version of yourself.

#### **C. Understand and comply with Law School and University rules and protocols.**

Take responsibility for learning and understanding the standards that govern law students and future lawyers.

#### **D. Demonstrate diligence and competence in all interactions.**

Be responsive to others and reply in a timely manner. Honor commitments throughout the legal community by attending events and meetings on time and prepared.

#### **E. Place a premium on punctuality, class attendance, and deadline submissions.**

Manage time effectively to ensure timeliness in attendance, assignment submissions, and other deadlines.

#### **F. Engage in service to others.**

Commit to serving others through pro bono opportunities, clinical programs, public service, and by contributing to the law school community.

#### **G. Seek help and resources to self-empower and improve.**

Few individuals succeed in Law School without support along the way. Seek and receive feedback, and grow from what you learn.

**H. Consistently strive for diversity, equity, inclusion and belonging, within the law school and within the greater legal community.**

Every individual has important and unique contributions to make. Respect the viewpoints of others, and grow by engaging and learning from others with differing perspectives.

**I. Foster a spirit of mutual support and collegiality.**

Celebrate the successes of your colleagues. Personal satisfaction comes from building relationships based on mutual respect and admiration.

**J. Maintain an impeccable reputation.**

A lawyer's greatest asset is their reputation. The relationships and impressions made in law school are long-lasting.

## THE HONOR CODE

Academic Integrity at the School of Law is governed by the Honor Code. The School of Law Honor Code is based in substantial part on the University's Academic Integrity Policy. While the procedures for adjudication of Law School Honor Code matters differ in some respects from the procedures employed in the other schools of the University, the essential policies, standards and basic objectives of the Honor Code and the University Academic Integrity Policy are entirely consistent. The University Academic Integrity Policy can be found in the section on University Policies.

All students must sign a pledge that they are familiar with the Honor Code of the University of Baltimore School of Law. By signing this pledge, they affirm to uphold themselves in accordance with the Honor Code.

The [Honor Board](#) is the student organization charged with implementation of the policies and procedures outlined in the Honor Code. The Honor Board works closely with the School of Law administration when complaints about possible Honor Code violations are filed. The website for the Honor Board provides forms for filing complaints, information about the process, names of the Honor Board members and information about serving on the Honor Board.

### Purpose (Section I)

The University of Baltimore School of Law prides itself on maintaining high standards of academic and professional responsibility. The Honor Code presumes that all students will embody the principles of honesty and personal responsibility during their legal education.

The Honor Code sets out specific guidelines that will govern student conduct with regard to academic integrity. The Honor Code creates and defines the administrative structure in which matters of academic dishonesty are addressed by the law school community, and it establishes an Honor Board that is charged with implementing the procedures.

### Notice of Honor Code Provisions (Section II)

All students are on notice of this Honor Code and its provisions by virtue of enrollment at the School of Law. Copies will be distributed at orientation, are placed on reserve in the Library, are available at the Office of Student Affairs, and

are available online. All students should also be aware that a record of academic dishonesty is an extremely serious obstacle to a student's gaining admission to the practice of law. All students have a duty to promptly report conduct reasonably believed to be a violation of the Honor Code.

Definitions (Section III)

- A. "The Dean" shall mean the Dean of the Law School.
- B. "Advisor" shall mean the Honor Board Advisor, who is also the Associate Dean for Student Affairs for the Law School.
- C. "Respondent" shall mean a student suspected of an Honor Code violation.
- D. "Examination" shall include any graded test or assignment, or any work required or performed for academic credit.
- E. "Investigator" shall mean a person(s) who is charged with being a neutral finder of facts of alleged violations.
- F. "Business Day" shall mean any weekday on which the School of Law is open for classes, and shall not include holidays, breaks or days closed for inclement weather.
- G. "Chairperson" shall mean the Honor Board Chairperson, an Honor Board member selected by their Honor Board peers to serve in the leadership role for the academic year.
- H. "Panel" shall mean Preliminary Review Panel, which is comprised of three Honor Board members tasked with determining whether the Investigator has offered sufficient evidence to support a prima facie case that an Honor Code violation has occurred.

Prohibited Conduct (Section IV)

An honor code violation demonstrates a lapse in professional judgment and may have a serious adverse effect on a student's professional career. In this context, except as otherwise specified below, to be responsible for an honor code violation, a student must be found to have engaged in the prohibited conduct with purpose, knowledge, recklessness or negligence. Students suspected of a violation are presumed to have acted without violating the Honor Code unless proven otherwise, or unless the contrary presumption is clearly stated in the code.

It shall be a violation of the Honor Code to engage in any of the following academic misconduct:

- A. **Plagiarism.** Plagiarism is misrepresenting the work of another as one's own. Examples include—but are not limited to—submission of papers purchased or downloaded on the internet or supplied by others; paraphrasing or quoting material written by another, published or unpublished, without properly documenting the source; misrepresenting another's analysis, synthesis, organization, or compilation of sources as one's own, whether the source is a fellow student or any other author; or using any Internet sources as one's own without full citation and appropriate use of quotation marks. Plagiarism is a breach of academic honesty and does damage to the student's own education, to the legitimate interests of other students who observe the norms of academic professionalism and to the process of education and scholarship generally. The harms caused by plagiarism are the same whether the conduct is knowing or simply negligent. Law students are adults who aspire to membership in a profession that demands integrity and high standards of professional care. They are responsible for ensuring that their academic conduct steers well clear of the line between original work and plagiarism.
- B. **Cheating.** Cheating includes the giving, receiving, having, or possessing any unauthorized assistance or unfair advantage on any form of academic work. Examples may include, but are not limited to, talking with other students during the administration of an exam, the use of crib sheets or any other materials not expressly authorized by the professor during exams, unauthorized possession of exam materials prior to or after the administration of the exam, and copying from other students' exams, use of unauthorized resources on a research or other writing assignment or in a competition for academic credit when prohibited by the competition's rule, and violating rules provided by a professor or proctor on an examination or assignment.
1. There shall be a presumption, rebuttable by clear and convincing evidence, that any student who possesses prohibited resource materials during an examination, including, but not limited to, crib sheets, outlines, cellular phone, "smart phone", tablet, mobile device, or any other technological device not specifically authorized by a professor for use during an examination has cheated.



2. There shall be a presumption, rebuttable by clear and convincing evidence, that any student who violates rules provided by a professor or proctor on an examination or assignment has cheated.

**C. Misuse of Materials.**

1. Misuse of any law school library, writing center, or law career development office materials. Misuse includes marking, damaging, hiding, or destroying materials; removing materials without authorization or depriving other students of materials meant to be for the use of all students.
2. Use of another student's or professor's books, class notes, or other study materials without that person's consent.
3. Depriving another student, temporarily or permanently, of that student's books, class notes, or other study materials.
4. Intentionally giving another student false or inaccurate information about class assignments, study materials, notes, or other class requirements.

**D. Communications regarding examinations.**

1. Knowingly discussing an examination that has been taken with another student who has yet to take the examination or with any person in any place where a reasonable person should realize that the conversation could be heard by another student who has not yet taken the examination. Any student who learns, intentionally or accidentally, of any question or answer to an exam not yet taken must report this information immediately to the professor, administrator or staff member responsible for supervising the examination or to the Dean's Office. A failure to so report is a violation of this provision.
2. Knowingly discussing an examination that has not been taken (but is scheduled to be taken) with another student who has already taken the examination.

E. **Misrepresentation.**

Misrepresentation includes but is not limited to:

1. Misrepresenting one's own or another's class attendance or falsifying attendance records;
2. Misrepresentation of one's own credentials, academic record, class standing or extracurricular experience including, but not limited to misrepresentation on a resume, transcript, a job application, or a cover letter.
3. Misrepresentation to any member of the Law School faculty, staff or administration or to any supervising attorney in the case of clinics or internships of any matter pertinent to satisfaction of employment or course requirements, including, but not limited to, the number of hours worked.

F. **Impeding the Honor Code Process.**

A student who engages in the following misconduct shall be considered to be impeding the Honor Code Process:

1. Failing to reveal fully any knowledge or evidence concerning an alleged violation on proper request of an Investigator, the Hearing Committee, or any Respondent or his or her representative.
2. Knowingly misstating or misrepresenting a material fact in testimony or a written statement given during an investigation or a hearing of an alleged violation of this Code.
3. Knowingly filing a false complaint of a violation of this Code.
4. Knowingly failing or refusing to comply with any order of an Investigator or the Hearing Committee.

Proceedings (Section V)

Every stage of the proceedings shall be conducted without unnecessary delay. All parties shall act as expeditiously as possible, consistent with the purposes of the Honor Code. Persons who become aware of possible violations of the Honor Code shall report such violations promptly.

A. **Complaint**

1. Complaints may be made by students, faculty, administrators, staff members or the Advisor and shall be reported in writing to the Honor Board Chairperson (hereinafter the Chairperson), or to the Advisor.
2. The complaint shall describe the incident, shall state the date(s), time(s), place(s), person(s) involved (by name, if known, otherwise by description) and potential witnesses, and shall be signed and dated by the complainant.
3. Upon agreement, the Chairperson and the Advisor, in their discretion, may dismiss immediately a complaint that does not allege academic misconduct or fall within the purview of the Honor Code. They shall send notice of the dismissal to the Respondent. The dismissal shall not be reported to the Board of Bar Examiners.
4. Complaint Timeline:

- a. For complaints made on or before the last day of class during the spring semesters, if not dismissed, the Chairperson or Advisor shall send, within ten (10) Business Days of the conclusion of the final exam period. The date of notice to the student shall be the starting date for the Investigation and Preliminary Review Panel, set out in Sections B and C below. The Investigation and Preliminary Review Panel shall be held virtually. If the Panel decides that there is sufficient evidence to support a *prima facie* case that a violation has occurred, The Hearing timetables, as set out in Section D, below, may commence during the summer if Honor Board members and faculty are available, but if not, then no later than ten (10) Business Days of the first date of the fall semester.
  - b. For complaints filed during the summer term, the notice of the complaint shall be sent to the Respondent no later than within ten (10) Business Days of the first day of the fall semester. The date of notice to the student shall be the starting date for the Investigation, Preliminary Review Panel and Hearing timetables, set out in Sections B, C, and D, below.
  - c. For complaints made after the last day of class of the fall semester, if not dismissed, the Chairperson or Advisor shall send notice of the complaint to the Respondent within ten (10) Business Days of the first day of the spring semester.
5. Notice of the complaint shall be sent via official University Communication means (University email) and shall include the following:
- a. A description of the alleged conduct that constituted the charged Honor Code violation;
  - b. Identification of specific Honor Code sections alleged to have been violated;
  - c. Names of the student investigator and members of the Preliminary Review Panel;
  - d. That the Respondent is entitled to be represented by counsel or other representative;
  - e. That the Respondent is entitled to consult with the designated "Process Aide" for advice about the process and procedure;

- f. That the Respondent is under no obligation to admit or deny the charges or to make any other statement;
  - g. That any statement the Respondent makes may be used against him/her;
  - h. That the Respondent may concede the alleged action(s) that is the subject of the complaint and waive his/her right to a hearing on the merits and proceed with a hearing on sanctions only.
6. Upon notice of the complaint, the Respondent may request the recusal of any investigator or members of the Preliminary Review Panel on the grounds of potential bias.
  7. Complaints against graduates or others no longer enrolled as students:
    - a. Except for § V(A)(7)(b), below, no complaint may be filed against a student more than six months after that student leaves the University of Baltimore School of Law.
    - b. If a student leaves the University of Baltimore School of Law and either returns or attempts to transfer this law school's credit to another law school, complaints may be filed until six months after that student graduates from any law school.

**B. Investigation**

1. Within a reasonable period of time after the filing of the complaint, the Chairperson or Advisor shall select one member of the Honor Board to serve as Investigator for the matter, and shall select three (3) student members of the Honor Board to serve as the Preliminary Review Panel.
2. Any Honor Board member who could potentially be called as a witness in the matter, or who has a professional or personal relationship with the Respondent that would create, or give the appearance of creating, an unfair bias, must be recused from all proceedings relating to the matter.
3. The Investigator shall complete the investigation within twenty (20) Business Days of notice to the student, unless an extension

for good cause is granted by the Chairperson. The Respondent shall be notified of any extension of time.

4. The Investigator shall interview all relevant witnesses, the Respondent, and any witnesses then proffered by the Respondent and shall prepare an investigation report. The investigation report shall consist of a written statement approved by each witness, and any other relevant information collected by the investigator.
5. During the investigation, the Respondent shall not have the right to be informed of the name of the complainant, but shall be informed of the name of the complainant if the Preliminary Review Panel finds sufficient evidence to set the matter for a hearing. All witnesses contacted by the Investigator shall be informed of the confidentiality requirement imposed by Section V.(G) .
6. The Investigator shall strive to be a neutral fact finder with respect to the Preliminary Review Panel. The investigator does not participate in the panel's deliberations

C. **Preliminary Review Panel**

1. Upon completion of the investigation, the Preliminary Review Panel (hereafter the Panel) shall meet to determine whether the Investigator has offered sufficient evidence to support a prima facie case that an Honor Code violation has occurred. The Investigator shall present to the Panel the following materials for its consideration:
  - a. The complaint;
  - b. The investigation report, and
  - c. A written statement submitted by the student, if the student chooses to submit a statement.
2. The Advisor shall attend the Panel proceedings for purposes of clarifying procedural matters, but shall not vote in the Panel's deliberations.
3. **Sufficient evidence - Prima Facie Case.** If a majority of the Panel finds that the investigator has presented sufficient

evidence to support a prima face case that a violation has occurred, the Panel will prepare and deliver a letter to the Advisor outlining the allegation, the investigation, the evidence considered and the Panel's findings. The matter shall proceed to a Hearing.

- a. The Advisor shall send, via university email, a letter to the student enclosing the Panel's letter. The letter shall include:
  1. Name of the complainant;
  2. A description of the alleged conduct that constituted the charged Honor Code violation;
  3. Identification of the specific Honor Code sections alleged to have been violated;
  4. That the Respondent is entitled to be represented by counsel or other representative;
  5. That the Respondent is entitled to consult with the designated "Process Aide" for advice about the process and procedure;
  6. That copies of all documentary evidence susceptible to photocopying are available and that the Respondent and counsel shall have a reasonable time to examine any evidence not susceptible to photocopying;
  7. The names and available contact information of all persons that may be called as witnesses;
  8. That the Respondent is under no obligation to admit or deny the charges or to make any other statement;
  9. That any statement the Respondent makes may be used against him or her; and
  10. That the Respondent may admit to the conduct at issue and waive the right to a hearing on the merits at any time, in which case the Hearing Committee will hear evidence relating to sanctions.
- b. The Advisor shall work with the Respondent or their representative to establish a mutually convenient date for the hearing. Once established, the Advisor will provide the Respondent or his/her representative with a list of Hearing Committee members.

4. **Insufficient evidence - No Prima Facie Case.** If a majority of the Panel finds that the investigator has presented insufficient

evidence to support a prima facie case for an Honor Code violation, the Panel shall prepare and deliver a letter to the Advisor outlining the allegation, the investigation, the evidence considered and the Panel's findings, and the matter shall be dismissed. The Advisor shall send, via official university communications, a letter to the student enclosing the Panel's letter and a notice of dismissal. The matter shall not be reported to the Board of Bar Examiners.

5. If thirty (30) Business Days pass, without an extension for good cause, from the date of notice to the student without a finding by the Panel or admission by the student to the conduct alleged, the complaint shall be dismissed. Notice of the dismissal shall be sent to the Respondent, and shall not be reported to the Board of Bar Examiners.
6. Should exonerating or mitigating evidence or information appear at any point after the Panel has found a prima facie case of a violation but before the Hearing has occurred, such evidence shall be provided to the Respondent and introduced at the Hearing by the Presenter of Facts.

#### **D. Hearing**

1. Composition of the Hearing Committee. The Hearing Committee shall be composed of four Honor Board student members and two faculty members selected from members of the faculty who are tenured. A Faculty member may be excused from a Hearing Committee by the Advisor for hardship or cause. Any Hearing Committee member who may be called as a witness or who has a professional or personal relationship that would create, or has the appearance of creating, an unfair bias shall be recused by the Advisor. In cases of related actions, the Advisor in consultation with the Dean shall have the discretion to decide whether to consolidate the hearings of several students or of several complaints concerning one student or to consider them separately. The Hearing Committee shall immediately select a Chair from among the student members.
2. Rights of Respondents.



- a. A Respondent may represent him/herself or use outside counsel or other representative. Current members of the full-time or part-time faculty may not represent students before the Hearing Committee or on an appeal of an Honor Board proceeding.
  - b. The Dean annually shall appoint a full-time, tenured faculty member to serve as Process Aide. The Process Aide will make himself or herself available to the Respondent in order to provide information about proceedings under the Honor Code, including information about the alternatives that are available to the student at each step. The Process Aide shall not represent any student in proceedings related to the Honor Code.
  - c. A Respondent need not testify, but an adverse inference may be drawn from a student's refusal to answer questions if, under the circumstances, it would be reasonable to draw that inference.
  - d. The Respondent may request the recusal of any Hearing Committee member on the grounds of potential bias. Such requests are to be addressed to the Advisor who shall have final, non-reviewable authority to determine whether to grant the request. If the request is granted, a new Hearing Committee member will be selected pursuant to the procedures of Section V.(D)(1), above.
  - e. A Respondent may admit to the alleged conduct by informing the Advisor or the Hearing Committee Chair. The Hearing Committee Chair shall draft a statement of agreed facts and submit it to the Respondent for review. Upon agreement, the statement shall be submitted to the Hearing Committee for consideration during outcomes deliberation. If the Respondent admits to the alleged conduct, it shall be considered a violation of the Honor Code and the Hearing Committee shall hear evidence relating to and deliberate only about appropriate outcomes, including the factors outlined in Section V.(E)(2).
3. Procedures for the Hearing.
    - a. The Hearing shall be a bifurcated hearing in which the matter of sanctions shall be addressed only after the

- Hearing Committee has determined - either based on the evidence presented or upon the admission of the Respondent to the conduct alleged - that a violation occurred.
- b. The Hearing shall be informal, confidential and shall be closed to all except official participants. For all proceedings relating to a complaint, the Respondent may be accompanied by counsel or other representative. If the Hearing Committee Chair and student agree, others may be permitted to attend the Hearing.
  - c. An audio recording shall be made of the Hearing.
  - d. All of the materials reviewed by the Preliminary Review Panel, the Panel's letter to the Advisor and new evidence, if any, shall be made available to Hearing Committee members at least one Business Day prior to the Hearing.
  - e. The Respondent and all witnesses will be requested to be present during the hearing, although witnesses shall not be in the hearing room except during their own testimony.
  - f. The Hearing Committee Chair shall call the Hearing to order, summarize the facts of the complaint and then call witnesses.
  - g. The Hearing Committee Chair shall ask the Respondent (or representative) to present any witnesses, evidence, and statements in the student's favor.
  - h. The Hearing Committee shall have the right to participate in the questioning of any witness, including the Respondent.
4. Deliberations. After all evidence and testimony relating to the alleged conduct has been presented, the Hearing Committee shall meet privately to deliberate and make findings. The standard for establishing a violation shall be clear and convincing evidence that a violation has been committed. The Hearing Committee may only find an Honor Code violation if at least 5 members so vote. The Hearing Committee shall vote by secret ballot, counted by the Hearing Committee Chair.
- a. *No violation.* If the Hearing Committee finds that the Respondent did not violate the Honor Code, it shall

announce its finding to the Respondent right away, dismiss the complaint and prepare its decision, which shall include findings of facts. The Hearing Committee's decision shall be provided to the Respondent within seven (7) Business Days of the hearing. The matter shall be reported to the Board of Bar Examiners as "Dismissed after a Hearing."

- b. *Violation.* If the Hearing Committee finds that Respondent violated the Honor Code, or if the student has admitted to the alleged conduct as described in the agreed upon statement of facts, the Hearing Committee shall meet privately and vote on an appropriate outcome(s) pursuant to Section V.E. of this Code. The Hearing Committee shall then prepare its decision, outlining the basis for the finding of the violation and the outcomes. The Hearing Committee's decision shall be provided to the Respondent within seven (7) calendar days of the hearing. The matter shall be reported to the Board of Bar Examiners as "Violation."

#### E. **Outcomes**

1. Upon a finding of an Honor Code violation or upon an admission by the Respondent to the alleged conduct (as set forth in an Agreed Statement of Facts), the Hearing Committee shall, by a secret ballot vote of at least four (4) members, select one or more of the following outcomes
  - a. Written reprimand, to be made part of the student's official record;
  - b. Loss of credit for the particular academic endeavor involved;
  - c. Loss of credit for the course for which the academic work involved was prepared;
  - d. Suspension for a stated period;
  - e. Expulsion (or revocation of degree if finding of violation follows the awarding of the degree);
  - f. Probation for a stated period (must include terms of probation);
  - g. Reduction of course grade, including failure with Honor Board citation (XF);
  - h. Community Service (to be specified); or

- i. Any other outcome the Hearing Committee deems appropriate.
2. If no outcome receives the support of four (4) members of the Hearing Committee, the Hearing Committee shall impose outcome 1.(a) above (Written reprimand, to be made part of a student's official record.)
3. In addition to the evidence presented to the Hearing Committee, the Hearing Committee may consider any or all of the following factors when imposing outcomes:
  - a. Whether the student cooperated with the Honor Board's investigation;
  - b. The nature of the violation;
  - c. The degree of premeditation;
  - d. Whether the student admitted to the alleged conduct, and/or
  - e. Records of previous Honor Code violations, if any.

**F. Appeals**

1. A student found responsible for a violation may appeal either a finding of violation or the imposition of a particular outcome.
2. Requests for appeals must be made in writing to the University's Office of the Provost within ten calendar days of the emailing of the Hearing Committee's decision to the student found responsible. The Request for appeal must specify the ground(s) of appeal as set forth in V.F.4 below. Requests for appeals will then be promptly transmitted to either the Provost or the Provost's designee, who will be responsible for deciding the appeal.
3. The student found responsible, the Hearing Committee Chair and the Advisor shall have the opportunity to submit materials for consideration on appeal.
4. The grounds for appeal are:
  - a. Findings of a violation are unsupported by substantial evidence in the view of the entire record;

- b. There was substantial departure from the required procedures which materially affected the fairness or reliability of the decision-making process;
  - c. There is previously unavailable evidence which, if proven accurate, would substantially alter the finding of violation or the appropriateness of the outcome; or
  - d. The outcome imposed is disproportionate to the gravity of the conduct.
5. Potential Results of Appeal:
    - a. Affirming the Hearing Committee finding and the assigned outcome;
    - b. Reversing the Hearing Committee finding, and
    - c. Altering the outcome; or
    - d. Returning the matter to Hearing Committee for further review with instructions.
  6. The student, Advisor, and Hearing Committee Chair shall be notified in writing of the result of the appeal.

**G. Confidentiality**

1. Honor Board members (students and faculty) as well as the complainant(s) student or faculty member shall not engage in any discussion that is not called for by their functions either during or after a case.
2. The Advisor or Hearing Committee Chair or Chairperson may answer a complainant's reasonable and lawful request for information about the procedural status of a case.
3. Once yearly, the Honor Board shall publicize to the Law School Community findings of violations of the Honor Code in summary, de-identified fashion.

**Discovery of New Evidence**

1. Within twelve months after the imposition of an outcome, a student found responsible for a violation may petition the Advisor for reconsideration based on new evidence that could not with reasonable diligence have been discovered prior to

the initial evidentiary hearing. The Advisor, upon concluding both that the new evidence is relevant and that there were reasonable grounds for the evidence not being brought forth earlier, shall convene a new Hearing Committee to consider the new evidence, using the same procedures as set forth above in Section C. Hearing.

2. The new Hearing Committee shall contain as many members of the original Committee as possible.

Reports to the Maryland State Board of Law Examiners or Other State Bar Admitting Authority (Section VI)

A. **Records retention**

School of Law Office of Academic Affairs retains electronic records of all charges of academic misconduct issued in accordance with this Honor Code, including decisions from all Hearings, as well as the disposition of all such charges.

B. **Bar Applications**

The Office of Academic Affairs shall report Honor Code violations and/or dismissal to the Board of Bar Examiners as indicated in this Code. Students are responsible for reporting Honor Code violations and/or dismissals on their applications for the Bar Examination.

Members of the Student Honor Board (Section VII)

A. **Selection of Honor Board members**

Honor Board membership is open to all University of Baltimore law students whose grade point averages are 2.750 or higher. Members of the Honor Board shall be selected by an application and interview process. The selection committee shall include the current Chairperson and the Advisor.

**B. Composition of the Honor Board**

The Honor Board shall be composed of a maximum of 15 students, including the Chairperson. Term of service for new members begins the semester, including summer, after the applicant is selected to serve on the Honor Board and continues until graduation unless the Honor Board member resigns or is removed. An Honor Board member shall be removed by the Chairperson or Advisor for good cause.

**C. Honor Board Chairperson**

The Chairperson shall be selected by majority vote of the current Honor Board members, the Advisor and the Associate Dean for Academic Affairs. The Chairperson shall not serve on the Student Bar Association Executive Board. The Chairperson shall:

1. Schedule and preside over monthly Honor Board meetings;
2. Facilitate Honor Code procedures in conjunction with the Advisor;
3. Keep and disseminate meeting minutes to members;
4. Report Honor Board general business to the student body and faculty as necessary;
5. Any other responsibilities conferred by the Honor Board.

Miscellaneous Provisions (Section VIII)

- A. This Honor Code shall be publicized to the student body as often as is necessary to ensure student awareness of its provisions.
- B. If any provision of this Code is determined to be invalid, all remaining provisions shall continue in effect.
- C. This Code shall become effective on the first day of the semester following its publication for student review and comment, adoption by the Faculty Council, and its approval for legal sufficiency by the Office of the Attorney General.

## **JURIS DOCTOR REQUIREMENTS AND PROGRAM INFORMATION**

### Degree Requirements

Students must complete a minimum of 87 credits with a cumulative GPA of 2.00. The School of Law requires the law degree to be completed within 7 years (84 months) of matriculation. Students may request to extend the 7-year maximum by petitioning to the Associate Dean of Academic Affairs.

Students will complete a combination of required and elective coursework to reach 87 credits. Students may count towards graduation up to a total of 12 credits of non-classroom credit activities approved by faculty. Clinic work does NOT count as a “non-classroom” activity. Up to 6 of these 12 credits may be earned for Moot Court or other advocacy competitions, and the Board of Advocates activities. Please refer to the [Non-Classroom Course Credit Policy](#) for more details on qualifying credits.

Although the Offices of Academic and Student Affairs can offer guidance and advising regarding course selection and scheduling, it is incumbent upon the individual student to understand the graduation requirements for matriculation and ensure they are in compliance.

A student who waits to enroll in a required class during their last semester should be on notice that if their performance in the class does not meet the grade requirements, eligibility for graduation and/or certification for the bar exam may be jeopardized.

**NOTE:** Students should regularly monitor their progress toward degree completion by logging in to the MyUB portal and viewing the “Academic Requirements” feature. This is a degree audit feature that tracks completed and in-progress courses, grades and requirements.

### Required Courses

#### **Required Courses for students – Students enrolled prior to Fall 2024**

- Civil Procedure I (3 credits) or Introduction to Lawyering Skills/Civil Procedure I (6 credits)
- Civil Procedure II (3 credits)
- Constitutional Law I (4 credits)
- Constitutional Law II (2 credits)



- Contracts I (3 credits) or Introduction to Lawyering Skills/ Contracts I (6 credits)
- Contracts II (3 credits)
- Criminal Law (3 credits) or Introduction to Lawyering Skills/Criminal Law (6 credits)
- Introduction to Advocacy (2 credits)
- Property (4 credits)
- Torts (4 credits) or Introduction to Lawyering Skills/Torts (7 credits)
- Evidence (3 credits)
- Professional Responsibility (3 credits)
- Law in Context course (3 credits)
  - American Legal History, Jurisprudence, Comparative Law, Critical Legal Theory, or Law and Economics
- Upper Level Scholarly Writing
  - Seminar course (2-3 credits) OR Publication Comment for Law Review or Law Forum
- Experiential course(s) (total of 6 credits)
  - Minimum of 3 credits of Live Client Experiential designated coursework
  - 3 credits of Live Client or Simulation Experiential designated coursework
- Rules and Reasoning Requirement\* (3 credits)
  - \* *Required course for all students whose cumulative GPAs are below 2.80 after the completion of their second semester. More information available under [Mandatory Academic Success Curriculum](#).*

**Required Courses for students – Students enrolling Fall 2024 and after**

- Civil Procedure I (3 credits)
- Civil Procedure II (3 credits)
- Constitutional Law I (4 credits)
- Constitutional Law II (2 credits)
- Contracts I (3 credits)
- Contracts II (3 credits)
- Criminal Law (3 credits)
- Introduction to Advocacy (2 credits)
- Introduction to Lawyering Skills (3 credits)
- Property (4 credits)
- Torts (4 credits)
- Evidence (3 credits)
- Professional Responsibility (3 credits)
- Law in Context course (3 credits)

- American Legal History, Jurisprudence, Comparative Law, Critical Legal Theory, or Law and Economics
- Upper Level Scholarly Writing
  - Seminar course (2-3 credits) OR Publication Comment for Law Review or Law Forum
- Upper Level Writing Enhanced course
- Experiential course(s) (total of 6 credits)
  - Minimum of 3 credits of Live Client Experiential designated coursework
  - 3 credits of Live Client or Simulation Experiential designated coursework
- Rules and Reasoning Requirement\* (3 credits)
  - \* Required course for all students whose cumulative GPAs are below 2.80 after the completion of their second semester. More information available under [Mandatory Academic Success Curriculum](#).

Minimum Course Grade Requirements

Students must earn a grade of C- or higher in any required course, with the exception of Law in Context, Scholarly Writing Requirement, and Experiential Learning courses. Students must earn a grade of D- or higher in any elective course. See table below.

<u>Course</u>	<u>Minimum Grade Required</u>
Required Course (see exceptions below)	C-
Elective Course	D-
Law in Context Course	D-
Scholarly Writing Course	C
Experiential Learning Courses	C

Maximum and Minimum Credit Hour Loads for Full and Part Time Students

**Full Time Student**

The minimum and maximum semester course loads for a full-time student are 13 and 16 credit hours, respectively. In limited circumstances and with approval of the Associate Dean for Academic Affairs or his or her designee, students may register for fewer than 13 hours or for more than 16 hours. Credits for non-classroom activities are computed in the minimum and maximum course loads for full time students.

### **Part Time (Day or Evening) Student**

The minimum and maximum semester course loads for a part time student are 8 and 12 hours, respectively. With approval of the Associate Dean for Academic Affairs or his or her designee, students may register for fewer than 8 hours. First year evening students may only take 9 credits in the fall and 9 credits in the spring. Credits for non-classroom activities are computed in the minimum and maximum course loads for part time and evening students.

### **Summer Session - All Divisions**

There is no minimum load requirement for the summer term. The maximum summer term course load is 8 credits for full time students and 6 credits for part-time students.

### **Exceptions to Credit Loads**

Upon a showing of exceptional need and academic ability, the Associate Dean may approve an overage of credits above the credit limit (that is, greater than 16 for full time students or greater than 12 for part time students), pursuant to the American Bar Association (ABA) Standards for Law Schools. A student is billed by the Bursar's office for all credits, including those above the 16 or 12 credit limits. Please contact the Office of Academic Affairs to submit a request for excess credits.

Full-time students in their final semester can enroll in less than 13 credits, provided they are enrolled in all remaining graduation requirements. Please note that enrolling in less than 13 credits may impact a student's financial aid package. Students are responsible for contacting the Financial Aid Office to discuss any implications of enrolling in less than 13 credits during their final semester.

### Transfer Between Divisions

#### **All division transfer requests must be approved by the Office of Academic Affairs.**

Part time day and evening division students may change divisions only after completing the first three semesters of study. Evening students who switch to the day division before their fourth semester may be required to take some classes in the evening during that semester. Once a student switches divisions, the student must remain in that division for two semesters before switching back.

### Student employment

*This student employment policy was adopted by the Law school faculty on December 10, 2016.*

*We, the faculty of the University of Baltimore, School of Law, believe that the study of law presents unique academic challenges as students encounter a workload, curriculum, perspective and vocabulary that many are experiencing for the first time.*

*Full-time day division students are required to take 13 or more credits per semester and expected to devote the majority of their time to their studies. Therefore, full-time students should not work at all during the first semester of law school. During second semester, full-time students should work no more than 15 hours per week. Thereafter, full-time students should devote a maximum of 20 hours per week to paid positions or other activities outside of their academic commitments. This recommendation reflects an appropriate balance between such non-academic endeavors and work for academic credit.*

*Part-time day and evening students may take a maximum of 12 credits per semester. This limit reflects the fact that most of these students work full time during their studies and represents the maximum course load that will allow students to achieve an appropriate balance of academic and non-academic activities. Accordingly, permission for part-time students to exceed a 12 credit hour course load in a semester will be granted by the Associate Dean for Academic Affairs only upon a showing of exceptional need and academic ability. We also believe that the ideal course load for evening students during the first three semesters of law school is 10 credits or fewer.*

*The balance envisioned by these guidelines will permit students to experience the varied legal concepts and subject matters needed for success on the bar and in a multi-decade legal career.*

### **Law Career Development Office**

Students interested in identifying legal employment during law school are encouraged to work with the Law Career Development Office (LCDO). LCDO staff can support students in identifying employment opportunities that will help advance students' professional goals, while maintaining the appropriate balance between academic and non-academic demands.

For more information, students should visit [the Law Career Development Office web site](#).

First and Second Year Curriculum

The first-year curriculum is composed entirely of required courses. Full time students are required to take 16 credits in the fall and 16 credits in the spring. Evening students take 9 credits each term during the first year. Part time day students may take up to 12 credits in each term. The course sequences for first and second-year day and evening students are set out below:

**First Year Full Time Day**

Full time students will be automatically enrolled in their courses in their first two semesters. Students may not choose or request specific course sections in their first two semesters.

Fall Full Time Day		Spring Full Time Day	
Course	Credits	Course	Credits
Introduction to Lawyering Skills	3	Introduction to Advocacy	2
Contracts I	3	Contracts II	3
Civil Procedure I	3	Civil Procedure II	3
Criminal Law	3	Property	4
Torts	4	Constitutional Law I	4
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

**Second Year Full Time Day**

Full time students should take Constitutional Law II (2 credits), Evidence (3 credits), and Professional Responsibility (3 credits) during their second year. There will be sufficient seats offered across the academic year for all students to complete these requirements. These courses are the most frequent pre-requisites for advanced coursework.

Students who earn below 2.80 cum GPA after their first 28 attempted credits, must also take Rules and Reasoning (3 credits) during their second year.

Students may choose whether to take these courses in the fall or spring semester, keeping in mind that sometimes the classes may be in the evening. Remaining requirements may be taken during the second or third year.

**First Year Part Time Day**

Part Time Day students are automatically enrolled in Intro to Lawyering Skills, Civil Procedure I, and Contracts in the first semester. They can also choose to take Criminal Law in their first semester.

In their second semester, Part Time Day students are required to take 12 credits and will be automatically enrolled in Civil Procedure II, Contracts II, Intro to Advocacy, and Constitutional Law I. Students may contact the Registrar to take Property instead of Constitutional Law I during their second semester.

Part Time Day students may enroll in courses during the summer after their first year if they have met all of the course's pre-requisites.

Fall		Spring	
Course	Credits	Course	Credits
Introduction to Lawyering Skills	3	Civil Procedure II	3
Contracts I	3	Contracts II	3
Civil Procedure I	3	Introduction to Advocacy	2
Criminal Law (optional)	3	Constitutional Law I	4
<b>Total</b>	<b>9 or 12</b>	<b>Total</b>	<b>12</b>

**Second Year Part Time Day**

Part Time Day students must self-enroll in Torts and Criminal Law (if not taken in the prior fall) during the fall of their second year. They must self-enroll in Property or Constitutional Law I in the spring of their second year and must consult with an Advisor to plan out their course schedule.

Students who earn below 2.80 cum GPA after their first 28 attempted credits must also take Rules and Reasoning (3 credits) within the two subsequent semesters.

Fall		Spring	
Course	Credits	Course	Credits
Criminal Law (if not taken prior fall)	3	Property	4
Torts	4	Rules and Reasoning or Elective(s)	2
Constitutional Law II	2	Professional Responsibility	3
Rules and Reasoning or Elective (optional)	3	Elective(s)	2-3
<b>Total</b>	<b>9 - 12</b>	<b>Total</b>	<b>9 - 12</b>

### ***First Year Evening***

First Year Evening students will be automatically enrolled in Intro to Lawyering Skills, Civil Procedure I, and Contracts I during their first semester.

During their second semester, they will be automatically enrolled in Intro to Advocacy, Contracts II, and Torts.

Evening students may take courses during the summer after their first year if they have met all the course's pre-requisites.

Fall		Spring	
Course	Credits	Course	Credits
Introduction to Lawyering Skills	3	Introduction to Advocacy	2
Contracts I	3	Contracts II	3
Civil Procedure I	3	Torts	4
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>9</b>



**Second Year Evening**

Evening students will be automatically enrolled in Civil Procedure II, Criminal Law, and Constitutional Law I during the fall of their second year.

In the spring of their second year, evening students will be automatically enrolled in Property. Students may consult with an advisor to plan the rest of their schedule.

Students who earn below 2.80 cum GPA after their first 28 attempted credits, must also take Rules and Reasoning (3 credits) within the two subsequent semesters.

Fall		Spring	
Course	Credits	Course	Credits
Civil Procedure II	3	Constitutional Law II	2
Criminal Law	3	Property	4
Constitutional Law I	4	Rules and Reasoning or Elective	3
		Professional Responsibility or Elective (optional)	3
<b>Total</b>	<b>10</b>	<b>Total</b>	<b>12</b>

## Upper Level Requirements

### **Scholarly Writing Requirement**

Students must complete a seminar course or participate in a journal activity that satisfies the scholarly writing requirement.

Students completing this requirement through a journal activity must submit a note or comment that is found to be of publishable quality by the editorial board and must be approved by a faculty member. The note or comment must be a minimum of 25 pages, exclusive of footnotes or end notes. The process to develop the comment must include the scheduling of discussion and review of written scope notes, outlines, and drafts, as well as the final product.

Students completing this requirement through a seminar course must earn a grade of C or higher. Seminar courses designated to fulfill the scholarly upper-level writing requirement may include the courses listed [here](#). Please check the schedule of courses for the most up to date information each semester.

**NOTE:** Advanced Legal Research course does not satisfy the requirement, though students may earn elective credits for the course.

### **Taking a Seminar Course as an Elective**

Students who have successfully completed the Scholarly Writing requirement and who enroll in a subsequent seminar course may submit a request to complete a writing assignment other than a 25-page paper in the subsequent seminar course. Alternative writing assignments are determined by the course instructor. To submit a request to take a seminar course as an elective, students must complete the appropriate form, which can be accessed by clicking the "Forms" link on the main page of the MyUB portal.

### **Upper Level Writing Enhanced Requirement (Students entering Fall 2024 and after)**

Students who matriculate to the School of Law during the fall 2024 semester and beyond will be required to complete an Upper Level Writing Enhanced (ULWE) course as a graduation requirement. The ULWE course should be completed after the first year and before graduation. The course will enable students to practice

applied legal analysis in small doctrinal classes. It is part of the journey towards legal analysis mastery that begins with ILS and continues with ITA. A list of courses that fulfill the requirement can be obtained from OAA website. Please note that the ULWE is distinct from, and in addition to the “scholarly writing” graduation requirement.

### ***Law in Context Requirement***

A complete legal education requires more than knowledge of legal rules and proficiency in legal skills. Law in Context courses are intended to provide the law student with the third element of a complete legal education: the ability to understand law in a variety of theoretical, social, historical, and philosophical contexts. The courses available to students to complete this requirement include:

- American Legal History
- Comparative Law
- Critical Legal Theory
- Jurisprudence
- Law & Economics

**NOTE:** Not all courses may be available every semester.

### **Experiential Requirement – Learn by Doing**

Hands on learning is central to our curriculum here at UBalt School of Law. We seek to ensure that each graduate is ready to transition from law student to law practitioner. The experiential requirement allows you to gain real experience while earning your law degree. The requirement is to earn six credits in an experiential capacity -- all six credits may be earned in a "live client" setting such as a clinic, or you may combine three credits of "live client" with three credits of a simulation or skills class or activity. Students must earn a grade of C or higher to receive credit.

Detailed information about courses that will count towards the Experiential Requirement can be found on pg. 2 of the J.D. Course Planning Guide, which can be found on the website below under Course Planning and Sequencing Guides:

<https://law.ubalt.edu/academics/academic-advising.cfm>

#### Repeating Required Courses

Students must earn a grade of C- or higher in any required course, with the exception of Law in Context, Scholarly Writing Requirement, and Experiential Learning courses. See table in Minimum Course Grade Requirement section for details.

Students must retake a required course until they earn the minimum required grade. The grades for multiple attempts of the same course shall be averaged for GPA purposes, and the student shall only receive credit for taking the course once. The credits for the first attempt will appear on the transcript until the second attempt is completed and graded.

A repeated course must be taken the next semester it is offered in a student's division. A student may take the course in another division if seats are available after cross-division registration begins. A student who repeats a class or enrolls in a required class during the last semester should be on notice that if his or her performance in the class does not meet the grade requirements, eligibility for graduation and/or certification for the bar exam may be jeopardized.

A student may not repeat courses except as provided in this rule.

*Required courses that are repeated will be recorded as follows:*

- *The course and grade remain on the student record. Credit and quality points do not.*

- *The grade for the second taking of the course is the average of both the first and second grade. A transcript note indicates what the actual second grade is and that the first and second grades are averaged.*
- *Credit hours for the course may only be earned on one attempt.*

### **Law in Context**

If a student fails to earn a grade of D- or higher in a course that satisfies the Law in Context requirement, they are not eligible to repeat the course. The student must choose a different Law in Context course to fulfil this requirement.

### **Scholarly Writing Requirement**

If a student fails to earn a grade of C or higher in a course that satisfies the Scholarly Writing Requirement, they are not eligible to repeat the course. The student must choose a different Scholarly Writing course to fulfil this requirement.

### **Experiential Requirement**

If a student fails to earn a grade of C or higher in a Clinic or Simulation/Skills class, the Clinic or Simulation/Skills class may not be used to satisfy the experiential requirement, and the student is not eligible to retake Simulation/Skills class or enroll in another Clinic. Instead, the student is required to take a different Simulation/Skills class and satisfy the live client requirement with an externship.

All externships must be approved by the Director of Externships. The Associate Dean for Academic Affairs, in consultation with the Associate Dean for Experiential Education, and the Director of Externships, retain discretion to pursue alternatives under extraordinary circumstances.

### **Introduction to Lawyering Skills**

If a student fails to earn a C- or higher in Introduction to Lawyering Skills, the student must repeat ILS in the following fall semester.

The student will not be permitted to enroll in Introduction to Advocacy until the student has earned a C- or higher in Intro to Lawyering Skills.

Incoming Transfer Student Course Credits and Grades

**Requirements to Transfer to UBalt and Transfer Evaluation**

A student seeking to transfer to the University of Baltimore School of Law must be in good standing at the law school he or she is attending. The transfer applicant must meet the minimum requirements for new applicants. Transfer applicants apply directly to the Office of Law Admissions.

The transfer student may receive credit for work satisfactorily completed (C or higher) at the school he or she is attending. If a student fails to earn a grade of C or higher in one semester of a year-long course, the entire course is excluded from transfer. Transfer credit may only be received for courses with regular letter grades. Transfer students may be given advanced standing for up to 29 credits (1/3 of the total number of credits needed to graduate from the University of Baltimore). The Associate Dean for Academic Affairs may approve the transfer of a greater number of credits. A student who has completed the second year of law study is ineligible to transfer unless extenuating circumstances are present. Credits, but not grades, are transferred to the student's University of Baltimore record.

**Academic Good Standing**

The student's grade point average for the purpose of the 2.00 degree requirement is calculated only on the work completed at the University of Baltimore School of Law or University of Maryland Carey School of Law.

**Honors and Class Rank**

The transfer student's grade point average, for the purpose of honors at graduation and class rank, is computed on work completed at both the University of Baltimore School of Law and the school from which the student transferred.

**Course Plan for Incoming Transfer Students**

Each transfer student must meet with an advisor in the Office of Student Affairs prior to beginning coursework at the University of Baltimore. At that time, the student receives an overview of the course requirements and will develop a course plan. The transfer student must complete any outstanding core/first year requirements as soon as possible.

Class Rank, Graduation, and Honors and Awards

**Class Rank**

The official class rank is determined after graduation. This is published at the top of the transcript with the degree. Graduated class rank is calculated once a year in July and includes all J.D. graduates from the previous year (August, December and May).

Continuing student class rank is calculated once a year in July. Separate rankings are done for day and evening students. Class rank is unofficial until the student graduates. Students may view their continuing student class rank information in myUB.

**Graduation Application and Commencement**

In order to participate in graduation, a student must file a graduation application through MyUB at the beginning of the semester in which he or she expects to graduate. The specific deadlines for graduation applications are published in the academic calendar. A graduation application begins the process of review of the student's academic record to determine eligibility for graduation. Although a student may participate in the commencement ceremony, final approval and granting of the degree is contingent upon successful completion of all requirements for graduation as determined by the Office of Academic Affairs. The diploma of the University, signed by its proper officers, remains the official testimony to the possession of a degree. Diplomas are distributed directly from the vendor to the address provided by the student during the semester prior to graduation.

The Law School holds one commencement ceremony annually in May. Students who will complete all graduation requirements prior to the start of the fall semester and who have filed for graduation may participate in the spring commencement ceremony. Students who have eight or fewer credits to complete at the end of the spring semester and who plan to complete those credits during the summer, may participate in the commencement ceremony. Participation in the commencement ceremony does not guarantee that the degree will be conferred.

In addition, prior to participating in graduation, every graduate must complete a graduation employment survey on UB Law Connect and schedule an exit meeting with the Law Career Development Office (LCDO). The LCDO reviews

each graduate's employment survey to ensure accuracy. The LCDO resurveys graduates regarding their employment status at 10 months following graduation. Collecting accurate graduation employment data allows the law school to meet employment data submission requirements as mandated by the American Bar Association and National Association for Law Placement. Graduates are expected to provide the required employment data which is critical to our reputation and standing as a law school.

### **Honors and Awards**

#### **Honors and Awards for Current Students**

Students achieving high academic performance after the first year may be eligible for induction into the Royal Shannonhouse Honor Society. For upper-level students enrolled prior to Fall 2024, the minimum GPA for eligibility is 3.15 cum GPA at the time of review. For incoming students starting Fall 2024 and thereafter, the minimum GPA for eligibility is 3.3 cum GPA at the time of review. Full time day students are reviewed after two semesters. Part time day and evening students are reviewed after three semesters. Induction is contingent on continuing the second year at University of Baltimore.

#### **Honors Designations for Graduating Students**

Awards given at the annual awards ceremony include a clinical excellence award and Dean's Citations. The J.D. degree is granted cum laude to those who complete the requirements with a cumulative grade point average of at least 3.25, magna cum laude to those whose average is at least 3.50, and summa cum laude to those whose average is at least 3.75. Students in the top 10 percent of the graduating class are inducted into the Heusler Honor Society. Transfer students who have earned a cumulative average of at least 3.25 or higher (considering grades earned at both the transferring school and the University of Baltimore School of Law) are eligible to graduate with honors.

#### **Awards for Graduating Students**

The C. Richard Martin Award is a \$1,000 stipend presented to the graduate with the highest academic grade point average.

Ronald Shiff Memorial Award (\$500) is presented to the Graduate Tax student with the highest GPA at graduation as determined by the University of Baltimore Records Office.



International and Comparative Law Awards: The Director's Award is given by the Director of the Center for International and Comparative Law to the law student who has done the most for international and comparative law at the University of Baltimore; and two awards for the best papers submitted on international and comparative law topics as determined by International and Comparative Law faculty.

Clinical Excellence Awards: Awards of \$200 each presented to two students who have demonstrated exceptional work in a University of Baltimore Law clinic. The recipients are chosen by the Associate Dean for Experiential Education in consultation with the clinic supervisors.

The Law Faculty Award, presented at the graduation ceremony, is given to one day division graduate and one evening division graduate who, in the judgment of the faculty, exhibit unusual qualities of scholarship, leadership, and service.

Maryland Chapter of the Academy of Matrimonial Lawyers, Cheryl Hepfer Law Student Award is given to a student who has completed and excelled in the CFCC Student Fellows Program I and II, has completed and excelled in the core Family Law course, and has participated as a student attorney in a family law-related clinic.

Course Planning Guide: J.D.

The School of Law provides a rich range of classes in both the day and evening divisions. In addition to the required curriculum, we strongly recommend that you prepare for the rigors of legal practice by enrolling in as many bar subject areas and foundational courses listed below as possible.

You can access the J.D. Course Planning Guide by visiting the following website and selecting Course Planning and Sequencing Guides:

<https://law.ubalt.edu/academics/academic-advising.cfm>

Note for Part Time Students Entering Fall 2022 and After

In January 2021, the National Conference of Bar Examiners (NCBE) – developer and producer of the licensing test used by most US jurisdictions for bar admission, including Maryland – announced significant modifications to the bar exam to ensure the next generation of the assessment continues to test the knowledge, skills, and abilities required for competent entry-level legal practice in a changing profession. The process to create and implement this “NextGen Bar Exam” is expected to take 5 years, with the first administration scheduled for 2026.

Pursuant to the NCBE's published [Implementation Timeline](#), detailed information and updates regarding modifications to the exam, including structure, format, test items, scoring, policies and procedures, will be provided to students as it becomes available.

## **J.D. CLINICAL LAW PROGRAM – PRACTICAL SKILLS EXPERIENCE**

The University of Baltimore School of Law annually provides nearly 150-200 students the opportunity to participate in clinical courses that operate as part of our Clinical Law Program. These courses provide both day and evening students a broad range of experiential learning opportunities as licensed student-attorneys under Maryland Rule 19-220. As a student attorney under the supervision of a faculty member, you will represent clients and engage in all the tasks of practicing lawyers, such as interviewing, negotiating, counseling, fact investigation, legal research and writing, planning case strategy, legislative advocacy, legal documents drafting, and trial and other advocacy before courts and administrative agencies.

In addition, you will attend the clinical seminar, supervision meetings, and case and project rounds to learn about the practice and theory of lawyering, the skills and values of lawyering, and work on reflective lawyering to build structures to ensure you can continue to develop your lawyering throughout your career.

Participation in experiential education and learning allows you to gain real experience while earning your law degree. Students are required to complete 6 credits of experiential education to graduate. Most of the clinics are 6 credits. All six credits may be earned in a “live client” setting such as a clinic, or you may combine three credits of “live client” with three credits of a simulation or skills class or activity.

While students in the clinical program at the University of Baltimore School of Law receive unmatched, real-life practical experience, they also generate significant results that benefit low-income clients and organizations. Clinics represent, on average, 460 low-income clients every year, including individuals, neighborhood associations and other nonprofit organizations. Many of the UBALT clinics also engage in systemic reform efforts, such as community education about legal issues, advocacy before the Maryland General Assembly and local government bodies, and participating in state and national task forces on legal reform issues.

The Clinical Law Program consists of twelve clinics, each of which is more fully described below and on the clinical law program website: <http://law.ubalt.edu/clinics/>. Note that most – but not all clinics – are for six credits and one semester. Several clinics are particularly suited for evening students. All clinics are graded pursuant to objective grading criteria that are provided to students. With the permission of the faculty, a few students may be permitted to continue in a clinic for a subsequent semester in the Clinic II course.

Descriptions of Clinics

- [Saul Ewing Civil Advocacy Clinic](#)
- [Community Development Clinic](#)
- [Criminal Defense & Advocacy Clinic](#)
- [Bronfein Family Law Clinic](#)
- [Immigrant Rights Clinic](#)
- [Immigrant Justice Clinic](#)
- [Innocence Project Clinic](#)
- [Legal Data and Design Clinic](#)
- [Low-Income Taxpayer Clinic](#)
- [Mediation Clinic for Families](#)
- [Mental Health Law Clinic](#)
- [The Bob Parsons Veterans Advocacy Clinic](#)

Law Clinic Prerequisites

A summary of pre- and co-requisite course requirements for each clinic can be found under General Clinic Information at:

<https://law.ubalt.edu/clinics/contact.cfm>

Contact Information

**Associate Dean for Experiential Education: Jaime A. Lee 410-837-5390**  
**Clinic Administrator: Laura Garcia 410-837-5659**

A full list of contact information for each law clinic can be found at:

<https://law.ubalt.edu/clinics/contact.cfm>

### Clinic Selection Policies and Procedures

The selection policies and procedures for the University of Baltimore (UBalt) clinics are set forth below:

To apply for a clinic, a student must meet the requirements of Rule 19-220 ("student practice rule") of the Maryland Rules governing admission to the Bar – i.e., be in good academic standing, and have successfully completed 30 hours of class work (typically end of first year for day students and end of third semester for evening students). In addition, students must complete the clinic application form and provide a resume and unofficial transcript. Applications are available online at the Clinic website approximately one month before the application deadline.

For more information, please contact Laura Garcia, Clinic Administrator, at (410) 837-5659.

#### **Selection Policies for Clinic**

Due to the enrollment limits and the student demand, the faculty has adopted selection policies for admission is based on several goals. A basic goal is to give students who have not taken a clinic priority in admission so that as many students as possible can have supervised legal experience.

**Lottery:** The lottery process is the process for selecting students for clinics. It is designed to give students who meet the prerequisites a fair chance of getting into a clinic. Students closest to graduation who have not taken a clinic get first priority in the lottery. Students select the clinic of their first choice, but are encouraged to select their second, third, fourth, etc. choices as well if they are open to enrollment in other clinics in order to broaden their chances of getting in one.

**Access for evening students:** Evening students receive priority treatment for some slots in the Community Development Clinic, Legal Data and Design Clinic, Mediation Clinic for Families, Innocence Project Clinic, Low-Income Taxpayer Clinic, and Veterans Advocacy Clinic since it is difficult for them to participate in the other clinics. These Clinics schedule classes to be convenient for both day and evening students.

**Restrictions:** Rule 19-220 ("student practice rule") of the Maryland Rules Governing Admission to the Bar states that students must be in good academic standing. Therefore, a student who is on academic probation will be considered for

a clinic only after all clinic slots are filled with eligible students and placed on the waitlist below eligible students. A student admitted to the Clinic during the lottery who remains on or is put on academic probation when grades are posted from the prior semester will be required to drop the clinic.

**Grading:** If a student earns a grade below C in a clinic, the clinic course may not be used to satisfy the experiential requirement, and the student is not eligible to retake the clinic or enroll in another clinic. The student would instead be required to satisfy the experiential requirement with an externship, upon notice to the Director of Externships. The Associate Dean for Academic Affairs, in consultation with the Associate Dean for Experiential Education and the Director of Externships, retains discretion to pursue alternatives under extraordinary circumstances.

### **Selection Procedures for Clinic**

After the application deadline has passed, the Clinic Administrator, or her designee, conducts the lottery selection process. Students must first be certified to participate in the clinic. The administrator certifies that students are in good academic standing and have successfully completed 30 hours of coursework. The next step is to identify priority applications.

**1. Priority:** Priority is given to students who:

- (a) turn in their application on time;
- (b) have not taken a clinic before; and
- (c) are closest to graduation.

From all the students certified, the administrator separates timely applications from late ones. From the applications submitted on time, she removes the applications of students who have previously taken a clinic. Applications of students who have not participated in a clinic are put in order of expected graduation date. (Students closest to graduating, and so on).

**2. Conducting the Lottery:** Taking the priority applications closest to graduation, the next steps are to:

**a. Sorting by Clinic of First Choice:** The Clinic Administrator sorts applications according to the clinic the students have listed as their first choice. This yields a stack of applications, which list that clinic as a first choice.

**b. Making Sure Students Have Met the Prerequisites:** Each application in the clinic's pile of first choices is checked to see if the student has satisfied the clinic prerequisites. If a student does not meet the prerequisites for their first choice, but does meet the requirements for his/her second choice, the application will be put in the second choice drawing pile and it will be considered for drawings for that clinic or the third choice clinic if the prerequisites are met.

**c. Selecting Students:** At this point, the administrator counts the number of applications for that clinic's first choices. If there are more applications than enrollment spaces, all the applications are blindly picked until all the spaces are filled. The administrator continues to pick the applications and place the names on a wait list until all the applications have been picked. If a student is put on the wait list, his/her application then goes into the second choice drawing pile and set aside. The administrator then goes on to the next clinic's first choice pile.

After the above process has been conducted for every clinic's first choice applications, the administrator repeats steps (a), (b) and (c) for each clinic's second choice ones. After every clinic's second choice applications have been selected, the administrator then does the same for each clinic's third choice applications.

**d. Next Graduation Class:** The administrator then starts the whole process over with the next graduation class. The process indicated in (a) through (c) is conducted. The administrator then goes on to the next graduating class, and so on until all graduating classes have gone through the lottery.

**e. Late Applications** (if received before the lottery occurs): If clinic slots still remain, the administrator considers late applications according to (a) through (c) above.

**f. Students Who Have Taken A Clinic:** After all students who have not taken a clinic have gone through the selection process, the administrator then considers students who have previously taken a clinic. The lottery is conducted according to (a) through (c) above.

**g. Visiting Students:** If clinic slots still remain, the administrator considers applications by students visiting from another law school.

**h. Faculty approval.** After the lottery is complete, registration in the clinic is contingent upon approval by the director of the clinic, and registration may be denied in the event of exceptional circumstances, such as a student who demonstrates a risk of inability to meet ethical or professional standards or other clinic obligations. Each student must meet with the specific clinic's faculty for which the student was selected in order to discuss and confirm ability to meet clinic responsibilities, including time commitments, before they are permitted to enroll.

***Selection Procedure for Clinic II (advanced) courses***

A few students may be permitted to continue their clinic work after their first semester of clinic in the Clinic II course. Permission to enroll in Clinic II is granted by the faculty and is based on a variety of factors such as the student's performance in clinic, faculty's need for Clinic II students, and faculty's capacity to supervise Clinic II students. If a student is interested in continuing in a Clinic II course, the student should discuss the matter with the clinic's faculty.



### Clinic Attendance Policy

Attendance at clinic seminars, case rounds, supervision/team meetings, client meetings, and appearances before adjudicative and legislative bodies is a primary obligation of clinical students whose right to continued enrollment in a clinic is conditioned upon a record of attendance satisfactory to the professor. A student whose unexcused absences exceed a combination of three required clinic obligations or whose total absences, excused and unexcused, exceed five clinic obligations may be compelled to withdraw from the course. A student who is compelled to withdraw shall receive a FA in the course, unless in the professional opinion of the faculty member, it is deemed that the student should receive a WA. A student, who is compelled to withdraw in the second semester of a year-long clinic, shall receive a grade for the first semester of the course, along with the number of credits awarded for that semester, and a WF for the second semester of the course.

### Individual Clinic Policies

Each clinic has its own internal policies that are shared with students, usually in the clinic manual for the specific clinic. Students are responsible for complying with the individual policies of each clinic.

### Clinical Legal Writing Program

A vital and dynamic part of the University of Baltimore School of Law's clinical program is the Clinical Legal Writing Program. This unique initiative integrates the teaching of writing into the clinical program.

Students may participate in interactive seminars about legal-writing topics, such as letter writing and pleading and discovery drafting. The Writing Professor also works one on one with students on specific pieces of writing that they are preparing for their cases.

## J.D. OUTSIDE THE CLASSROOM LEARNING OPPORTUNITIES

### Non-Classroom Course Credit Policy

Students may count towards graduation up to a total of 12 credits of non-classroom credit activities approved by faculty. **Clinic work does NOT count as a “non-classroom” activity.** During any semester, credits for these non-classroom activities are included in the computation for minimum and maximum credit loads. These activities are outlined below and include: Moot Court or other Advocacy Competitions, Board of Advocates, Externships, Publications and participation as student fellows in two of the five Centers at the School of Law. Up to 6 of these 12 credits may be earned for Moot Court or other advocacy competitions, and the Board of Advocates activities. Clinics are **not** considered non-classroom activities.

In addition, students may also gain valuable experiential learning through participation in various teaching assistant programs at the School of Law.

### Externship Program

The Externship Program at the University of Baltimore allows students to receive academic credit for substantive legal work performed outside of the classroom in conjunction with course work designed to augment the learning process. Students may work in judicial placements or a variety of attorney placements, including law firm, corporate counsel, non-profit, government, or legislative offices. Students learn the practical application of substantive law, develop lawyering skills (such as interviewing, counseling, and negotiating), and hone their research and writing skills. The educational objectives and requirements are similar for attorney or judicial placements, however, the course registration and classroom requirements differ accordingly. Externs may earn 3 credits in the fall, spring or summer. The maximum number of externship credits is 9 which allows a student to complete up to three 3-credit externships. Students may complete up to 2 externships at one placement, and no externship course may be repeated. Students may only complete one externship during a single semester.

#### **Basic Requirements**

1. Students must be supervised by practicing attorney, judge or judicial law clerk who is not a relative.
2. Assignments must be legal and substantive.

3. Externships may be paid or unpaid. Paid placements are subject to different approval processes.
4. Students must attend a weekly classroom component or, in the case of an Advanced Externship, participate in individual meetings with the faculty instructor.
5. Students must meet with their field placement supervisor weekly.
6. Students must complete reflective writing assignments as assigned by the faculty.
7. Students are required to create and submit 10 cumulative pages of written work product from their field placement.
8. Students must work a minimum of 130 hours/semester (140 hours for Advanced Externs) for three credits and must maintain detailed time records.
9. Remote externships may be eligible for credit, provided all of the requirements for an externship placement have been met.

**Externship Grading:**

There are 3 possible grades for externship courses: Satisfactory Pass, Unsatisfactory Pass, and Fail. An Unsatisfactory Pass grade will allow the student to earn credits towards graduation, but the course can NOT count towards the experiential learning graduation requirement. If a student earns an unsatisfactory pass or failing grade in externship, the student would be required to satisfy the live client experiential requirement by completing another externship or clinical course. The Associate Dean for Academic Affairs, in consultation with the Associate Dean for Experiential Education and the Director of Externships, retains discretion to pursue alternatives under extraordinary circumstances.

The externship grading criteria are listed below.

**Satisfactory Pass**

1. Completes the requisite 130 hours of field placement work over at least 10 weeks (140 for an Advanced Externship).
2. Positive or satisfactory evals from field placement supervisor.
3. All time is logged in a timely manner and formatted in 0.25 hour increments with minimal reminders.
4. All assignments (including final presentations) are completed in accordance with guidelines in a timely manner, or with a timely request for an extension.
5. Attends seminar consistently and on-time, and prepared to contribute.
6. Incorporates feedback and shows improvement over the semester.

7. Responds to communications from faculty and placement supervisor in a timely and professional manner.
8. Demonstrates an appropriate level of professionalism with respect to both the field placement and the seminar work.

**Unsatisfactory Pass [any combination of these factors will result in an Unsatisfactory Pass]**

1. Completes the requisite 130 hours of field placement work over at least 10 weeks (140 for an Advanced Externship), but fails to comply with field placement or program expectations regarding their schedule.
2. Negative or unsatisfactory evaluations from placement.
3. Pattern of late, careless or minimum-effort in assignment completion.
4. Improper time logs or perpetually late time logs.
5. Needs repeated reminders to complete work.
6. Habitual late arrival or spotty attendance at seminar.
7. Limited participation and engagement in seminar assignments and discussion.
8. Little incorporation of feedback or improvement over the semester.
9. Consistently fails to respond to communications from faculty or placement supervisor in a timely and professional manner.
10. Demonstrates unprofessional behavior in the field placement or seminar (that does not rise to the level of an ethical breach or cause for termination).

**Fail [any combination of these factors may result in a failing grade]**

1. Does not complete the requisite 130 hours of field placement work over at least 10 weeks (140 for an Advanced Externship) due to the student's behavior or performance at the placement.
2. Early termination from the placement for cause.
3. Negative or unsatisfactory evals from placement.
4. Failure to submit proper time logs.
5. Failure to complete required seminar work with a minimum level of satisfaction.
6. Seminar absences in excess of what is allowed under attendance policy.
7. Lack of engagement in seminar content, assignments or discussion.
8. Refusal to incorporate feedback or improvement over the semester.
9. Failure to communicate with faculty or placement supervisor in a timely and professional manner.
10. Demonstrates unprofessional or unethical behavior in the field placement or seminar.

### **Procedures**

Externships are open to all J.D. students who (1) have completed the entire 1L curriculum (28 credit hours) toward the J.D. degree before participation in the field placement program and (2) are in good academic standing.

After receiving an offer from the field placement employer, students should submit the externship for approval on [UB Law Connect](#) through the Field Placement by the approval deadline. Field Placement supervisors must review the expectations of the program and approve the placement. The Director of Externships will approve appropriate placements and give students permission to register for the class online. Approval of the field placement site is at the discretion of the Director of Externships.

Students should review the [Externship Program Overview](#) before registering for the class and once registered, must sign up on the applicable learning platform to view the syllabus, important dates, and course materials.

### **Placements**

Students are responsible for obtaining their own placements but may seek assistance from the Director of Externships and/or the Law Career Development Office. Placements are required to comply with state and federal discrimination law, and must commit to providing a respectful learning environment for students. The Law School maintains full discretion to not approve or terminate a relationship with a field placement organization that, in the Law School's judgement, may not offer educationally meaningful experiences for our students.

Externship Course Offerings:

Students may complete up to 3 externship courses, but no externship course may be repeated. Students may complete up to 2 externships at the same field placement. Students may only complete 1 externship per semester.

**Attorney Practice Externship (year-round)**

Attorney Practice Externships allow students to work in a variety of field placements under the supervision of an experienced attorney. Student extern in every legal sector: private, public interest and nonprofit, as well as local, state and federal government. The seminar includes students in a mix of attorney placements and focuses on professional skills and competencies applicable to all areas of law practice. The Attorney Practice Externship fulfills the live-client experiential learning requirement.

A limited number of summer externship sections are offered for credit. These sections are primarily intended for part-time and evening program students who may have difficulty fitting in an externship during the academic year. Summer externships do require tuition payment by the credit. As a general matter, day students are not encouraged to seek summer externship credits for a summer experience unless they have compelling reason. Students seeking summer externships should contact the Director of Externships early in the spring semester to secure a place in the summer course.

**Public Interest Lawyering Externship (Fall and Spring)**

This specialized attorney externship course delves into the legal and social challenges that public interest lawyers face and builds competencies that will strengthen students' ability to pursue public interest or pro bono practices. The classroom component focuses on skills such as trauma-informed law practice, as well as exploring the overarching challenges facing low-income and other vulnerable populations. Students learn about the lawyering process first-hand by externing at a public interest office, all while making a positive contribution to the larger community. The Public Interest Lawyering Externship fulfills the live-client experiential learning requirement.

**Corporate Counsel Externship** (Spring only)

This specialized attorney externship provides a unique opportunity for students to work on the client-side of corporate law by externing at private or public sector

general counsel offices. The course explores core lawyering and relationship skills essential for servicing an internal corporate client. Topics include understanding the modern role of in-house counsel, building trusted relationships with internal clients and external counsel, and solving problems to advance the organization's strategic objectives. The course also helps students develop connections and competencies useful in pursuing a corporate counsel career. The Corporate Counsel Externship fulfills the live-client experiential learning requirement.

### ***Judicial Externships (Fall and Spring only)***

A judicial externship is an opportunity for an aspiring attorney to learn about judicial decision-making and hone their writing skills. Students extern with judges at the state, federal, and administrative courts. This is a great course for students who are considering pursuing a post-graduate judicial clerkship. The Judicial Externship is a simulation experiential learning course and does not fulfill the live-client requirement. ***The judicial externship course is not offered in the summer semester.***

### ***Advanced Legal Externship (year-round)***

The Advanced Legal Externship is designed for students who have already completed an externship for credit, and who wish to participate in a second externship of the same type (i.e. a second judicial externship or a second externship with an attorney). The Advanced Legal Externship does not have a classroom component but all the other requirements still apply, including journal assignments, timekeeping, and individual meetings with the instructor. An Advanced Legal Externship does not count towards the experiential learning requirement. Students may only complete one Advanced Externship.

### Publication Activities

Publication activities are the *University of Baltimore Law Review* and the *University of Baltimore Law Forum*. These publications require a minimum four-semester commitment, and students may earn up to 8 credits for participation in publication activities. Students are chosen for each journal based on a write-on competition and having the required minimum GPA set out by each journal. Members of the *Law Forum* executive board will receive 2 credits in the fall semester and 2 credits in the spring semester, and all other staffers will receive 1 credit in the fall semester and 1 credit in the spring semester. The Editor-in-Chief, Managing Editor, Articles Editor and Comments Editor of *Law Review* will receive 3 credits in the fall semester and 3 credits in the spring semester; all other members of the executive board will receive 2 credits in the fall semester and 2 credits in the spring semester; and all other staffers will receive 1 credit in the fall semester and 1 credit in the spring semester. No credits will be awarded for work performed during the summer session.

#### **Law Review**

The *University of Baltimore Law Review* is a scholarly legal journal providing in-depth analysis of issues of current concern to practitioners and judges within the legal community. *Law Review* membership reflects excellence in scholastic achievement, as well as legal analysis, research, and writing skills. Each year's editorial board selects, with the concurrence of a faculty advisor, the succeeding editorial board. In order to participate in *Law Review*, a student must have a GPA of at least 3.20 at the completion of the spring semester and must be selected for membership after participating in the write-on competition.

#### **Law Forum**

The *University of Baltimore Law Forum*, founded in 1970, is a legal journal containing articles on developing trends in the law and items on law school achievements and activities. It is published under the direction of a student editorial board and staff. In order to participate in *Law Forum*, a student must have a GPA of at least 3.00 and must be selected for membership after participating in the write-on competition.

#### **Satisfying Scholarly Writing Requirement through Publication Participation**

A student member of one of the University of Baltimore publications may satisfy the scholarly writing requirement by completing a note or comment that is found



by the editorial board of the publication to be of publishable quality and that is approved by a faculty member as meeting the criteria for the scholarly writing requirement (a minimum of 25 pages, exclusive of footnotes or end notes).

### Advocacy Teams

#### **Board of Advocates**

The Board of Advocates administers the Byron L. Warnken Moot Court Competition at the University of Baltimore and facilitates advocacy and research skills training for interscholastic Moot Court and Mock Trial competitors. The Board is comprised of four to six students selected on the basis of their grades, expertise in written and oral advocacy and demonstrated interest in the programs served by the Board. The Board of Advocates operates under the supervision of its student-led Executive Board and its advisors. One credit is awarded per semester for 60 hours of substantive legal work; a maximum of 2 credits can be earned in an academic year with one credit awarded each semester.

#### **Minimum GPA Requirement for all Advocacy Competition Teams**

To be eligible for participation in moot court, trial team or counseling and negotiating competitions students must have a minimum cumulative GPA of 2.80.

#### **Academic Credit for Competing on an Advocacy Team**

Students may earn no more than 6 academic credits over a two-year period for participation on law school sponsored advocacy teams. Two credits (equal to at least 120 hours of academic work) are awarded to each member of a school-sanctioned team for successful completion of a competition. Students may earn an additional two credits for successful completion of a national competition if eligibility is based on being a finalist at a regional competition. Students may earn an additional two credits for competing on the same team the following year if the rules of the competition permit students to be a member of the team a second time and when, in the judgment of the team's advisor, it is customary practice in the competition for teams to have members who participated the prior year in the competition and permission is provided by the faculty advisors.

### ***Trial Advocacy and Counseling/Negotiation Competitions***

Membership on each team is determined by the advisor to that team. Competitions in which School of Law teams compete are subject to change from year to year.

### ***Moot Court Competitions***

Membership on each moot court team is determined through the annual Byron Warnken Moot Court Competition and in consultation with a faculty advisor. Information about the teams may be obtained from the Board of Advocates. The competitions in which School of Law teams compete are subject to change from year to year.

### Centers at the School of Law

Centers at the University of Baltimore School of Law provide opportunities for students and faculty to engage in research and policy work in select areas. There are currently six Centers at the law school:

- The [Center on Applied Feminism](#), founded in 2009, seeks to apply feminist insights to legal practice and the policy arena.
- The [Sayra and Neil Meyerhoff Center for Families, Children and the Courts](#), founded in 2000, seeks to create, foster, and support a national movement to integrate communities, families, and the justice system in order to improve the lives of families and the health of the community.
- The [Center for International and Comparative Law](#), established in 1994 promotes the study and understanding of international and comparative law, and of the political and economic institutions that support the international legal order.
- The [Center for Sport and the Law](#) was established in 2009 with the support of the Baltimore Orioles professional baseball franchise and the Baltimore Ravens professional football franchise to foster academic leadership, community engagement, and student excellence in the theoretical and practical aspects of amateur and professional sports law.
- The [Center for the Law of Intellectual Property and Technology](#), created in 2015, seeks to promote research, education and legal practice in three intertwined areas of law. The second facet of CLIPT's focus is to examine and

publicize legal issues stemming from the use of cutting-edge technologies. Finally, CLIPT supports the use of technology to understand the law through endeavors such as the [Supreme Court Mapping Project](#).

For more information about any of the centers, please visit the [website](#)

### Teaching Opportunities

#### ***Legal Skills Teaching Assistants***

Upper-level students who serve as teaching assistants play a vital role in the Law School's first-year Legal Skills Program, which includes the Introduction to Lawyering Skills course. In the fall, they instruct a small section of first-year students in legal analysis and legal research or other duties prescribed by the ILS faculty. In the summer, teaching assistants help with the preparation of research and writing exercises. Teaching Assistants may also be utilized by professors in courses other than ILS. Teaching assistants earn a stipend for participating in the program.

#### ***Law Achievement Workshops ("LAW") Scholars***

Upper-level law students with proven academic success are assigned to the law school's first year foundational courses and, in collaboration with their respective faculty, assist students with working through problems, understanding doctrinal coursework, and improving study skills. Law scholars hold weekly sessions that are open to all students. Law Scholars earn a stipend for participating in the program.

#### ***Legal Writing Fellows***

The Legal Writing Center is staffed by upper-level law students who have a proven track record in legal writing, research, and analysis. Paid a stipend each semester, Writing Fellows work with law students at any stage of their legal writing process.

#### ***Academic Success Mentors***

Academic Success Mentors work with first-year students requiring additional academic success mentoring, particularly with regard to study skills and habits unique to the law school setting. Academic Success Mentors work with the Director of Academic Success to create an academic plan to help students achieve their academic goals. Academic Success Mentors earn a stipend for their work.

NOTE: Students who participate in the aforementioned teaching opportunities receive monetary compensation and are not eligible to receive academic credit for any of the listed positions.

## EXPANDING YOUR HORIZONS – STUDYING ELSEWHERE

Students may enhance their legal education by participating in programs that provide exposure to and engagement with other environments and other cultures.

### Policies on Transfer Credits taken as a University of Baltimore student

#### ***Current JD students taking graduate, study abroad, and law courses***

The following policies govern potential transfer coursework that a current JD student wishes to take outside of University of Baltimore School of Law or University of Maryland School of Law.

- All required courses must be completed at University of Baltimore, School of Law.
- Students must earn a grade of C or higher in any course taken at another school in order to receive academic credit for that course at UBalt Law. Transfer grades will not calculate into the UBalt Law GPA.
- A maximum of 9 credits will be accepted for transfer for any non-UBalt law course or graduate non-law course from another law school or an accredited graduate school, subject to the exceptions noted below. Up to 6 of the 9 credits transferred may be graduate courses. This provision shall apply to students who are in residence at UBalt for all 87 credits needed for graduation.
  - Students should have a minimum cumulative GPA of 3.00 to take graduate non-law courses outside of UBalt Law for use towards the J.D. degree program.
- If a student transfers into UBalt Law from another law school, they may not take non-UBalt Law courses, subject to the exceptions noted below, unless permission to take such non-UBalt Law courses is granted by the Associate Dean for Academic Affairs upon a showing of extraordinary circumstances.
- If a student is in residence at UBalt Law but takes a transient status at another law school, then:
  - If the student is transient for approximately 32 credits (a whole year), such student may only have 4 non-UBalt Law credits count towards graduation, not counting the transient credits.
  - If the student is transient for approximately 16 credits (a semester), such student may only have 6 non-UBalt Law credits count towards graduation, not counting the transient credits.
- Advance permission must be granted to enroll in non-UBalt Law courses. The student must demonstrate that the non-UBalt Law course is not comparable to one regularly offered at UBalt Law and that the course will significantly

contribute to the student's legal education by providing an experience specific to the student's program of study.

- **EXCEPTIONS:** The regulations above do not apply to UBalt Law study abroad programs, UBalt dual-degree program students, or courses taken at the University of Maryland through inter-institutional registration rules. Credits earned through these articulations will not count against the 9 transfer credit maximum.

**Maximum Credits per term when enrolled at two institutions**

- Students may not exceed the maximum credit loads for the term, which includes coursework taken at University of Baltimore School of Law and through another academic program at UBalt or other institution.
  - Full Time Students: Maximum of 16 credits per semester. Summer course load maximum is 8 credits.
  - Part Time Students: Maximum of 12 credits per semester. Summer course load maximum is 6 credits.

Classes at the University of Maryland School of Law

All required courses must be completed at University of Baltimore, School of Law. University of Baltimore School of Law students may enroll in elective classes at the University of Maryland School of Law if there is space in the class. Students must earn a C or higher in any course taken at any another school in order to receive academic credit for that course at the University of Baltimore School of Law. Grades earned at the University of Maryland School of Law through inter-institutional registration will be computed in the grade point average, but grades from courses taken at any other law school or non-UBalt study abroad program will not be computed into the grade point average – see section on Visiting, below.

To take advantage of these opportunities at University of Maryland School of Law during Fall and Spring semesters, students register under a simplified registration process called Inter-Institutional Registration (IIR). IIR forms are available from the Office of Academic Affairs, from the Registrar's office or on the student portal. IIR forms must be signed by an advisor in the Office of Academic Affairs, by a Records office staff member and by a designated official at the University of Maryland.

The IIR process described above does not apply to summer classes. During the summer term students must complete a UBalt form to request to take transfer credits and apply as a visiting student through the Office of Admissions at the University of Maryland School of Law. In addition to tuition, there may be additional fees associated with this process.

### Graduate Level Course Option (Non-Law Coursework)

With the advance approval of the Associate Dean for Academic Affairs, a student with a cum GPA of 3.00 or higher, may enroll in a maximum of 6 credits in an accredited U.S. graduate school for credit toward the J.D. degree. These credits count toward the 9 credit maximum students may transfer from outside UBALT School of Law as a current student. To obtain approval, a student must explain how the graduate coursework enhances the student's legal education. Graduate coursework at the University of Baltimore must be coded 600 level or higher. Students must earn a C or higher in any course taken in this manner in order to receive academic credit for that course at the University of Baltimore School of Law, but the grades in such graduate courses are not computed in a student's grade point average. Transfer students who have received 30 or more credit hours at their first law school may not be eligible for this option and should consult with the Associate Dean for Academic Affairs. Students who are enrolled in combined degree programs should also read the section on combined degree programs for policies about transferring graduate credits to the JD degree.

### Visiting at another Law School

With approval from the Office of Academic Affairs, a student may spend a summer, a semester or a year as a visiting student at another law school. Students will work with an advisor to develop an approved course plan. All required coursework (including writing classes and advocacy classes) must be completed at the University of Baltimore School of Law; therefore students who wish to visit at another school should plan their schedules accordingly.

Students must earn a C or higher in any course taken at another school in order to receive academic credit for that course at the University of Baltimore School of Law. The grades earned at another law school, including another school's study abroad program, will not be computed into the student's grade point average. A maximum of 32 credits may be transferred back to the University of Baltimore School of Law.

Students who receive financial aid and who choose to visit at another law school must meet with the Office of Financial Aid to complete the necessary paperwork, including consortium agreements, to ensure that aid is not disrupted.

### Study Abroad Opportunities

Students at the University of Baltimore have many opportunities to experience other cultures by studying abroad. Overall, students must complete their first year coursework (two semesters for full time day division; three semesters for evening

division) before participating in study abroad programs. A student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrolled at the home institution for the purpose of applying for assistance under the Title IV, HEA programs. Students must satisfy the grade point average requirements and must meet with the Office of Academic Affairs for approval.

### **Summer/ Winter Programs**

Students must have a 2.20 grade point average or higher at the time of their formal application to any of the ABA-approved summer or winter study abroad programs, including those hosted by the University of Baltimore.

#### **Aberdeen Summer Abroad Program**

The University of Baltimore School of Law, in conjunction with the University of Maryland Law School, sponsors a [Summer Abroad Program in Comparative Law](#) at the **University of Aberdeen** in Scotland. The program provides students with insight into the laws of another country and a new perspective on the American legal system. Courses are taught by University of Baltimore and University of Maryland faculty, jointly with members of the University of Aberdeen faculty. Courses offered vary from year to year. The five-week program is open to students who have completed their first-year courses and are in good academic standing. Financial aid is available for qualifying students.

#### **Curaçao, The Netherlands Antilles**

The law schools of the University of Baltimore and Hofstra University, in collaboration with Erasmus University Rotterdam and the University of the Netherlands, Antilles, have joined together to offer a unique opportunity to study international and comparative law for three weeks in December on the Caribbean island of Curaçao. Students are exposed to foreign legal institutions of the Americas and Europe, and will experience the unique legal and social culture of Curaçao, which reflects strong African, Caribbean and European influences and traditions. The [Curaçao program](#) is accredited by the ABA. The program is open to students who have completed their first-year courses and are in good academic standing. Financial aid is available for qualifying students.

### **Fall/Spring Programs**

With prior approval from the Office of Academic Affairs, qualified students whose grade point average is 2.75 or higher, may study abroad during the semester through a University of Baltimore study abroad program, through another law



school's ABA-approved program or, in rare cases, at a foreign institution subject to the ABA and UBalt Law standards, as set forth in this section.

**Semester Exchange Programs through programs approved by the ABA**

Students who have completed one year of full time or three semesters of part time study and have a grade point average of 2.75 or higher at UBalt Law may apply to participate in semester abroad foreign study through other law schools' programs that are accredited by the American Bar Association. Students must develop a course plan and obtain the permission of the Office of Academic Affairs prior to attending the program in order to receive credit for courses taken during the program. Students must receive a grade of C or higher in order for the credits to transfer to the University of Baltimore School of Law.

**Semester Exchange Programs through foreign institutions (non ABA approved)**

The policy set forth below governs granting credits toward the J.D. degree for legal study abroad that is not conducted under the auspices of a United States law school. As set forth in the policy, any student seeking to study abroad at a foreign institution – not through an established ABA-approved program, must have a grade point average of 2.75 or higher and obtain written approval in advance from the Office of Academic Affairs.

**Semester Study Abroad Policy For Non-Accredited Foreign Programs**

*(Adopted by the Faculty, 2009)*

This policy governs granting credits toward the J.D. degree for legal study abroad not conducted under the auspices of a United States law school based on Standard 307 of the American Bar Association's Standards for Law Schools.

**A. Qualification of Foreign Institution**

1. The foreign institution must be one that is government sanctioned or recognized, if educational institutions are state regulated within the country; recognized or approved by an evaluation body, if such an agency exists within the country; or chartered to award first degrees in law or to qualify students for state examination for legal practice by the appropriate authority within the country.

2. The foreign institution shall appoint an advisor for each student who shall effectively supervise and monitor the student's study at the institution. That advisor may be a faculty member at the foreign institution or a law school administrator at

the foreign institution who has the training or experience to discharge this responsibility.

## **B. Qualification of Student**

1. Only students who have completed one year of full time or part time study and are in good standing at the School of Law may participate in foreign study under this Policy. In the absence of exceptional circumstances, at the time of application, the student shall have a grade point average of 2.75 or higher.

2. The student's academic program must be approved in advance by the Associate Dean for Academic Affairs or such other person as the Dean may designate to exercise this responsibility. The student shall develop a written plan to define the educational objectives the student seeks to achieve during a period of study abroad. That plan shall specify the methods to be used in evaluating the student's attainment of those objectives.

3. If the foreign study is not at an institution with which the School of Law has a formal written agreement, then the student shall obtain written assurance from the foreign institution that the student's proposed educational objectives can be achieved at that institution.

4. The Associate Dean or the Dean's designee shall review course materials and sufficient written work of the student to ensure that the study meets standards equivalent to those employed at the School of Law.

5. Upon receiving notification from the foreign institution of cancellation of a course in which a student had been approved to enroll under these Criteria, the Associate Dean or the Dean's designee shall reexamine the student's study in light of the stated program for foreign study and the student's stated educational objectives for study abroad. The Associate Dean or the Dean's designee shall determine whether the approved foreign study continues to satisfy those objectives.

6. The student shall establish to the satisfaction of the Associate Dean or the Dean's designee that the student is fluent in the language of instruction.

## **C. Credit for Foreign Study**

1. In the ordinary case, the maximum number of credits toward the J.D. degree for all foreign study not conducted under the auspices of a United States law school shall not exceed the maximum ordinary load for one semester. Upon a showing of

special circumstances, the Associate Dean or the Dean's designate may allow credit for up to one-third of the credits required for the J.D. degree.

2. Credits granted toward the J.D. degree shall not be computed in the calculation of the student's grade point average.

3. Credits shall only be granted after determination that the student has fulfilled the plan established in B.2. above.

4. No credits shall be awarded for:

a. Activities such as visits to legal and government institutions except in instances in which the content of such activities is academic in nature and is related to the course in which the credit is awarded.

b. Externship placements (e.g., in a law firm, government office, or corporation).

c. Distance Education courses.

#### **D. Approval of Office of Academic Affairs**

In addition to the approvals set forth in section B, all students seeking to study at a foreign institution must meet with an academic advisor from the Office of Academic Affairs for academic counseling. Such counseling includes, but is not limited to, satisfaction of academic requirements, grading options during the study abroad semester, transfer of credits, communications during the semester, coursework and law school activities such as journals and publications. Approval of the student's study abroad plan will be in writing. Students who fail to obtain such approval prior to going abroad will not receive credit for the study abroad coursework.

## **AREAS OF CONCENTRATION**

### General Requirements

Students may receive recognition for completing one of the following areas of concentration:

- Business Law
- Criminal Practice
- Family Law
- Intellectual Property
- International and Comparative Law
- Litigation and Advocacy
- Public Service
- Real Estate Practice

To receive recognition for completing an area of concentration, a student must satisfy the requirements for a particular area as set forth in the next section (“Specific Requirements for Areas of Concentrations”). In addition to satisfying the specific requirements for a concentration area, a student is required to have at least a 2.67 grade point average for courses taken in the particular concentration. Students may receive recognition for completing only one area of concentration. Students are strongly encouraged to meet with the faculty advisor for the selected concentration during their second year in order to discuss course selection and planning and employment strategies.

Students seeking recognition in an area of concentration must submit a Concentration Recognition form during the student’s final semester of law school. The form can be accessed on the main page of the student’s MyUB portal.

With respect to each area of concentration, the Associate Dean for Academic Affairs or his or her designee may allow for substitutions for concentration requirements in exceptional circumstances. An example of such a circumstance is when a student is unable to be placed in a credited Externship involving the particular area of concentration and when other experiential courses or activities are not available. In addition, work done at other legal institutions (both U.S. and foreign) may count towards meeting the requirements of an area of concentration if substantially similar to that listed under the particular area of concentration. This determination shall be made by the Associate Dean for Academic Affairs in consultation with the concentration advisors for the particular area.

Regarding sequencing courses within an area of concentration, required courses for an area of concentration should be taken before other courses (subject to any course prerequisites being satisfied). Some areas of concentration provide more specific guidance on sequencing courses.

### Requirements for Specific Areas of Concentration

The requirements for each specific area of Concentration can be found by visiting:

[https://law.ubalt.edu/academics/course\\_planning/index.cfm](https://law.ubalt.edu/academics/course_planning/index.cfm)

**Because of the combined J.D./LL.M Program, no Area of Concentration is offered in Taxation.** Students interested in tax law customarily obtain a Master of Laws (LL.M.) in taxation. Normally, thirty credits of tax courses are required to obtain the degree. However, the School of Law has a J.D./LL.M. in Taxation combined degree program that permits a student to earn both of these degrees with less academic credit than would be required pursuing each degree separately.

Several tax courses are offered in the J.D. program (e.g., Federal Income Tax and Tax Policy Seminar). In addition, J.D. students are permitted to take most Graduate Tax Program (GTP) tax courses. Some tax courses can satisfy requirements of certain concentrations, as well as requirements for both the J.D. degree and the J.D./LL.M. in Taxation combined degree program.

### **Theories of the Law**

#### *History:*

- Race and the Law Seminar

#### *Jurisprudence:*

- Conflict of Laws
- Philosophy of Law Seminar

## REGISTRATION POLICIES & PROCEDURES

Registration dates are set forth in the School of Law Calendar. Registration is administered by the School of Law and the Office of Records and Registration.

### Pre-Admission Degree Requirements

First-year entering J.D. students must complete all undergraduate degree requirements prior to the first day of classes of the year they enter the School of Law. All entering students must present to the School of Law by October 1 of the year they enter law school a final undergraduate transcript showing the award of a Bachelor's Degree. The final transcript may be submitted directly to the School of Law or LSAC (preferred). In the case of students specifically admitted to the combined B.A./J.D. program, a transcript showing the completion of at least 87 credits must be submitted. Any student who fails to complete the above requirements shall be withdrawn from the School of Law and all tuition and fees forfeited.

### Registration for First-Year Courses

**Fall Semester:** First year students (including evening and part-time students) are automatically registered for courses for the fall semester and are not permitted to transfer to courses in another section.

### **Spring Semester:**

**First-year full time day** students are automatically registered for courses for the spring semester and are not permitted to transfer to courses in another section. If there are any hold flags on the student's account, registration cannot occur until the hold flags are removed.

**Part Time Day** students are registered for their spring courses. They may take up to 12 credits, with Civil Procedure II, Contracts II and Introduction to Advocacy required in the second semester. Constitutional Law I is the fourth course option. Property is deferred to the second year. These students must consult an academic advisor before registration in the fall of their second year to ensure completion of 1L requirements and permission to enroll in 1L sections.

**Evening** students are automatically registered for the spring semester required courses. .

All **Part Time Day** students who did not take Criminal Law in the fall of their first year must register for Criminal Law in the fall semester of their second year.

### ***Reduction in First-Year Course Load Requirements***

Any full time first-year student who earns an overall fall semester GPA below 2.00 may petition the Associate Dean for Academic Affairs to withdraw from Property or Constitutional Law I in the spring semester. The student must then take Property or Constitutional Law I the next time it is offered within their division.

### Registration for Upper Level Courses

#### ***Advanced Registration***

Registration for each semester begins with an Advance Registration period which starts mid-way through the prior semester. The Advance Registration period is for students who are designated with the appropriate office at UBalt for F-1 visa or Veteran priority status

During the first part of Advance Registration, a student can only register/wait list for courses within his or her division (day or evening) or courses open to both divisions. In addition, a student cannot exceed the normal credit hour limits for the semester (16 hours for full time, 12 hours for part time students).

#### Late Registration/Drop-Add

Late registration and drop-add are held during the first week of class.

#### ***Dropping and Adding Classes***

An upper level student may drop or add a course during the official Drop-Add period as specified by the academic calendar. Review the [Refund and Reduction Calendar](#) online for financial obligations. The Drop-Add period is typically the first week of the semester and the first 5 calendar days of the summer session. After the Drop-Add period, a student may withdraw from a course and receive a "W" on his or her transcript until the published last day to withdraw.

Exceptions to the above policy must be approved by the Associate Dean for Academic Affairs. As to any exception, the burden is upon the student to demonstrate that a serious problem (such as illness), for which third party documentation is provided and over which the student has no control, has necessitated the request.

Failing to attend classes or notifying the instructor of an intention to stop attending classes does not constitute official withdrawal, and there may be financial or academic consequences to the failure to officially withdraw from a course. A student must drop the course on MyUBalt to officially withdraw from a course. Because of the pedagogy of the following courses, a student must comply with the special requirements to withdraw from: Clinics; Externships.

After the established deadlines, a student is not permitted to drop a course, exchange one course for another, or change sections in the same course without the approval of the Associate Dean for Academic Affairs. No student will receive credit for any course without being properly registered for it, and students may not attend classes for which they are not properly registered. Dates within which courses may be dropped or added are set forth in the Academic Calendar.

A student who transfers to another law school is responsible for dropping his or her classes and is responsible for informing the Office of Academic Affairs and the Office of Financial Aid of the transfer.

#### Registration for Clinics, Fellows, Moot Court and Journals

Students are selected, notified of their acceptance, and assigned to a permission list for the specific course on MyUBalt. This allows students to register themselves for the clinic or other activity; students are not automatically enrolled. Therefore, once selected, it is the students' responsibility to complete the registration process to be enrolled in and receive credit for the course. Students should be sure to select the appropriate number of credits on variable credit courses, and all adjustments must be made prior to the end of the late registration period. Students who do not properly enroll themselves will not receive credit for the clinic or other activity.

#### Registration for Externships

Once the placement has been approved by the Director of Externships, the student will receive a permission number that will allow registration for a specific externship class. Once notified, it is the student's responsibility to complete the registration process to be enrolled in the course. Students who do not properly enroll themselves will not receive credit for the externship.

#### Course Descriptions and Pre- or Co-Requisites

For course descriptions and pre-requisites, please see the [university course description webpage](#).



### Holds on Registration

Registration holds are placed on student accounts for a variety of reasons, including but not limited to incomplete admissions files, outstanding financial obligations and incomplete Title IX tutorials. Students are encouraged to check the Student Portal prior to any registration period to be sure no holds have been placed on registration. Students should contact the office that established the hold to get the hold removed.

### Wait-Lists

If a seat is not available in a course, a student may put his or her name on a wait-list for the course. If a space becomes available, the student will be enrolled in the course assuming there are no conflicts as described below. If the student no longer wants a course, the student must remove his or her name from the wait-list; otherwise, the student will automatically be added to the course as a space becomes available and will be billed for the course.

If a student is on a wait-list for a course that is in time conflict with a course for which the student is already registered and space becomes available in the wait-listed course, the wait-list program will not automatically register the student in both courses because of such conflict. A student on a wait list will also not be enrolled if the waitlisted class causes the student to exceed the maximum number of allowable credits per semester. Therefore, it is the student's responsibility to continually check his or her status using MyUB to determine registration status and to resolve any schedule conflicts or drop any additional credits above the approved maximum credit-hours in a semester. Once the semester begins, the Associate Dean for Academic Affairs may drop students at his or her discretion from the courses in question.

A student must drop all unwanted classes by the final Drop-Add date or he or she will be automatically charged for such courses. All wait-lists are terminated at the end of the first week of the semester.

### Cross-Divisional Registration

Generally, day division students are required to register for day courses and evening division students for evening courses. However, a student may register for an available course outside his or her division according to the registration instructions. For the most part, courses designated with section numbers in the 500's are open to students in either division at the beginning of registration period.

Day students may not register for and should not wait list for classes in the evening division (e.g., 412, 422, 419, 429, etc. section numbers) until cross divisional registration. Evening students may not register for and should not wait list for any courses in the day division (e.g., 311, 312, 319, etc. section numbers) until cross divisional registration.

### Auditing

#### **Current University of Baltimore J.D. Students**

A current School of Law J.D. student may audit one law class per semester with permission from the faculty member and the Office of Academic Affairs. The audited class cannot be a required course. The decision to audit the course must be made before the end of the Add/Drop period. Classes that are audited cannot be repeated for credit or a grade. Students must pay tuition for the audited course.

#### **Current University of Baltimore LL.M. Students**

A student in the LL.M. in Taxation program may audit one law class per semester with permission from the faculty member and the LL.M. program director. The decision to audit the course must be made within the first week of classes. Classes that are audited cannot be repeated for credit or a grade. Students must pay tuition for the course.

#### **Others**

Individuals who hold a JD degree from a U.S. law school, or graduates of foreign law schools who hold an LL.M. from a U.S. law school may enroll in an upper-level course as special students with approval from the Associate Dean for Academic Affairs and from the faculty member teaching the course. An application form and fee are also required. Tuition will be assessed according to the current applicable rates. Individuals who have not earned a law degree may not audit courses.

#### **Obligations of the Instructor concerning Students Auditing Courses**

A faculty member is not obligated to grade audit coursework, keep attendance, or otherwise provide additional support to a student auditing a course. In addition, the faculty member may decide in his or her discretion that an auditor is not permitted to engage in an activity where doing so might have an adverse impact on regularly enrolled students.

#### **Obligations of the Auditing Student**

Students who are granted permission to audit a course must abide by the professor's classroom conduct policies and other university policies, including but

not limited to those involving Title IX. If the professor determines that the auditing student has not abided by classroom conduct or university policies or has otherwise adversely affected the operation of the course or classroom environment, the auditing student may be barred from continuing in the course.

### Leave of Absence

A student must be in continuous enrollment during the academic years (fall and spring semesters) from the time he or she first sits for classes until graduation, unless withdrawn or granted a leave of absence by the Office of Academic Affairs.

A Leave of Absence may be approved by the Associate Dean for Academic Affairs for one or two semesters and may be granted only for students in good standing. An extension for a second year may be granted upon a showing of good cause.

A leave of absence may only be requested prior to the start of classes for the semester during which the leave is desired. For example, a student who wishes to take a leave in spring 2025 must complete the form before the start of the spring 2025 semester.

A first-year J.D. student may be granted a leave of absence for good cause after the completion of his or her first semester. Unless otherwise authorized, the student is eligible to return only for the spring semester of the following academic year, at which time he or she must complete the required second semester courses. Upper-level students who are in good academic standing (GPA of 2.00 or better) may be granted a leave of absence upon petition to the Associate Dean for Academic Affairs.

In order to return to law school after a leave of absence, a student must notify the Office of Academic Affairs prior to the semester in which the student wishes to return. A student who does not contact the Office of Academic Affairs at the end of his or her designated leave will be withdrawn from the school of Law.

## COURSE POLICIES AND PROCEDURES

### General Attendance Policy

Class attendance is a critical component of the learning process and reflects professional responsibility. Research demonstrates that students who regularly attend class are more likely to succeed. Additionally, the American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. In alignment with this policy, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore's School of Law. (Note that attendance at clinics is governed by a separate policy listed in the J.D. Clinical Law Program—Practical Skills Experience section of the Student Handbook.)

### **Modality**

For a student to be considered present, their attendance must be consistent with the modality of the specific class meeting. For example, if a class meeting is in-person, a student must attend in-person to be considered present. If a class meeting is virtual, a student must attend virtually to be considered present.

### **Student Attendance Requirements**

As detailed in the chart below, the number of absences a student may accrue is determined by the total number of times a course is scheduled to meet throughout the semester.

<b>Number of scheduled meetings</b>	<b>Number of absences</b>
Fall and spring semesters, 2 or more meetings per week	4
Fall and spring semesters, 1 meeting per week	2
Summer semester	2

A student whose accrued absences exceed the limits above will be withdrawn from the course with a grade of WA (administrative withdrawal) or FA (failure due to excessive absence) unless the Associate Dean for Student Affairs extends the limit, up to the following maximums: (1) in the fall and spring semesters, up to 4 additional absences for a course scheduled to meet 2 or more times per week; (2) in the fall and spring semesters, up to 2 additional absences for a course scheduled to meet once per week; (2) in the summer semester, up to 1 additional

absence. A student whose accrued absences exceed the extended limit will be withdrawn from the course with a grade of WA or FA.

A student who anticipates accruing excessive absences may be eligible for a Leave of Absence and should contact the Associate Dean for Student Affairs to discuss available options.

### **Bases for Extensions**

The Associate Dean for Student Affairs can extend the number of absences a student may accrue based on a student's religious observance or extraordinary individual circumstances.

Extraordinary individual circumstances include, but are not limited to, the following: bereavement (as defined in the University of Baltimore Student Bereavement Policy), significant physical or mental health incidents, and attendance at activities required for academic credit, such as clinic court appearances and moot court competitions.

Minor illnesses, doctor's appointments, traffic, practice rounds for student competitions, personal events, and professional events (including those sponsored by the law school) are examples of circumstances that do not qualify as extraordinary individual circumstances.

A student must provide documentation for extraordinary individual circumstances upon request and must provide advance notice to the Faculty Member whenever possible.

### **Individual Faculty Course Policies**

A Faculty Member cannot extend the number of absences a student may accrue.

A Faculty Member can include attendance as a factor in a student's final grade in a course, even if a student's accrued absences are within the limits described above, if the Faculty Member announces the policy in writing prior to the end of the add/drop period. A Faculty Member cannot impose an attendance-based grade consequence for an absence due to religious observance or bereavement (as defined in the University of Baltimore Student Bereavement Policy).

A Faculty Member can treat a student who is present but unprepared for class as absent if the Faculty Member announces the policy in writing prior to the end of the add/drop period.

A Faculty Member can mark a student who arrives late for class or leaves early as absent.

### **Standards for Administration**

Attendance will be taken at the beginning of each class in the manner prescribed by the Faculty Member. Students are responsible for completing the attendance log, which will be the official record of whether a student was present in class. Note that student representations on course attendance logs are subject to the requirements of the Honor Code.

#### Religious and Faith-Based Observance Policy

The law school follows the University of Baltimore's policy related to religious and faith-based observances. The University's policy can be found here:

<https://www.ubalt.edu/policies/academic/vii-5.2.pdf>

#### Bereavement

The law school follows the University of Baltimore's Bereavement Policy and Procedures. Students who need to utilize this policy should contact the Law School's Associate Dean for Student Affairs to discuss implementation as soon as practicable. More information can be found about the University's policy below:

<https://www.ubalt.edu/policies/administrative/I-11.1.pdf>

#### Class Cancellation

##### **Cancellation by instructor**

If an instructor must cancel a class, notices will be sent to students via University of Baltimore email and posted on the classroom door when feasible.

##### **Cancellation due to inclement weather**

If there is inclement weather, students should visit the University of Baltimore home page or sign up to receive campus notifications through the text alert system. If the University is not closed, students should presume that classes are running on the normal schedule.

### Computers in the Classroom

Students may use laptop computers for class-related purposes unless the instructor specifically prohibits the use of computers in the classroom. This prohibition does not apply to students who use computers as an approved accommodation for a disability.

Faculty members may also set limits on the use of computers in the classroom to promote student learning, such as by limiting the area in which students using computers may be seated or asking individual students who are distracting others with computer use to refrain from using a computer in class.

## EXAM PROCEDURES AND GRADING POLICIES

### Overview

Final examinations for each course are generally given at the end of the semester. Students are identified by anonymous blind grading identification numbers that are obtained within Examplify. Students will be assigned a different anonymous grading identification number for midterms and finals.

Students may take a deferred examination in accordance with published exam deferral procedures. The period to petition for an exam deferral is typically in the month before the exam period and is announced via the University of Baltimore email system. Deferral requests that are submitted after the deadline may not be granted.

The Law School complies with the requirements of FERPA and the Maryland State Public Information Act relating to privacy and cannot, and does not, post students' grades as a matter of course. Final course grades are posted only on MyUB.

Students are not permitted to retake a final examination except under extreme circumstances and for good cause as determined by the Associate Dean for Academic Affairs.

More information regarding exam policies and Procedures can be found here:

<https://law.ubalt.edu/academics/exams/index.cfm>

### Reasonable Accommodations in Taking Exams

Students with disabilities within the meaning of the Americans with Disabilities Act, and who seek accommodations when taking exams, must be certified by the Office of Disability and Access Services and the Office of Student Affairs. Once certified, students may be entitled to reasonable accommodations. Students may request accommodations for exams pursuant to the guidelines published by the Office of Student Affairs each semester.

Extended time accommodations are not provided for take-home examinations. Please see [Reasonable Accommodations Due to Qualifying Disability](#) for additional information.



### Remote Testing for Fully Online Post JD Students

With the online delivery of LL.M. in Taxation courses, and M.S. in Taxation courses, and most Certificate in Estate Planning courses, certain remote students have the option to take their exams using a local proctor (this applies only to Certificate in Estate Planning courses for which online course delivery is available). If you live more than 50 miles from the University of Baltimore, you are eligible to take your exam using a local proctor in your area. Proctors would need to be professionally associated with an educational institution or library. Potential proctors include administrative staff at community colleges or universities, staff at local or university libraries, or staff at testing centers such as Kaplan or Sylvan. A particular proctor may charge a fee for their services, and individual students will be responsible for paying this expense. Exams taken using a local proctor must be taken on a computer using the University provided software; handwritten exams are not permitted under this procedure.

### Final Exam Deferral Procedures

#### ***Deferral conditions***

Examination deferrals may be granted for the following situations only:

Two examinations at the same time. If two exams are scheduled at the same time on the same day, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time.

Two exams scheduled to start within 24 hours. If two exams are scheduled to start within 24 hours, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time. For purposes of this rule, two exams that start at the same time (e.g. 9am) on two consecutive days do not start within 24 hours of each other and are therefore not eligible for a deferral.

Religious reasons. Deferrals for religious reasons must be supported by a letter from a minister, priest or rabbi (written on appropriate letterhead) and submitted within the deferral request period.

No deferrals shall be granted for personal reasons including student employment, graduations and/or weddings. Only in-class examinations may be deferred. Take home exams cannot be deferred.

### **Emergency Deferrals During Examination Period**

If an emergency arises during the examination period, exam administration the Associate Dean for Academic Affairs must be contacted and proper documentation presented to arrange a deferral. If the Associate Dean for Academic Affairs is unavailable, the student shall contact a staff member of the Office of Student Affairs or the Head Proctor in the Exam Room. Emergency deferrals may be granted provisionally by phone but must be supported by a written request and supporting documentation within 48 hours unless extended by the Associate Dean or his or her designee.

### **Failure to Appear for an Exam**

In the absence of a documented emergency, students who fail to take a final exam during the scheduled time will receive a grade of F. Decisions about what constitutes a documented emergency are made by the Associate Dean for Academic Affairs. **Students must not contact faculty about missed exams.**

### Use of Computers When Taking Examinations

Laptops are required for all students. Students are expected to use laptops with the designated exam software for their in-class final exams.

### Anonymous Grading

Each student is identified by a confidential exam number. This is sometimes known as a blind ID or anonymous ID number. Exam numbers are randomly generated and are assigned to each student. The generation process is different between mid-terms and finals. Students are given a different mid-term and final exam number each semester. Your anonymous ID number can be found in Exemplify. In classes in which exams are the primary means of evaluation, faculty members assign grades without knowing the identity of the test taker. After faculty members turn in the anonymous exam grades, they have the opportunity to match student exam numbers with student names. Faculty members are permitted to adjust the raw exam grades to reflect class participation according to the guidelines set forth in the course syllabus, but in no event may class participation be considered more than one full letter grade up or down. The final grade students receive in the course may differ from their anonymous exam grade to the extent that professors take into account class participation or other factors as outlined in the syllabus.

In other courses grading is not anonymous and the professor determines the basis on which grades are awarded. Students who wish to verify final grades may view the unofficial transcript on myUB Student Center or request an official transcript from the University Records Office.

### Grading Scales

#### **School of Law Grading**

The School of Law grading scale applies to J.D. and post-JD programs, excluding those in the graduate tax program.

The grade point average is determined by computing the ratio of grade points to semester hours of work attempted in courses in which letter grades are assigned. The student receives grade points according to the following scale:

<b>Grades</b>	<b>Grade Points</b>	<b>Grades</b>	<b>Grade Points</b>
A+	4.33	C-	1.67
A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	0.67
B	3.00	F, FA, WF	0.00
B-	2.67		
C+	2.33	<u>Not included in GPA points:</u>	
C	2.00	CR, NC, PS, I, W, WA, S, U	

A grade of W is given when a student withdraws from a course during the withdrawal period. A grade of WF is given when a student withdraws from a course after the withdrawal period or withdraws from a course with a limited drop period after the limited drop period. Under certain unusual conditions, a student who withdraws from a course after the withdrawal period expires may petition the Associate Dean for Academic Affairs to grant a withdrawal from a course with a WA notation (administrative withdrawal). If a student receives an F, FA (failure due to excessive absence) or WF and subsequently repeats the course, both the F, FA or the WF and the subsequent grade will be calculated in the student's cumulative average. A "W" grade does not impact a student's GPA but does impact a student's "completion rate" for financial aid eligibility.

One A+ may be assigned per course in courses with more than 10 students enrolled. Grades of PS (Passing), given in a limited number of courses, are not computed in the grade point average. Only grades earned at the University of

Baltimore School of Law or the University of Maryland School of Law will be computed in the grade point average.

An incomplete grade (I) is given when a student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work, or in some cases when a student has received an Emergency Deferral of a final exam. To receive an incomplete grade, the student must file a petition (form) with the faculty member requesting the same. The petition must be approved by the Associate Dean for Academic Affairs before the Incomplete is granted. Grades of I (incomplete) are automatically changed to F at the deadline set in the University Calendar. Coursework, final exams and final projects for the course must be completed by the student no later than 10 calendar days before the deadline referenced in the University Calendar so that there is sufficient time to grade the materials and process the grade change.

The "I" grade will be changed to an "F" grade if a grade change form is not submitted to the Records Office by the following schedule:

School of Law

Fall Semester:	February 1
Spring Semester:	July 1
Summer Semester:	October 1

Under no circumstances may a grade be changed after one year.

### **Pass/Fail Courses**

In order to receive a pass in a course designated to be a pass/fail course, a student must earn a grade of C or higher. Graded courses are not offered on a pass/fail basis.

### **Graduate Tax Program Grading**

The grade point average is determined by computing the ratio of grade points to semester hours of work attempted in courses in which letter grades are assigned. The student receives grade points according to the following scale:

The below grade scale is for courses in the graduate tax program that are part of the LL.M. Taxation and Certificate in Estate Planning.

<b>Grades</b>	<b>Grade Points</b>	<b>Grades</b>	<b>Grade Points</b>
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2024-2025

A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	0.67
B	3.00	F, FA, WF	0.00
B-	2.67		
C+	2.33	<u>Not included in GPA points:</u>	
C	2.00	CR, NC, PS, I, W	
C-	1.67		

The below grade scale is for courses in the graduate tax program that are part of the M.S. Taxation.

<b>Grades</b>	<b>Grade Points</b>	<b>Grades</b>	<b>Grade Points</b>
A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	F, FA, WF	0.00
B-	2.67		
		<u>Not included in GPA points:</u>	
		CR, NC, PS, I, W, S, U	

A grade of W is given when a student withdraws from a course during the withdrawal period. A grade of WF is given when a student withdraws from a course after the withdrawal period or withdraws from a course with a limited drop period after the limited drop period. Under certain unusual conditions, a student who withdraws from a course after the withdrawal period expires may petition the Associate Dean for Academic Affairs to grant a withdrawal from a course with a WA notation (administrative withdrawal). If a student receives an F, FA (failure due to excessive absence) or WF and subsequently repeats the course, both the F, FA or the WF and the subsequent grade will be calculated in the student's cumulative average. A "W" grade does not impact a student's GPA but does impact a student's "completion rate" for financial aid eligibility.

An incomplete grade (I) is given when a student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work, or in some cases when a student has received an Emergency Deferral of a final exam. In order to receive an incomplete grade, the student must file a petition (form) with the faculty member requesting the same. The petition must be approved by the Associate Dean for Academic Affairs before the Incomplete is granted. Grades of I (incomplete) are automatically changed to F at the deadline set in the University Calendar. Coursework, final exams and final projects for the course must be completed by the student no later than 10

calendar days before the deadline referenced in the University Calendar so that there is sufficient time to grade the materials and process the grade change.

The "I" grade will be changed to an "F" grade if a grade change form is not submitted to the Records Office by the following schedule:

#### Graduate Tax Program

Fall Semester:	May 1
Spring Semester:	December 1
Summer Semester:	December 1

Under no circumstances may a grade be changed after one year.

#### Grading Policies

The faculty may revise these policies for administrative or pedagogical reasons at any time before grades are recorded. Such changes may be effective for the semester in which they are made.

#### **Mandatory Grading Range for First Year J.D. Courses**

All first-year courses are subject to the following grading guidelines: Each faculty member teaching a section of any first year course shall have an average grade for the section taught by that faculty member, i.e., the arithmetic average of all of the grades assigned to students in the section, that is no lower than 2.67 and is no higher than 3.00. Grades shall be distributed within the required first year courses as follows: between 15-25% shall be grades of A- or higher and between 7-14% shall be grades of C- or below, except that, in each section of Introduction to Lawyering Skills the 7-14% range of grades of C- or lower is recommended but not required. In applying said curve, the number of minimum and maximum grades in first year courses shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product to the nearest whole number using standard conventions (e.g. 2.01-2.49 is rounded to 2 and 2.50-2.99 is rounded to 3).

A faculty member who teaches more than one section of any of these courses and gives identical exams for the sections may use the average grade for all of the sections taught by that faculty member, i.e., the arithmetic average of all of the grades assigned to students in of all of the sections taught by that faculty member, to determine whether the grades are in compliance with the mandatory grade range.

### **Mandatory Grading Range for Upper-Level Courses**

#### **Upper-Level Required and Open Enrollment Courses**

Grades for upper level required and open enrollment courses shall average between 3.00 and 3.50 if the course has 11 or more enrolled. For courses fewer than 11 students, this grading average is recommended. For upper level required/open enrollment courses with 21 or more students, grades shall be distributed within the course as follows: a minimum of 20% shall be grades of A- or higher and a minimum of 7% shall be grades of C- or lower. In applying said curve, the number of minimum grades in an applicable course shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product to the nearest whole number using standard conventions (e.g. 2.01- 2.49 is rounded to 2 and 2.50 – 2.99 is rounded to 3). For such courses with enrollments of 20 students or less, the minimum grade percentages are recommended but not required. The minimum grade percentages do not apply to LLM US law or graduate tax classes (even if such classes are open to JD students).

#### **Limited Enrollment Courses**

Grades for upper-level limited enrollment courses except clinics shall average between 3.00 and 3.67 if the course has 11 or more enrolled. For courses with 10 or fewer students, this average is recommended.

### Grade Submission Policy

All final grades shall be submitted by each faculty member by entering grades on MyUBalt no later than 21 calendar days after the last course final exam for fall and springs semesters, and no later than 18 calendar days after the last course final exam for summer and winter terms.

### Academic Probation

Any student who has a **GPA below 2.00** and is not subject to immediate academic dismissal, as described below, will be placed on academic probation.

Students on academic probation must regularly meet with the Director of Academic Success during the following semester (not including summer session) for academic counseling. A student on academic probation must successfully complete a series of assignments and/or workshops addressing legal study skills and exam taking skills. If a student fails to comply with counseling and workshop requirements and other conditions established by the Director of Academic Success, a registration hold may be placed on the student's account. Furthermore, the student's failure to comply will be considered if the student is again subject to academic dismissal.

### Mandatory Academic Success Counseling

Any student who has a **GPA below 2.25** and is not subject to immediate academic dismissal, as described below, must meet with the Director of Academic Success at the beginning of the following semester (not including summer session) for counseling. A student who has a GPA below 2.25 must complete an academic plan outlined in consultation with the Director of Academic Success. If a student fails to meet with the Director of Academic Success, a registration hold may be placed on the student's account. Furthermore, the student's failure to comply with this requirement will be considered if the student is subject to academic dismissal.

### Mandatory Academic Success Curriculum

The School of Law is committed to student success. To that end, any student who has a cumulative **GPA below 2.80** after the completion of their first 28 attempted credits will be required to a designated course (LAW 615: Rules and Reasoning) in the subsequent academic year that focuses on legal analysis and writing in connection with a specific doctrinal subject. It is fully intended that such students will be required to enroll in the designated course in the semester immediately



following the first 28 attempted credits. If a student fails to register for the course in the aforementioned semester, the student will be automatically enrolled in the course in the following semester.

### Dismissal for Academic Reasons

#### **Grounds for Dismissal**

Full-time day students are dismissed for academic deficiency after their first semester if they have a grade point average below 1.50. Part-time students are dismissed for academic deficiency after their second semester of law school if they have a grade point average below 1.50. All students both full-time and part-time are dismissed for academic deficiency after their first semester in law school if their grade point average is below 1.00. All students have the right to appeal to the Academic Review Committee as set forth below. The Academic Standards Committee considers these appeals using the same standards that it uses to evaluate the appeals of students who have earned less than a 2.00 grade point average after their first full year in law school.

In subsequent semesters, students must maintain a cumulative grade point average of at least 2.00 in all of the academic work undertaken at the School of Law in order to remain in good standing.

As a result, most students will be assessed for academic dismissal for failing to maintain a grade point average of 2.0 after they have completed all of their first-year required courses. In no event, however, will this assessment take place beyond the end of the fall semester of the second year a student has been enrolled at the law school. For these purposes, students are deemed to have completed a first year course after they have taken the course once without regard to the repeat rules.

#### **Appeals of Academic Dismissals**

A student who has been academically dismissed has a right to appeal the academic dismissal by filing a petition with the Academic Standards Committee. The appeal will be granted if the student can clearly demonstrate the following:

- a. Extraordinary circumstances caused the student's academic deficiency;
- b. Those circumstances have been eliminated; and
- c. There is good reason to believe that the student can satisfactorily complete his or her law studies.

A student who has been dismissed for academic deficiency may submit a petition in writing in the form of a letter to the Chair of the Academic Standards Committee. If a student believes his or her academic deficiency was due to a health-related condition, the student is encouraged to submit with the petition any supporting documentation of the condition.

The Academic Standards Committee holds hearings on such petitions three times a year, usually in June, August and January. Students have the right to one hearing before the Committee, at a time of their choosing within a year of their dismissal. If the Academic Standards Committee decides to readmit a student, it may impose conditions upon this readmission.

### ***Readmission after Academic Dismissal***

Students who are academically dismissed from the School of Law may seek readmission by re-applying through the Office of Law Admissions. Applications of students will be evaluated by an admissions committee consisting of a group of faculty members appointed by the Dean. Students must submit two letters of recommendation, a personal statement, LSAT scores, and official transcripts. Additional addendums are optional; however, students are strongly encouraged to write a statement explaining how their circumstances have changed during their time away.

Students who are readmitted after being dismissed will not receive credit for any course work previously completed and will have to complete all courses required for new students at the time of readmission. While the previous courses taken will not count for credit or towards the GPA, all previous courses will remain on the official student transcript.

There is no limit on the number of readmission petitions, however, it is unlikely that a student will be dismissed and re-admitted more than once.

Grade Appeal Rules and Procedures

*(Adopted on March 12, 1998; Amended February 22, 2006, November 30, 2010, April 13, 2016 and January 24, 2018)*

**Grading policy (Section I)**

There are several different mechanisms for evaluating a student's work, including examinations, classroom participation, papers, and performance in a clinical or simulation course. For all of these, students have the right to a grade that is based on their actual course performance as compared to an articulated standard applied to all those taking the course. Grading, however, is not and cannot be an exact science. The rights under this policy, therefore, are limited to ensuring that students receive the faculty member's good faith evaluation of their work. Moreover, in order for the protection of anonymous grading to be meaningful, students do not have the right to negotiate with a faculty member for a higher grade once an examination has been graded.

**Grading standards (Section II)**

- A. A professor shall have a written uniform, identifiable standard which shall be applied to all examination answers and other student work used to calculate any part of a student's grade in the course. This standard may, but need not, quantify the precise allocation of points used to calculate the grade. A written copy of this standard must be shown, upon request, to the students who were graded under that standard.
- B. Grading student work other than examinations, such as papers, performance in a clinical or simulation course, and classroom participation, requires far greater flexibility. Accordingly, the uniform, identifiable standard for such work may be much more general than for examinations.
- C. A professor must keep for one year, from the date grades are posted on MyUB, some record from which he or she can inform the student of the manner in which the student was evaluated and graded in the course.

**Grounds For Challenging A Grade (Section III)**

- A. As provided by the policies of the University System of Maryland, the only recognized grounds for challenging a grade are:

1. That a clerical error, such as arithmetic, recording, or actual failure to have read a substantial part of a student's answer, was committed by the faculty member or an administrator, or
2. That the grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious grading is defined as the assignment of a grade without any reasonable basis or on the basis of a standard other than that described in Section II.A.

**Procedures For Challenging Grades (Section IV)**

- A. A formal written challenge to a law school grade must be filed with the Associate Dean for Academic Affairs within thirty (30) calendar days after the later of the following: the final date on which grades are due to be posted or the date on which the grade is actually posted. All grade challenges must be on an official grade challenge form, available from the Office of Academic Affairs in the Dean's Suite.
- B. Prior to submission of a grade challenge, the student must consult with the faculty member responsible for the grade, as outlined in sections B.1. – B.3, below, and must meet with the Associate Dean for Student Affairs, as outlined in section B.4., below.
  1. The consultation with the faculty member is defined as a substantive discussion of the grade. Such consultation shall include, when feasible, an in-person meeting with the faculty member and a review by the student of the graded bluebook or typed examination or paper along with any other written explanatory material made available by the faculty member, such as the written standard used in the grading process, or model answers. Should an in-person meeting not be reasonably feasible, consultation may be by telephone or electronic means.
  2. If the faculty member is not available for the required consultation for any reason within the thirty (30) day period set forth above, the Associate Dean for Academic Affairs may extend the period for challenging a grade for an additional reasonable period, or may waive the required consultation to permit the student to file the formal challenge.
  3. The purpose of the consultation is for the faculty member to explain the basis of the student's grade. The faculty member is permitted to change a grade only due to clerical error. When submitting a

change of grade form to change a student's grade on the basis of a clerical error, a faculty member shall identify with particularity on the change of grade form the nature of the clerical error. The faculty member is not permitted to change a grade on the basis of a review of the quality of the work.

4. In addition to consulting with the faculty member prior to the filing of the challenge, a student must also meet with the Associate Dean for Student Affairs prior to filing the challenge in order to discuss what constitutes appropriate grounds to challenge a grade. This meeting is for advisory purposes only. Nothing said by the Associate Dean for Student Affairs should be taken as agreement that a challenge is valid, nor will it have any effect on the decision of the Associate Dean for Academic Affairs.
- C. After consultation with the faculty member (or waiver of the consultation requirement by the Associate Dean for Academic Affairs), and after meeting with the Associate Dean for Student Affairs, a student may present a formal written challenge to the grade to the Associate Dean for Academic Affairs, pursuant to Section A, above.
- D. The student's written challenge shall state:
1. That the student has complied with the consultation requirement of section IV.A.
  2. Facts, which, if found to be true, would be sufficient to show the basis for the claim of clerical error or for the claim that the grade was awarded in an arbitrary or capricious manner, and
  3. The remedy or resolution sought.
- E. The Associate Dean for Academic Affairs shall dismiss the grade challenge for failure to state a prima facie case for any of the following reasons:
1. Failure to allege timely compliance with procedural requirements,
  2. Failure to allege one of the allowable grounds under section III., or
  3. Failure to state sufficient facts for the Associate Dean to determine whether the student has stated a prima facie case for one of the allowable grounds.

If the challenge is dismissed for failure to state a prima facie case, the student may file an amended challenge within ten (10) working days of receiving the notice of dismissal.

- F. The Associate Dean for Academic Affairs shall determine whether the student has complied with the above procedures and whether the student has stated a prima facie case, and, if so, meet with the student (or in the case of a group of students, a chosen representative of the group) and the faculty member. The Associate Dean may determine whether to meet with the student and faculty member together or separately. The Associate Dean may also conduct any necessary further investigation. The Associate Dean shall change a grade that is being challenged or award other appropriate relief, if he or she determines that the original grade is incorrect because of clerical error or was awarded in an arbitrary or capricious manner. At the request of the faculty member, the Associate Dean also has the discretion to decide whether to change a grade due to the discovery of an egregious error in grading, which, in the opinion of the faculty member, would amount to a constructive arbitrary and capricious grade if unchanged. Within twenty-five (25) working days from the receipt of the written challenge, the Associate Dean for Academic Affairs shall issue a written decision to the student(s) and faculty member. Prior to issuing a decision, the Associate Dean for Academic Affairs shall consult with the Dean and in that consultation the Dean shall review the entire record. The decision issued by the Associate Dean after that consultation shall be the final decision of the School of Law.

### **Appeal (Section V)**

- A. The student or faculty member may appeal the decision of the Associate Dean to the Dean of the University of Baltimore School of Law in writing within ten (10) working days of receiving the written decision from the Associate Dean.
- B. The only basis for an appeal of a decision of the Associate Dean to the Dean shall be a clear error of substance or procedure by the Associate Dean. The basis for the appeal and the remedy sought must be clearly stated by the student or faculty member.
- C. The Dean, to the extent possible, shall rule on the appeal on the basis of the written submission and the written decision of the Associate Dean.

- D. The Dean shall render a binding, final decision on a grade challenge appeal within twenty (20) working days of receipt of an appeal.

***Exclusivity of Procedure (Section VI)***

These rules state the only grounds and procedures for challenging a grade received in a course at the University of Baltimore School of Law. These rules implement the University of Baltimore Student Policies and Procedures for Grievances by students, are consistent with those grievance procedures, and are based upon student rights protected therein. These rules also implement and are consistent with University System of Maryland policies concerning grade appeals.

## **PETITION FOR EXCEPTION TO ACADEMIC POLICIES**

To obtain an exception to an academic policy, a student should initiate a meeting with an advisor in the Office of Student Affairs and obtain an Exception to Policy form. The student may also discuss the particulars of the situation with the Associate Dean for Academic Affairs, who will review the submitted form and render a final decision. If appropriate, the Associate Dean may choose to petition the Academic Review Committee for consideration of a policy change. The decision by the Associate Dean for Academic Affairs or the Academic Review Committee may be appealed to the Dean of the School of Law, whose decision is final.

## **DUAL-DEGREE & POST-JD PROGRAMS**

### Combined Degree Programs

The School of Law offers combined programs in Business Administration (with the Merrick School of Business), Negotiations and Conflict Management, Public Administration and Criminal Justice (with the College of Public Affairs) and a J.D./Ph.D in Policy Science with the University of Maryland Baltimore County Graduate School. Students may begin work on their master's degree either the summer preceding, or the summer following, the first year of law school, but classes taken before matriculation in the law school cannot be applied to the JD (pursuant to American Bar Association Standards for Law Schools). First year students may not take courses within their master's program during the fall and spring semesters of their first year of law school. The Office of Student Affairs advises law students in combined degree programs. Dual-degree students are required to meet with a law school advisor for academic planning. The credits for graduate courses taken in any semester are computed in the credit load for that semester and subject to the rules relating to maximum and minimum credits limits. Tuition for the semester is computed by including these graduate credits as well.

### **J.D./M.B.A.**

The combined J.D./M.B.A. program permits a J.D. student to obtain Juris Doctor and Master of Business Administration degrees in an integrated sequence of courses over a three- to four-year period. The combined JD/MBA program permits law students to apply nine credits earned in the Merrick School of Business graduate program, courses 600 level and above, toward the 87 credits required for the School of Law J.D. degree if the two degrees are completed in the same academic year. If the MBA is completed later than the law degree, the law



school will only accept six credits towards the law degree. Up to nine law credits may be used to satisfy M.B.A. requirements.

**J.D./M.P.A.**

The combined Juris Doctor/Master of Public Administration is available for students who plan to use their law degree in federal, state or local government agencies and not-for-profit or quasi-governmental organizations. Nine of the graduate credits, courses 600 level and above may be applied toward the J.D. degree if the degrees are completed in the same academic year. If the MPA is completed after the JD, only six credits will be applied to the law degree, and 12 of the law credits may be used to satisfy M.P.A. requirements.

**J.D./M.S. in Criminal Justice**

This program permits law students interested in using their law degree in federal, state or local criminal justice agencies to take graduate courses in criminal justice. Up to nine of the graduate credits earned in electives for courses 600 level and above may be applied toward the 87 credits required for the J.D. degree (if the degrees are completed in the same academic year). Up to nine of the law school credits may be applied toward the 36 credits required for the M.S. degree. If the MS degree is completed later than the law degree, the law school will only accept six credits towards the law degree. Students in the combined program must also successfully pass the Criminal Justice comprehensive examination or successfully defend a master's thesis.

**J.D./M.S. in Negotiations and Conflict Management**

With the approval of the Law School's Associate Dean for Academic Affairs and prior to registering for a graduate College of Liberal Arts (CLA) course, a student in this combined degree program is permitted to apply up to nine credits of elective credits for courses 600 level and above in the CNCM courses toward the 87 credits required for the Law School's J.D. degree. Such decisions are made on a case-by-case basis. A law school student in this joint program can apply towards the M.S. degree up to nine credits of Law School courses [other than Evidence (LAW 651), Professional Responsibility (LAW 652) and Criminal Law (LAW 604)] that are listed as Advanced Perspectives Courses for the M.S. degree program. If the degrees are not completed in the same academic year, then only six credits will be applied towards the JD.

A limited number of non-law school students who are candidates for the M.S. degree in Negotiations and Conflict Management and who have secured the permission of the Law School's Associate Dean for Academic Affairs and the individual law school instructor, may take law school courses which are listed by the College of Liberal Arts under the heading of "Advanced Perspective Courses"

for this M.S. degree. These students are expected to meet the same standards of class performance as their law school counterparts. (**NOTE:** A professor may inform the Law School's Associate Dean for Academic Affairs if he or she will not, under any circumstances, include non-law school students in his or her classroom or may discuss with him/her in advance under what particular circumstances he or she would accept such non-law students in his or her classes, as a means of simplifying administration of this policy.)

### **J.D./Ph.D. or Masters in Public Policy**

Applicants interested in pursuing this combined degree must independently gain admission to both the School of Law and the doctoral program in Policy Sciences at the University of Maryland, Baltimore County. If the two degrees are not completed in the same academic year the law school will accept 6 credits from UMBC towards the JD.

See <https://publicpolicy.umbc.edu/programs-of-study/>

### **J.D./LL.M. in Taxation**

For students who begin the LL.M. Taxation program in or after Fall 2022:

Students may apply up to 12 credits earned for tax courses taken in the J.D. program toward the LL.M. in Taxation. After receiving the J.D. degree, students can complete the LL.M. program by taking as few as 14 additional credits (rather than the usual 26). A student whose cumulative law school G.P.A. is at least 2.50 at graduation will be admitted to the Graduate Tax Program and may earn the LL.M. degree. Students with a G.P.A. below 2.50 may be admitted to the Graduate Tax Program on a case-by-case basis. Details about the combined J.D./LL.M. program are available at <http://law.ubalt.edu/academics/jd-program/combined/jd-llm.cfm>. Please contact Prof. Fred Brown ([fbrown@ubalt.edu](mailto:fbrown@ubalt.edu)) for more information.

For students who began the LL.M. Taxation program prior to Fall 2022:

Students may apply up to 15 credits earned for tax courses taken in the J.D. program toward the LL.M. in Taxation. After receiving the J.D. degree, students can complete the LL.M. program by taking as few as 15 additional credits (rather than the usual 30). A student whose cumulative law school G.P.A. is at least 2.50 at graduation will be admitted to the Graduate Tax Program and may earn the LL.M. degree. Students with a G.P.A. below 2.50 may be admitted to the Graduate Tax Program on a case-by-case basis. Details about the combined

2024-2025

J.D./LL.M. program are available at <http://law.ubalt.edu/academics/jd-program/combined/jd-llm.cfm>. Please contact Prof. Fred Brown ([fbrown@ubalt.edu](mailto:fbrown@ubalt.edu)) for more information.

## Graduate Tax Program

The following information describes the policies and procedures for the LL.M. in Taxation program, the M.S. in Taxation program and the Post J.D. Certificate in Estate Planning.

### **Administration of the Graduate Tax Program**

The LL.M. in Taxation, M.S. in Taxation and the Post J.D. Certificate in Estate Planning are administered by the Director and staff of the UBalt Graduate Tax Program.

### **LL.M. Taxation**

For students who began the program prior to Fall 2022:

### **Program Requirements and Curriculum**

To receive an LL.M. in Taxation degree, a student is required to complete thirty (30) credit hours of prescribed coursework and maintain a cumulative GPA of not less than 3.00 for courses taken in the degree program. Except for advanced credit toward the certificate (which is described below), the coursework must be completed after a student has received a J.D. or equivalent degree. Degree requirements must be completed within five years of enrolling in the degree program.

The program's curriculum consists of the following required courses, all of which are three credit courses:

- |   |   |
|---|---|
| <input type="checkbox"/> Corporate Taxation                         | <input type="checkbox"/> Partnership Taxation       |
| <input type="checkbox"/> Fundamentals of Federal Income Taxation I  | <input type="checkbox"/> Tax Policy                 |
| <input type="checkbox"/> Fundamentals of Federal Income Taxation II | <input type="checkbox"/> Tax Practice and Procedure |
|   | <input type="checkbox"/> Tax Research and Writing   |

In addition, students are required to take one or more of the following electives (totaling 9 credits):

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting for Income Taxes (2)                         | <input type="checkbox"/> Advanced Real Estate Taxation (2) |
| <input type="checkbox"/> Advanced Qualified Pension and Profit Sharing Plans (3) | <input type="checkbox"/> Bankruptcy Taxation (2)           |
|  | <input type="checkbox"/> Business Valuation (3)            |

- Consolidated Corporations (2)
- Corporate Reorganizations (3)
- Estate and Gift Taxation (3)
- Estate Planning (3)
- Executive Compensation (2)
- Foreign Taxation (3)
- Income Taxation of Estates and Trusts (3)
- Independent Study (1-3)
- Intro to the Taxation of Financial Products (2)
- Investigation, Prosecution, and Defense of Tax Crimes (3)
- Maryland Taxes (3)
- Qualified Pensions and Profit Sharing Plans (3)
- State and Local Tax (3)
- S-Corporations (1)
- Tax Clinic (6)
- Tax Exempt Organizations (2)
- Welfare Benefit Plans (2)
- Tax Exempt Organizations (2)

For students who begin the program in or after Fall 2022:

### **Program Requirements and Curriculum**

To receive an LL.M. in Taxation degree, a student is required to complete twenty-six (26) credit hours of prescribed coursework and maintain a cumulative GPA of not less than 3.00 for courses taken in the degree program. Except for advanced credit toward the certificate (which is described below), the coursework must be completed after a student has received a J.D. or equivalent degree. Degree requirements must be completed within five years of enrolling in the degree program.

The program's curriculum consists of the following required courses, all of which are three credit courses:

- Corporate Taxation
- Fundamentals of Federal Income Taxation I
- Fundamentals of Federal Income Taxation II
- Partnership Taxation
- Tax Policy
- Tax Practice and Procedure

In addition, students are required to take one or more of the following electives (totaling 8 credits):

- Accounting for Income Taxes (2)
- Advanced Qualified Pension and Profit Sharing Plans (3)

- Advanced Real Estate Taxation (2)
- Bankruptcy Taxation (2)
- Business Valuation (3)
- Consolidated Corporations (2)
- Corporate Reorganizations (3)
- Estate and Gift Taxation (3)
- Estate Planning (3)
- Executive Compensation (2)
- Foreign Taxation (3)
- Income Taxation of Estates and Trusts (3)
- Independent Study (1-3)
- Intro to the Taxation of Financial Products (2)
- Investigation, Prosecution, and Defense of Tax Crimes (3)
- Maryland Taxes (3)
- Qualified Pensions and Profit Sharing Plans (3)
- State and Local Tax (3)
- S-Corporations (1)
- Tax Clinic (6)
- Tax Exempt Organizations (2)
- Welfare Benefit Plans (2)
- Tax Research & Writing (3)

Responsibility for completing graduation requirements rests with the individual student. Students who are candidates for graduation must submit a formal application to the Records Office at the beginning of the semester in which they expect to graduate. The application is used to prepare graduation lists, check graduation requirements, and order diplomas. Commencement is held in May for LL.M. recipients. Students completing course work during a term in which there is no Commencement are recognized at the next ceremony. Attendance is optional. [Graduation information](#) for LL.M. in Taxation and Certificate in Estate Planning students.

### **Earning a Certificate in Estate Planning with the LL.M. in Tax**

Candidates for the LL.M. in Taxation can concurrently achieve a Certificate in Estate Planning. This option allows attorneys who wish to concentrate in estate planning the opportunity to receive the additional credential at no additional cost.

### ***Advanced Credit Toward the Degree***

Individuals may receive credit toward the LL.M. in Tax for certain courses taken in J.D. programs.

For students who began the LL.M. in Tax program prior to Fall 2022:

Under the combined [J.D./LL.M. in Taxation](#) program, graduates of the University of Baltimore J.D. program can receive advanced credit toward the LL.M. in Tax degree for up to 15 credits earned for tax courses taken in the J.D. program. To receive advanced LL.M. credit for a tax course (subject to the 15-credit cap), a student must (a) have received a grade of B or better for the course, and (b) enroll in the LL.M. in Tax program within three calendar years of receiving the J.D. degree.

Graduates of J.D. or LL.B. programs other than the University of Baltimore can receive advanced credit toward the LL.M. in Tax degree for up to 15 credits of qualifying tax courses taken while enrolled in a J.D. program at an ABA-approved law school. Such courses must have content that is substantially similar to courses offered in the LL.M. in Tax program. To receive advanced LL.M. credit for a qualifying tax course (subject to the 15-credit cap), a student must have (a) received a grade of B or better for the course, and (b) taken the course within five calendar years of enrolling in the LL.M. in Tax program.

For students who begin the LL.M. in Tax program in or after Fall 2022:

Under the combined [J.D./LL.M. in Taxation](#) program, graduates of the University of Baltimore J.D. program can receive advanced credit toward the LL.M. in Tax degree for up to 12 credits earned for tax courses taken in the J.D. program. To receive advanced LL.M. credit for a tax course (subject to the 12-credit cap), a student must (a) have received a grade of B or better for the course, and (b) enroll in the LL.M. in Tax program within three calendar years of receiving the J.D. degree.

Graduates of J.D. or LL.B. programs other than the University of Baltimore can receive advanced credit toward the LL.M. in Tax degree for up to 12 credits of qualifying tax courses taken while enrolled in a J.D. program at an ABA-approved law school. Such courses must have content that is substantially similar to courses offered in the LL.M. in Tax program. To receive advanced LL.M. credit for a qualifying tax course (subject to the 12-credit cap), a student must have (a) received a grade of B or better for the course, and (b) taken the course within five calendar years of enrolling in the LL.M. in Tax program.

### ***LL.M. in Taxation Program Admission Requirements***

To be admitted to the LL.M. in Taxation program you'll need:

- A J.D. degree or an equivalent (J.D. or equivalent degrees earned in the United States must be from law schools approved by the American Bar Association)
- An official transcript from each law school attended, not including the University of Baltimore School of Law

Admission is offered to candidates whose previous academic achievement and work experience indicate promise for success in graduate study.

### **M.S. Taxation**

For program requirements and curriculum for the M.S. in Taxation, see <http://www.ubalt.edu/merrick/graduate-programs/master-of-science/taxation/ms-tax-courses.cfm>

Responsibility for completing graduation requirements rests with the individual student. Students who are candidates for graduation must submit a graduation application through MyUB at the beginning of the semester in which they expect to graduate. The application is used to prepare graduation lists, check graduation requirements, and order diplomas. Commencement is held in January and May for M.S. recipients. Students completing course work during a term in which there is no Commencement are recognized at the next ceremony. Attendance is optional. Graduation information for M.S. in Taxation students is available at

<http://www.ubalt.edu/campus-life/engagement/commencement>.

### Class Participation Requirement for Graduate Tax Students

Class participation is a primary obligation of each LL.M. in Tax, M.S. in Tax, and Certificate in Estate Planning student (collectively, "Graduate Tax Program student"), whose right to continued enrollment in the course and to take the examination is conditioned upon a record of class participation sufficient to the professor. Graduate Tax Program students are not subject to the General Attendance Policy described above but are subject to the participation requirement described below.

#### *Failure Due to Insufficient Participation*

A Graduate Tax Program student who fails to participate in the minimum number of classes provided below (approximately 80 percent of classes) may be compelled to withdraw from the course, or may be barred from sitting for the final



exam. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence).

A student participates in a class by either (i) attending a class in person, (ii) attending a class synchronously online, or (iii) engaging in a substantive interaction with the professor for a class; as determined by the professor, a substantive interaction with the professor for a class may include posting questions about a class on a discussion board or via email, providing a summary of the content of a class in writing, or successfully completing a quiz administered for the class, among other possibilities.

<u>Total Class Sessions per Semester</u>	<u>Minimum Number of Classes Required to Participate</u>
28	23
14	12
8	7
7	6

## **Post JD Certificate in Estate Planning**

### **Program Requirements and Curriculum**

To receive a Certificate in Estate Planning, a student is required to complete twelve credit hours of prescribed coursework and maintain a cumulative GPA of not less than 3.00 for courses taken in the certificate program. Except for advanced credit toward the certificate (which is described below), the coursework must be completed after a student has received a J.D. or equivalent degree. For students who are in the Certificate program on a standalone basis, Certificate requirements must be completed within two years of enrolling in the certificate program. For students who are taking the Certificate in conjunction with the LL.M. in Taxation, all LL.M. and Certificate requirements must be completed within five years of enrolling in the LL.M. and Certificate programs.

The program's curriculum consists of the following required courses, all of which are three credit courses:

- Estate & Gift Taxation
- Estate Planning
- Income Taxation of Estates & Trusts

In addition, students are required to take one or more of the following electives to meet the twelve credit certificate requirement:

- Corporate Taxation (3 Credits)
- Elder Law (3 Credits)
- Fundamentals of Federal Income Tax II (3 Credits)
- Partnership Taxation (3 Credits)
- Planning for Families and Seniors Workshop (3 Credits)
- Qualified Pensions and Profit Sharing Plans (3 Credits)
- S-Corporations (1 Credit)
- Tax Exempt Organizations (2 Credits)

Students who have not taken Trusts & Estates and/or Federal Income Taxation while in their J.D. program will be required to take one or both courses in the certificate program (students may substitute Fundamentals of Federal Income Tax I for Federal Income Taxation). Credits and grades for such courses taken in the certificate program will not count towards the twelve credit certificate requirement or the GPA requirement, respectively.

### **Advanced Credit Toward the Certificate**

Students may receive advanced credit toward the Certificate in Estate Planning as follows: students who have graduated from the University of Baltimore School of Law can receive advanced certificate credit for up to six credits earned in the J.D. program for courses specified in the Program Requirements and Curriculum section above, provided that the student received a B or better for the course and enrolled in the certificate program within three calendar years of receiving the J.D. degree. Students who graduated from the J.D. or LL.B. programs of other ABA-approved law schools can receive advanced certificate credit for up to six credits earned for courses taken in such programs that are substantially similar to courses specified in the Program Requirements and Curriculum section above, provided that the student received a B or better for the course and enrolled in the certificate program within three calendar years of receiving the J.D. or LL.B. degree. Students who graduated from the University of Baltimore LL.M. in Taxation program can receive advanced certificate credit for up to 6 credits earned in the LL.M. program for courses specified in the Program Requirements and Curriculum section above, provided that the student received a B or better for the course and enrolled in the certificate program within three calendar years of receiving the LL.M. degree.

### **Certificate Program Admission Requirements**

To be admitted to the certificate program, an applicant must have received a J.D. or its equivalent. J.D. or equivalent degrees earned in the United States must be from law schools that have the approval of the American Bar Association.

### **Coordination with the LL.M. in Tax Program**

Students may complete the Certificate in Estate Planning as a stand-alone program or in conjunction with UBalt LL.M. in Taxation program. Regarding the latter, students completing the requirements of the LL.M. in Taxation program will also receive a Certificate in Estate Planning provided that they satisfy the curriculum requirements of the certificate program. Courses may count towards both the LL.M. and certificate requirements.

Students enrolled in the stand-alone certificate program may convert their status to enrollees of the UBalt LL.M. in Taxation program; in this case, courses taken and grades received in the stand-alone certificate program will count towards the LL.M. requirements. Students so converting their status will be required to complete the LL.M. requirements within five years of enrolling in the certificate program. Alternatively, a graduate of the certificate program may make a

separate application to the U.B. LL.M. in Taxation program; in this case, advanced LL.M. credit for courses taken in the certificate program may be awarded under the advanced credit policy regularly employed by the LL.M. in Taxation program.

### **Academic Integrity Policy**

Students in the LL.M. in Taxation, M.S. in Taxation and Certificate in Estate Planning programs are governed by the University of Baltimore Academic Integrity Policy. This policy covers all students participating in the program, even those not seeking a degree.

### **Repeating Courses**

While a student in the LL.M. in Taxation program (regardless of whether in conjunction with the Certificate in Estate Planning), or M.S. in Taxation program, or Certificate in Estate Planning program (on a standalone basis) may repeat any course in which he or she has received a grade of C+ or lower (not B- or higher), the student may replace only one grade. If a second attempt is made to replace a grade, the replacement grade will be calculated into the student's GPA regardless of whether it is higher or lower than the original grade. The grade for the replacement attempt will appear on the transcript within the semester in which the course is repeated.

Students who repeat courses to replace grades do so at their own risk. For example, a student repeating a C- graded course who receives an F for the second attempt will lose the points earned for the C, and the F grade will be the grade that will be computed into the GPA. Further, if the student receives a W (withdrawn) for the second attempt, the W will not replace the original grade.

If a second attempt is meant to replace a grade, a student must file a repeat course form at the time he or she registers for the second attempt. Failure to obtain the dean's approval and to file the repeat course form will result in both the original and repeated grades being computed into the GPA.

Grades of C+ or lower earned at the University of Baltimore dictate that the class must be repeated at the University of Baltimore. Grades will not be changed on the basis of work taken elsewhere. The repeated course must be the original course; a substitute course will not be acceptable for a grade change.

If a student repeats a course for a purpose other than replacing a grade, a repeat course form does not need to be filed. In such cases, the grade achieved in the original course as well as the grade(s) earned in the re-taking of the course will be

calculated in the student's GPA. Students should be aware that earning C+ or lower grades that are computed into the GPA may result in their placement on probation, suspension or academic dismissal.

Students must repeat a required course in which he or she received a grade of F. Unless the course is retaken pursuant to the repeat/replace policy discussed above, the grade of F received in the original course as well as the grade earned in the retaking of the course will be calculated in the student's GPA.

The credit value of any repeated course will be counted one time only at the University of Baltimore to satisfy UBalt graduation requirements.

### ***Academic Probation, Suspension and Dismissal Policy***

#### ***LL.M. in Taxation and Certificate in Estate Planning Students***

Any LL.M. in Taxation student (regardless of whether also in the Certificate in Estate Planning program) or Certificate in Estate Planning student (on a standalone basis) who has a cumulative GPA below 2.80 after the completion of any semester will be placed on academic probation for the following semester, except that a student will not be placed on academic probation for the semester immediately following the student's first semester in the LL.M. in Taxation program or Certificate in Estate Planning program (on a standalone basis). A student will remain on academic probation until the student's cumulative GPA is at least 2.80.

A student will be suspended from the LL.M. in Taxation and/or Certificate in Estate Planning programs (as they case may be) for one semester if (i) the student is on academic probation both during a particular semester and immediately after the completion of the particular semester and (ii) the student receives a grade below a B during the particular semester. The suspension will take place during the semester immediately following the particular semester.

After being suspended for one semester, a student may resume taking courses in the program. A student will be academically dismissed from the program following the completion of a particular semester if (i) the student is on academic probation during the particular semester, (ii) the student's cumulative GPA is below 2.80 immediately after the completion of the particular semester, (iii) the student receives a grade below a B during the particular semester, and (iii) the particular semester is after a semester during which the student had been suspended from the program.

For purposes of this policy, the term "semester" means the fall semester, spring semester or summer session.

**M.S. Tax Students**

Please see the section titled "Satisfactory and Unsatisfactory Progress" in the [Academic Policies](#) portion of the Graduate Catalog.

Cross-Registration Policies for Post-JD Programs

Students enrolled in the University of Baltimore School of Law's LL.M. in Taxation and Certificate in Estate Planning may take up to two courses as a guest student in any of the other programs. Interested students must contact their program director, who will coordinate cross-registration.

Courses taken as a guest student will not count toward completion requirements for the primary program, and credits taken outside the primary program will not qualify for federal financial aid.

Any credits successfully completed for courses taken as a guest student may later be applied as advanced credit to the second program, provided the student receives a grade of B or better for the course and the student enrolls in the second program within three calendar years of completing the course.

## REASONABLE ACCOMMODATIONS DUE TO QUALIFYING DISABILITY

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 guarantee equal access to programs and services to those with disabilities. In order to be a qualified individual subject to the protections of these Acts, a person must demonstrate that he or she has a disability that substantially limits a major life activity (e.g., seeing, hearing, walking, breathing, performing manual tasks, learning, caring for oneself, and working) and, as such, requires a reasonable accommodation in order to have equal access. This section of the Law School's catalog explains a student's rights and responsibilities in seeking accommodations from the Law School because of a disability. The process and procedures outlined here apply to seeking Law School classroom accommodations, exam accommodations, and accommodations related to accessing the University's facilities.

### Rights and Responsibilities in Seeking Accommodations

1. A student who believes that he or she has a qualifying disability warranting accommodation for academic programs, exams or access to the University's facilities should notify the Office of Student Affairs, at [ublawaacadaff@ubalt.edu](mailto:ublawaacadaff@ubalt.edu) or (410) 837-4414.
2. Students may also reach out directly to the Office of Disability and Access Services, at [das@ubalt.edu](mailto:das@ubalt.edu) or (410) 837-4141. Students should not go directly to any faculty in an effort to arrange accommodations for disabilities.
3. Students seeking **classroom accommodations** must submit their request 3 weeks before the start of the academic year or semester.
4. Students seeking **exam accommodations** must submit their request no later than 2 weeks after the start of the academic year or semester.
5. Requests submitted after the deadlines for classroom and/or exam accommodations may not be granted.
6. Following notice, the student and a member of the Office of Disability and Access Services will meet to review the documentation provided to verify the existence of a qualifying disability.
7. All documentation submitted, preferably before this meeting, should comply with the documentation guidelines set forth at

- <http://www.ubalt.edu/campus-life/disability-access-services/students/documentation-guidelines.cfm> and also set forth below. Additional documentation may be requested at any time, as might a request that the student's physician or other licensed health professional speak directly to a staff member.
8. Students will also meet with the Office of Student Affairs to discuss the expectations of their course load and the implementation of their accommodations in the classroom and during testing. This meeting can take place either before or after the meeting with the Office of Disability and Access Services.
  9. If it is determined that the student **does have a qualifying disability**, the Office of Disability and Access Services and the Office of Student Affairs will discuss suggested reasonable accommodations with respect to the student's courses, exams, and access to university facilities. In assessing the appropriateness of an accommodation, the student's medical and other health professional documentation will be examined, as well as the student's history of past accommodations, and the course and exam structure of a particular class.
  10. If the Office of Disability and Access Services and the Office of Student Affairs concludes that a student **is not a qualified individual with a disability** or has not provided reasonable accommodations to the student, the student may appeal the decision.
  11. If the Office of Disability and Access Services and the Office of Student Affairs concludes that a student is not a qualified individual with a disability or has not provided reasonable accommodations to the student, the student may appeal the decision to Llatetra Esters Dean of Students for the wider University at 112 Academic Center, University of Baltimore Academic Center, as provided in the Grievance Procedure in the University of Baltimore Student Handbook.
  12. Accommodations will not be granted if those accommodations "fundamentally alter" the educational program or academic requirements that are essential to a program of study at the University of Baltimore's School of Law as outlined in the Core Competencies and [Standard 301](#) of the American Bar Association's Standards and Rules of Procedure for Approval of Law Schools.



13. Students receiving accommodations during law school should be aware that there is no guarantee they will receive the same accommodations on the bar examination, MPRE, or other professional licensing exams, and bear the responsibility of working directly with the bar exam authorities in the jurisdiction to which the student is seeking admission to request any such accommodations on their own.
14. Students considering the Maryland Uniform Bar Exam should review the documentation requirements for receiving accommodations at <https://www.courts.state.md.us/ble/testaccommodations>

#### Rights and Responsibilities After Receiving Accommodations

1. If a student's **condition changes at any time**, thereby affecting the nature and extent of his or her disability, the student must notify the Office of Disability and Access Services and the Office of Student Affairs immediately.
2. If there is a problem with any accommodations that a student receives, whether it is related to a course, an exam, or access to a facility, the student must notify the Office of Disability and Access Services and the Office of Student Affairs promptly so that steps may be taken, to the extent practicable, to resolve the problem.
3. Communication regarding accommodations (including exam schedules and room assignments) will be made using the student's official University of Baltimore email account. A student is responsible for checking email on a timely basis to determine the status of any issue relating to the accommodation that has been put in place for a particular disability. If the student's disability prevents physical access to email, an alternative method of communication will be determined in consultation with the Office of Disability and Access Services, the Office of Student Affairs, and the student.

Documentation

***Verification of Disabilities***

A student with a disability who requests an accommodation must provide to the Director of the Office of Disability and Access Services or his or her designated representative, professional verification of the necessary modification. Verification may be provided by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning in the major life activity or activities affected by the disability. The cost of obtaining the professional verification shall be borne by the student. In instances in which the Office of Disability and Access Services or the Office of Student Affairs deems appropriate, he or she may consult a qualified person retained by the School of Law for the purpose of evaluating whether a student has a disability.

***Verification of Temporary Disability, Illness or Injury***

Students seeking accommodations on the basis of a temporary disability must provide, upon request, documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The cost of obtaining the professional verification shall be borne by the student.

## FINANCIAL AID

Recognizing the need for financial aid to help students meet the cost of higher education, the University of Baltimore provides loans and employment through federal, state and institutional sources. Funds are awarded to defray direct educational costs (such as tuition and fees) and indirect educational costs (such as room and board, books, parking and transportation). The School of Law also awards a limited number of scholarships based on an evaluation of a wide variety of factors. Students should visit the School of Law website for more information. Information concerning the Financial Aid process is located on the Office of Financial Aid website at [www.ubalt.edu/admission/financial-aid](http://www.ubalt.edu/admission/financial-aid) and on the [MyUB](#) portal. All communications from the Office of Financial Aid are sent by email to UBalt email addresses.

### Federal Direct and Graduate PLUS Loans

Loans are the primary source of funding for students pursuing a law degree. Federal Direct Loans are available up to \$20,500 annually. In addition, a student may borrow up to the full cost of attendance through the Federal Direct Graduate PLUS program, which is a credit based loan available through the Department of Education on [studentaid.gov](http://studentaid.gov). A student must file the **Free Application for Federal Student Aid (FAFSA)** to be eligible for federal financial aid. Upon receipt of the FAFSA, the Office of Financial Aid will determine eligibility for these programs.

### Federal Work-Study (FWS)

This federal program provides on-campus and off-campus employment opportunities. The rate of pay varies per job type and responsibilities. Students must complete a financial aid application (FAFSA) and meet all eligibility requirements. For additional information on the work-study program, its impact on the entire financial aid package and requirements to participate, students can contact the Office of Financial Aid by emailing [financialaid@ubalt.edu](mailto:financialaid@ubalt.edu). Questions regarding jobs on campus and job placement can be referred to the Student Employment Office in the Career Center.

### State Scholarships and Grants

The State of Maryland provides scholarship assistance to eligible Maryland residents through the Maryland Senatorial, and Delegate Scholarship programs.

Applications may be obtained through the [MHEC's State Financial Assistance Programs & Applications](#).

The State of Maryland Higher Education Commission (MHEC) Graduate and Professional Scholarship deadline is March 1 of each year. All law students (Maryland residents) who have submitted their FAFSA by the deadline will be considered for this state funded scholarship. Awards are made based on need as determined by the FAFSA and available funding. Scholarships will be awarded in the fall semester of each year and will appear on the financial aid awards page in the student portal.

### Bar Examination/Study Loan

A limited number of private lenders may assist graduating law students to meet their bar exam expenses. The lending institution determines the amount that can be borrowed as well as the terms. Students are encouraged to use all Direct Loan and Graduate PLUS Loan eligibility during their final semesters of study before considering a Bar Study loan.

These programs are private loans, requiring a credit check. Your final eligibility is determined by the lender.

### Loan Assistance Repayment Program

There are income-based and other loan repayment assistance options offered through the Direct Loan Program, [www.studentaid.gov](http://www.studentaid.gov). In addition, the Maryland State Scholarship Administration may provide educational loan repayment assistance to qualified individuals working for the state or local government or the non-profit sector. It is available to graduating students, and there is an application deadline. For more information, visit:

1. [https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog\\_larp.aspx](https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_larp.aspx).

### School of Law Scholarships and Loans

The School of Law administers scholarship funds designated for entering and continuing law students. Although the majority of scholarships are merit based, there are a limited number of need-based grants. In addition to **tuition-based** scholarships, a number of endowed scholarships have been established through the generosity of alumni and friends of the School of Law. These scholarships are awarded to upper-level students.

For the most updated list of available scholarships, please visit the Law Admissions website:

<http://law.ubalt.edu/admissions/financialaid/law-scholarships.cfm>

Students may request short-term emergency loans pending receipt of financial aid or other expected funds. Emergency Loans of up to \$500 are awarded to students on a case-by-case basis. Contact the Office of Student Affairs for more information at (410) 837-4468

## UNIVERSITY POLICIES

Although a select few University policies are highlighted here, all University of Baltimore policies are available on the [University Policy Guide](#) and/or on the student portal (MyUB).

### Office of Technology Services

#### **Official Campus Communication – University of Baltimore Email**

The University of Baltimore requires use of the ubalt.edu e-mail account in all official University administrative and academic communications in order to:

- Streamline campus communications
- Increase security of University e-mails
- Ensure that official University announcements are sent to active e-mail accounts
- Enhance the student experience by maintaining a standard e-mail protocol and directory throughout the University.

It is important to check the ubalt.edu account on a regular basis, as e-mails constitute an official means of communication regarding University policies, deadlines and other important student information.

Effective Aug. 12, 2019 you will not be able to automatically forward your UBALT email to a personal email account. This change is in response to ongoing security issues. The Office of Technology Services works diligently to safeguard users, but is unable to protect personal email accounts against fraudulent attempts once items are forwarded. This security measure is deemed necessary to assist in our efforts to defend against targeted impersonation emails and emails that have been used to defraud members of the University community. The decision to discontinue email forwarding was made with input from members of the *Student Government Association (SGA)*, *Office of the Provost*, *Office of Student Success & Support Services*, *Office of Community Life*, *Governance Steering Committee*, and members of the University administration.

The student resource guide, [IT for Students](#), is available for information on NetID, MyUB portal, email, printing, wireless and more. MyUB is the official source for your academic information. You can view your schedule of classes, grades and email communications through the portal. Please contact the OTS Call Center at (410) 837-6262 with any questions or for further assistance.

### **Emergency Text Alert System**

The University of Baltimore has a state-of-the-art emergency text alert system designed for the campus community.

The system is capable of sending emergency messages instantly to:

- All registered text message capable mobile phones,
- Smart or satellite phones,
- E-mail addresses.

Students, faculty and staff are strongly encouraged to register for this emergency notification system. Once registered, you will be alerted to any emergency on campus regardless of where you are—on, off or enroute to campus. This is the most secure way for the UBALT community to receive notifications critical to your safety and wellbeing. In addition to receiving alerts in the event of a campus emergency, users can elect to receive notices concerning traffic and severe weather.

To sign up for Text Alerts:

1. Sign into the MyUB portal
2. Under tools, click on the "Campus Text Alert System" icon
3. You will be redirected to the set up page - follow the instructions
4. Have your cell phone with you and turned on

Users can manage their personal accounts to make updates to their devices or contact information.

Specific text message verbiage and their respective explanations can be found at [TEXT ALERT MESSAGE EXPLANATIONS](#). The purpose for this standardized language is to provide emergency notification in the shortest time possible containing as much information as can be sent in a limited text message environment.

At least once a semester the system will be tested. The text message you receive during this test will state clearly that it is NOT an actual emergency. Please note, depending on your wireless service agreement a nominal charge may be incurred for receiving text messages. If you experience any difficulties in setting up your account, please contact the Office of Technology Services at ext. 6262.

### **Law School Listserv Usage**

1. Only School of Law administrators, faculty, staff, and approved Executive Board members of the Student Bar Association may send messages to the all-students email listserv.
2. Student organizations and individual law students are not permitted to utilize the all-students email listserv.
3. Student organizations and individual students may, however, avail themselves of alternative mediums of communication provided by the School of Law, including the following:
  - a. The [UBALT Law Current Students Facebook page](#) (all current students)
  - b. The [UBALT Law CampusGroups News Feed](#) (approved student organizations)
  - c. The Student Organization Event Notices email update included in the weekly Law School Newsletter (approved student organizations only)
    - i. Student organization leaders may request their event submissions be included by emailing the Office of Student Affairs account at [ublawacadaff@ubalt.edu](mailto:ublawacadaff@ubalt.edu).

### Tuition Related policies

#### **Financial Clearance**

Every semester, students are required to show financial clearance. For every student, financial clearance means demonstrating your intention for payment for a given semester. Financial clearance can mean different things to different students. For some, it may mean creating a payment plan in CashNet. For others, submitting a FAFSA, and for others submitting their financial guarantee paperwork to show a third party is paying their tuition. Financial clearance does not mean you have to be paid in full by the payment due date. Rather, each student should take action to carry out the manner in which they intend to cover their tuition for the semester. For questions and information see more from [Student Financial Services](#) on the web.



### **Refund and Reduction of Tuition and Fees**

Students who choose to withdraw from a course may be eligible for a tuition refund according to the policies established by the [Office of the Bursar](#). The [refund and reduction calendar](#) is updated for each semester on their website.

#### Student Conduct policies

[The Office of Student Support \(OSS\)](#) maintains policies relating to student conduct, privacy, academic integrity, sexual harassment, nondiscrimination and ADA services/grievance procedures. Please visit the webpage or the office itself in the Academic center to find out more about these policies.

Students may also consult directly with the Law School's Dean of Students for assistance related to any of the above matters.

#### Safety precautions

Policing on the campus of The University of Baltimore is managed by the University of Maryland, Baltimore (UMB). UBalt maintains responsibility for campus security performed by unarmed, civilian security personnel known as the UBalt Safety and Security team. Uniformed officers from UMB—sworn, armed, and professionally trained and certified—are assigned to patrol the UBalt campus.

At the same time, our Safety and Security staff provides building access and control, including office lockouts, welcome desk staffing, interior/exterior patrols, etc. UMB police and UBalt security staff are in regular and constant contact.

The website for the [University Police](#) provides detailed information about drug and alcohol policies on campus, sexual assault policies, campus sex crimes prevention and emergency communications.

#### Title IX: Sexual Misconduct and Nondiscrimination

The University of Baltimore is committed to providing a working and learning environment, free from all types of discrimination prohibited by State and Federal laws, including discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics. State and Federal laws prohibiting discrimination on these bases include, but are not limited to: Title IX of the Education Amendments of 1972 as amended ("Title IX"); Title VII of the Civil

Rights Act of 1964; Title VI of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act and the Americans with Disabilities Amendments Act; Section 504 of the Rehabilitation Act of 1973; and Title 20 of the State Government Article of the Annotated Code of Maryland.

Title IX prohibits sex discrimination and provides, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The University’s requirement not to discriminate on the basis of sex extends to admission and employment.

The University has implemented policies prohibiting discrimination on these bases and procedures for resolving complaints of discrimination. More information can be found at the University’s Title IX website: <http://www.ubalt.edu/about-ub/offices-and-services/government-relations/titleix.cfm>

Inquiries or complaints regarding sex discrimination prohibited by Title IX, including Sexual Harassment and Other Sexual Misconduct should be directed immediately to the Title IX Coordinator, Tiwana Barnes. Inquiries or complaints regarding Title IX may also be directed to the Assistant Secretary for the Department of Education. The local Office of Civil Rights for the Department of Education is located at:

The Office of Civil Rights, Philadelphia Office U.S. Department of Education The Wanamaker Building, Suite 515 100 Penn Square East Philadelphia, PA 19107-3323  
[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

Please visit the [Sexual Harassment and Other Sexual Misconduct Policy](#) for a listing of other external offices that accept and review complaints of sex discrimination.

Individuals who have witnessed or experienced sexual misconduct may report the incident to the University using the [Sexual Harassment and Other Sexual Misconduct Reporting Form](#). Reports are sent directly to the Title IX Coordinator, who oversees all sex discrimination matters at the University.

Inquiries or complaints regarding other forms of discrimination, such as complaints of discrimination on the basis of race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, marital status, or other legally protected characteristics should be directed immediately to the following offices:

- For inquiries or complaints against students, contact Llatetra Esters in the Office of Student Support, Academic Center, Room 112, 410.837.4755,

lesters@ubalt.edu.

Please see the [Non-Discrimination Policy and Procedures – Complaints against students](#)

- For inquiries or complaints against faculty or staff, contact the Sally Reed in the Office of Human Resources, 1319 N. Charles St., Charles Royal Building, 3<sup>rd</sup> Floor, 410-837.5410, sreed@ubalt.edu.

Please see the [Non-Discrimination Policy and Procedures – Complaints against non-students](#)

## **POLICY ON STUDENT COMPLAINTS IMPLICATING ABA COMPLIANCE**

The ABA Standards for a Program of Legal Education require that accredited law schools provide students with an opportunity to notify the administration of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards. The procedures for filing and addressing such complaints at University of Baltimore School of Law are as follows:

### **Filing a Complaint**

1. A student who wishes to file a formal complaint must submit a written statement by email to the Associate Dean for Academic Affairs at [ublawacadaff@ubalt.edu](mailto:ublawacadaff@ubalt.edu).
2. The writing must describe in detail the behavior, program, or process complained of and demonstrate how it implicates the School of Law's program of legal education and its compliance with an identified ABA standard.
3. The writing must provide the name of the student submitting the complaint and the student's official University of Baltimore email address. A complaint may not be submitted without this identifying information.

### **Resolving the Complaint**

1. The Associate Dean for Academic Affairs, or his or her designee, will acknowledge the complaint by email within 7 business days of receipt.
2. Within 10 business days of acknowledgment, the Associate Dean for Academic Affairs, or his or her designee, shall meet with the complaining student or respond to the complaint in writing by email. In this meeting or written response, the student will receive either a substantive response to the complaint or information about what steps are being taken by the administration to address or further investigate the complaint (with the cooperation and assistance of appropriate faculty members and administrators if necessary).
3. If further investigation is needed, the Associate Dean for Academic Affairs, or his or her designee, will notify the student when the investigation is complete with a substantive response to the complaint.

### **Appeal Process**

If the student is dissatisfied with the outcome or resolution, the student has the right to appeal the decision to the Dean of the School of Law. The student must submit any appeal in writing by email not more than 10 business days after receipt of the substantive response to the complaint. The Dean's decision shall be communicated to the student within 20 business days of the submission of the appeal. The Dean's decision is final.

### **Maintaining a Written Record of the Complaint**

The School of Law shall maintain a complete written record of each complaint and subsequent communications, to include documentation of the final resolution, in a confidential manner. The record will be retained from the date of the final resolution through the date of the next accreditation review.

### **Protection against Retaliation**

The School of Law prohibits retaliation by a faculty member, administrator, staff employee, or student against any student who makes a complaint under this Policy.

### **Not Exclusive Complaint Policy or Procedure**

The University of Baltimore School of Law Student Policies and Procedures Manual contains separate Policies. These policies include, but are not limited to, procedures pertaining to complaints of sexual harassment or other forms of discrimination, complaints under the Honor Code, and complaints under the University Student Code of Conduct. Where more than one policy may apply to a complaint, the School of Law shall follow the policy it deems most appropriate to the situation.

## WHO'S WHO AROUND UNIVERSITY OF BALTMORE

### Staff Information

[University of Baltimore Administration](#)

[School of Law Administrative Staff Directory](#)

[Office of Academic and Student Affairs Directory](#)

[Law Career Development Office](#)

### General Contact Information

Office of Academic & Student Affairs: [ublawacadaff@ubalt.edu](mailto:ublawacadaff@ubalt.edu)

Exam Administration: [Exams@ubalt.edu](mailto:Exams@ubalt.edu)

Law Registrar: [lawregoffice@ubalt.edu](mailto:lawregoffice@ubalt.edu)

Bar Certification Requests: [barcerts@ubalt.edu](mailto:barcerts@ubalt.edu)