1. J.D. GRADUATION REQUIREMENTS

1.01 Graduation Requirements

1.02 Upper-level Writing Requirement

1.02.1 General Requirements

1.02.2 Format

1.02.2.1 Length and Format

1.02.2.2 Requirements Applicable to Upper-level Writing Requirement Done as Part of a Course

1.02.2.3 Requirements Applicable to Upper-level Writing Requirement Done in Conjunction with a Publication

1.03 Experiential Learning Requirement

All students must successfully complete one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. The Registrar maintains a list of courses that satisfy the experiential learning requirement, and the list may be viewed on the Registrar’s website. Students may not use the same course to satisfy both the Upper-Level Writing requirement and the experiential learning requirement.

1.03.2.1 Definition of a Simulation Course

1.04 Residency Requirement

1.05 Grade Point Average

2. ACADEMIC POLICIES

2.01 Grading Scale

2.02 Grade Distribution Policy

2.02.1 First-Year Courses

2.02.2 Upper-Level Courses

2.03 Grading Classroom Performance

2.04 Honors

2.05 Notification of Final Grades

2.06 Review of Graded Examinations

2.07 Grade Correction Procedure

2.08 Treatment of Failing Grades
2.09 Academic Dismissal .................................................................................................................. 14
2.09.1 Academic Dismissal – First-Year Students ......................................................................... 14
2.09.2 Academic Dismissal – Upper-level Students ...................................................................... 15
2.09.3 Academic Dismissal -- Principles Applicable to All Students ............................................ 15
2.10 Policies Regarding Readmission after Dismissal .................................................................... 16
2.10.1 Readmission – Senior who has been Academically Dismissed ........................................... 16
2.10.2 Readmission – Any Student Other Than a Senior Student who has been Academically Dismissed ........................................ 16
2.10.3 Readmission Procedures for Students Other Than a Senior Student Who Has Been Academically Dismissed ......................................................... 16
2.10.3.1 Petitions for Readmission ......................................................................................... 16
2.10.3.2 Readmission Standards for Students Other Than a Senior Student Who Has Been Academically Dismissed ......................................................... 16
2.10.4 Academic Status Committee’s Procedures ........................................................................ 17
2.11 Inter-division Transfers and Transfer Students ...................................................................... 18
2.11.1 Inter-division Transfers .................................................................................................. 18
2.11.2 Transfer Students ............................................................................................................ 18
2.12 Leave of Absence from School .............................................................................................. 19
2.13 Withdrawal from School .................................................................................................... 19
2.14 Standards for Determining Credit Hours for Coursework ...................................................... 19
2.14.1 Definitions and General Procedures .................................................................................. 19
2.14.2 Determination of Number of Credit Hours Assigned to a Course or Academic Activity .......... 20
2.14.3 Classroom or Direct Faculty Instruction and Out-Of-Class Work .................................. 21
2.14.4 Courses that have Regularly Scheduled Classroom or Direct Faculty Instruction and a Final Examination ................................................................. 22
2.14.5 Experiential Learning Courses, Courses that do not have Regularly Scheduled Classroom or Direct Faculty Instruction, and Courses that do not have a Final Examination ................................................................. 23
2.14.6 Academic Activities ........................................................................................................ 24
2.14.7 Determination of hours of credit for courses taken in other colleges at Duquesne University . 25
2.14.8 Determination of hours of credit for courses taken at another law school by a School of Law student at another ABA-approved law school, including hours of credit awarded to a transfer applicant ................................................................. 25

3. EXAMINATION POLICIES ........................................................................................................... 26
3.01 Examinations .......................................................................................................................... 26
1. J.D. GRADUATION REQUIREMENTS

1.01 Graduation Requirements
Duquesne University School of Law awards the degree of Juris Doctor to those students who successfully fulfill the following requirements:

1. Complete eighty-seven (87) credit hours with passing grades.
2. Maintain a cumulative GPA of 2.0 or higher. See Section 1.05.
3. Successfully complete all required courses. See Section 4.03.
4. Complete the Upper-Level Writing Requirement. See Section 1.02.
   a. Complete the Experiential Learning Requirement. See Section 1.03.2.
5. Satisfy the Residency Requirement. See Section 1.04.
7. Resolve all financial obligations to Duquesne University School of Law and to Duquesne University.
8. Make formal application for the degree to the Registrar in a timely manner.
9. Be recommended by the Faculty to receive the degree of Juris Doctor.
10. Attend Commencement (unless waived).
11. Complete all credit hours within the time specified by the American Bar Association. The American Bar Association requires law students to complete their legal education within seven years following the initial matriculation at law school. Full-time day-division students normally satisfy this requirement by the end of their third year. Part-time day- and evening-division students normally satisfy this requirement by the end of their fourth year.

1.02 Upper-level Writing Requirement
1.02.1 General Requirements
A student is required to produce and submit, prior to graduation, an original work of acceptable professional quality involving a significant exploration of a single major topic in compliance with the provisions set forth below. This requirement may be satisfied any time after completion of a student’s first year. All papers written to satisfy the Upper-level Writing Requirement, whether done as directed research or in conjunction with a class, must be submitted electronically through Blackboard.

1. Each student at the School of Law must successfully complete at least one rigorous faculty-supervised upper-level writing project [hereinafter, project] for award of the Juris Doctor degree.
2. This project must be supervised, reviewed, and approved by a full-time School of Law faculty member or by an adjunct faculty member who has been approved in advance for this purpose by the Associate Dean of Academic Affairs [hereinafter, supervising faculty member].
3. To approve a project as successfully completed, a supervising faculty member must certify to the Registrar that the project has met the following requirements:
   a. The project is of sufficient length and was completed in a timely manner, and
   b. The paper demonstrates the type of high quality writing that would be expected of a new associate in a law firm or similar position in which the faculty member was a supervising
attorney; the analogous level of quality corresponds to a grade of at least “C” on the law school grading scale.

4. A project done for a course or other credit-granting co-curricular activity may not also be used to satisfy the Experiential Learning Requirement for the Juris Doctor degree. See Section 1.03.

5. There shall be no appeal from any decisions about a project made by a supervising faculty member, unless there has been a ministerial error made by the supervising faculty member; any such appeal shall go to the Academic Status Committee and be treated in the same manner as an error in submission of a final grade.

6. An electronic copy of each Project must be filed with the Registrar by the supervising faculty member no later than the end of the exam period for the semester, in a form and manner prescribed by the Registrar, attesting to the compliance of the Project with these requirements and, if the Project is graded, noting the grade assigned by the supervising faculty member to the Project and course. The Registrar shall keep on file the electronic copy of the Project and any associated forms, but may delete the copy and forms one year after the student’s date of graduation. A supervising faculty member may request that the student also submit one or more printed copies of the Project for review, and may provide the student with a copy of the supervising faculty member’s critique of the Project, in print or electronic form.

1.02.2 Format
1.02.2.1 Length and Format
To be eligible for review and approval, a project must total at least 7,500 words (including citations and any endnotes or footnotes) and must be in a format prescribed by the faculty member supervising the project.

1.02.2.2 Requirements Applicable to Upper-level Writing Requirement Done as Part of a Course
The project, if done as part of a course, may be one single paper, or a series of papers, which are described in the Syllabus or Course Materials prepared by the faculty member and approved by the Upper-Level Writing Requirement Committee for these purposes.

1. A project may be a scholarly research paper, a series of practice-related documents, or other papers which are of the types prepared by practicing attorneys, judges, or academicians.

2. The faculty member and student must meet at least twice to discuss the progress of the project if the project consists of one paper, and there must be at least two drafts of significant portions of the paper which are reviewed by the professor. Significant portions of a single-paper project must be reviewed at least twice by the faculty member and then revised by the student prior to the end of the project.

3. If the project consists of a series of papers, then each of those papers must be reviewed by the faculty member and revised by the student in accordance with the review provided by the faculty member.

4. A project must include substantial original content by the student; it may not be comprised solely of descriptive content.
5. A project may not be the result of collaborative work with another student or law-trained person other than the professor.
6. A project must be completed within a semester.

1.02.2.3 Requirements Applicable to Upper-level Writing Requirement Done in Conjunction with a Publication
If done in conjunction with a School of Law publication for which the faculty has approved a student receiving academic credit [hereinafter, journal], then a project must comply independently with any applicable requirements of the journal’s bylaws and editors. (See Section 9 for the bylaws of the journals)

1. Each journal project must be reviewed at least twice, in whole or in part, by the faculty member before the project is finished, and then revised by the student prior to the end of the project. The review shall be conducted of at least a detailed outline of the project and a final draft of the project, but the nature and extent of the reviews are within the discretion of the supervising faculty member.
2. A student who is working on a journal project with a supervising faculty member must meet with the supervising faculty member at least twice to discuss the progress of drafts of the project before it is finished; the student and supervising faculty member should schedule such drafts and meetings to coordinate with the journal’s requirements for submission of intermediate and final drafts of the journal paper.
3. A journal project must include substantial original work by the student; it may not be comprised solely of descriptive content.
4. A written description of the faculty member’s requirements and the student’s agreement with those requirements must be filed with the journal before the project is begun.
5. A journal project may be completed after one- or two-semesters, in compliance with the journal’s requirements for the timing of student work.

1.03 Experiential Learning Requirement

All students must successfully complete one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. The Registrar maintains a list of courses that satisfy the experiential learning requirement, and the list may be viewed on the Registrar’s website. Students may not use the same course to satisfy both the Upper-Level Writing requirement and the experiential learning requirement.

1.03.2.1 Definition of a Simulation Course

A simulation course provides substantial experience not involving an actual client, that:
1. is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member, and

2. includes the following:
   a. direct supervision of the student’s performance by the faculty member;
   b. opportunities for performance, feedback from a faculty member, and self-evaluation; and
   c. a classroom instructional component.

A simulation course must be primarily experiential in nature and must:

1. integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the following professional skills:
   a. knowledge and understanding of substantive and procedural law;
   b. legal analysis and reasoning, legal research, problem-solving, and written and oral communication in the legal context;
   c. exercise of proper professional and ethical responsibilities to clients and the legal system; and
   d. other professional skills needed for competent and ethical participation as a member of the legal profession;

2. develop the concepts underlying the professional skills being taught;

3. provide multiple opportunities for performance; and

4. provide opportunities for self-evaluation.

A simulation course is “primarily experiential in nature” only if the organizing principle of the course is experiential. The substantive law or doctrinal material incorporated into the course must be incidental to its experiential nature. The percentage of time spent in the course on experiential learning is not the focus in determining whether the course is experiential, such that even if a majority of time spent in the class (51%) is spent on experiential learning, the course may not automatically qualify as a simulation course. Inserting skills components into an otherwise doctrinal course does not qualify the course as a simulation course; however, skills labs or mini-courses that are attached to doctrinal courses may qualify as simulation courses, so long as they have separate designations, including a separate title, course number, and syllabus.

Mock trial, moot court, and other similar curricular activities generally do not qualify as simulations because they lack a classroom instructional component.

A traditional writing or seminar course that requires a substantial, traditional scholarly paper does not qualify as a simulation course because it does not provide a student with experiences similar to those that the student would encounter in a clinic or a field placement. A scholarly paper is not “reasonably similar” to a typical experience of a lawyer advising or representing a client. Scholarly papers are
distinguishable from research and advocacy papers that lawyers may write in connection with work done by a lawyer involved in lobbying or in representing or working for an advocacy group. Writing courses designed to simulate the work done by lawyers involved in lobbying or in representing or working for an advocacy group may count as an experiential course.

1.04 Residency Requirement
Students must earn three (3) residency credits in order to graduate. A full-time student is awarded .5 residency credits for each semester that the student takes at least ten (10) credits. A part-time student, whether in the evening division or the part-time day division, is awarded .375 residency credits for a semester, provided he or she takes at least eight (8) credits. Students who transfer to the School of Law must earn a minimum of two (2) residency credits. A student who takes at least six (6) summer session credits shall earn one-fourth (.25) of a residency credit. All students, regardless of Division, are required to complete their final year of study in residence at the School of Law.

1.05 Grade Point Average
Except as provided in Section 2.09.1, a candidate for the degree of Juris Doctor must maintain a cumulative grade point average of no less than 2.00, and must have a grade point average of no less than 2.00 for course work attempted in the last year of study. In addition, a candidate must have satisfactorily completed all other graduation requirements as set forth in this section. It is the responsibility of each student to make certain that he/she will have met these requirements at the conclusion of his/her last year of study.

2. ACADEMIC POLICIES

2.01 Grading Scale
The grading scale for all students is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.0 Failure</td>
</tr>
</tbody>
</table>

The A+ grade denotes a level of performance that is truly exceptional.
2.02 Grade Distribution Policy

2.02.1 First-Year Courses

First-year day and evening division courses, excluding Legal Research and Writing course sections, and all second-year evening and part-time day division courses in Property and Criminal Law:

Tier 1 (A+, A, A-): Between 14% and 22% of all grades, with a target of 18%
Tier 2 (B+, B, B-): Between 36% and 54% of all grades, with a target of 45%
Tier 3 (C+, C, C-): Between 24% and 36% of all grades, with a target of 30%
Tier 4 (D+, D, F): Between 0% and 10% of all grades, with a target of 7%

Legal Research and Writing sections of fewer students will comply with this distribution to the greatest extent feasible, with compliance monitored and reported on a program-wide level.

Suggested guidelines for grades with First-Year Tiers are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum %</th>
<th>Target %</th>
<th>Maximum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>0</td>
<td>N/A</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>A-</td>
<td>7</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>B+</td>
<td>11</td>
<td>14</td>
<td>17</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
<td>17</td>
<td>20</td>
</tr>
<tr>
<td>B-</td>
<td>11</td>
<td>14</td>
<td>17</td>
</tr>
<tr>
<td>C+</td>
<td>10</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>C</td>
<td>8</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>C-</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>D+</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>N/A</td>
<td>2</td>
</tr>
</tbody>
</table>

2.02.2 Upper-Level Courses

All upper-level required courses and classes with enrollment of 30 or more students, whether evaluated by an exam, paper, or project:

Tier 1 (A+, A, A-): Between 14% and 23% of all grades, with a target of 19%
Tier 2 (B+, B, B-): Between 36% and 58% of all grades, with a target of 47%
Tier 3 (C+, C, C-): Between 24% and 38% of all grades, with a target of 32%
Tier 4 (D+, D, F): Between 0% and 2% of all grades, with a target of 2%

*Classes and seminars with enrollment of fewer than 30 students are not bound by this distribution.

2.03 Grading Classroom Performance

1. A student’s classroom performance may be incorporated into a course grade only in the following quantifiable ways, fairly applied to all students in a course:
a. A professor may reduce students’ grades based upon class absences, no matter the reason for the absences, so long as the reduction is based upon policies announced at the start of a course and applied in a consistent manner to all students in the class during the semester.

b. A professor may grade students on the quality of their performance on assigned tasks, such as presentations, exercises, and being “on call” for class discussion, so long as all students in the class are assigned the same or comparable tasks during the semester.

c. A professor may reduce students’ grades based upon their lack of preparation for classroom discussion, so long as all the students are required in the same manner to be prepared to contribute to classroom discussion and a record is maintained of all the students’ contributions during the semester.

2. In courses in which grades are not based upon anonymous examinations, the professor shall make available to each student all the information from paragraph 1 that was used to calculate a final grade.

3. In courses where the final grade is based upon an anonymous examination, the professor shall submit to the Registrar a list of students assessing their classroom performance in compliance with paragraph 1, and the manner of calculation of final grades based upon the weighting of the examination and classroom performance, and the Registrar shall, after final examinations are graded by the professor, make adjusted calculations of the final grade, without the professor’s participation. The professor’s assessment of an individual student’s classroom performance and the calculation of final grade shall be made available to each student upon request within 30 days of the deadline for submission of final grades.

2.04 Honors

Academic Honors are determined by a ranking of the graduating class based on overall cumulative grade point average, as follows: the Summa Cum Laude designation to the top 5%; the Magna Cum Laude designation to the next 5%; and the Cum Laude designation to the next 10%.

These percentages are subject to the following limitation: No student shall graduate Summa Cum Laude unless his/her cumulative grade point average is at least 3.5, and no student shall graduate Magna Cum Laude unless his/her cumulative grade point average is at least 3.25.

Cumulative grade point averages shall not be rounded up to qualify for honors under any of the foregoing formulas.

For purposes of determining honors and the final ranking of graduates, full-time and part-time students shall be ranked separately, and all part-time day students shall be ranked with the evening division.

2.05 Notification of Final Grades

Students can view all final grades on Self Service Banner using a MultiPass account number. If you need a MultiPass account number, go to duq.edu/MultiPass. Students are responsible for changing and maintaining current local address, telephone, and other contact information in DORI.
Accordingly, students should review their contact information each year for accuracy. If you need to make changes to your permanent address, please visit duq.edu/law/registrar to print the change of address form, and return it to the School of Law Registrar’s Office. The Registrar’s Office will not provide students with information about grades, grade point average, class rank and related matters over the telephone. Therefore, it is imperative that students keep their mailing information up to date.

2.06 Review of Graded Examinations
Any student wishing to review a graded examination must fill out an examination request form in the Main Office of the School of Law or online at duq.edu/law/registrar. Graded examinations may only be reviewed in the Main Office of the School of Law or with the professor who administered the examination. Copies of any graded examination may not be made. If a student wishes to review a graded examination with the professor who administered the exam, he/she must make the request using the examination request form. Upon receipt of the request, the Registrar’s Office will arrange to deliver the graded examination to that professor. It takes 24 to 48 hours to complete the request to review a graded examination. Students must know their anonymous exam number for the fall and spring semesters in order to review their exams.

2.07 Grade Correction Procedure
After grades in a course have been submitted to the Registrar, no grade may be changed except to correct an arithmetic or clerical error.

A student who wishes to challenge a final grade must discuss the grade with the course faculty member no later than thirty (30) days after the start of the semester following the one in which the disputed grade was assigned. The professor must inform the student of his/her decision regarding the grade challenge no later than twenty (20) days after the discussion with the student.

A faculty member who believes a grade correction is warranted must submit a grade correction request to the Academic Status Committee. Any request must include documentation of the arithmetic or clerical error. The Committee’s disposition of the request will be reported to the full faculty.

A student may appeal a professor’s refusal to change a grade by petitioning the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) no later than sixty (60) days after the start of the semester following the one in which the grade was assigned. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. An affirmance of the professor’s decision by the Committee shall be final.

A student may appeal a professor’s refusal to change a grade by petitioning the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) no later than sixty (60) days after the start of the semester following the one in which the grade was assigned. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. An affirmance of the professor’s decision by the Committee shall be final.

No grade may be changed later than the last day of classes of the semester following the one in which the disputed grade was assigned.

Students who wish to pursue a grade correction should also consult the grade correction policy applicable to University graduate students, which can be found at:

2.08 Treatment of Failing Grades
1. Subject to the provisions in these Policies and Procedures regarding Academic Dismissal, if a student receives a final grade of “F” in a course, the following rules shall apply:
   a. Required Courses: a student who receives a final grade of “F” in a required course, based on the professor’s assessment and grading of the quality of the student’s work, must retake the course when next offered. If the “F” is received in part one of a two-part required course, the student must repeat part one before taking part two of the course. If the “F” is in the Legal Research and Writing required curriculum, such student will be assigned to a different assignment sequence by the Registrar after consulting with the Director of the Legal Research & Writing Program. A student who receives a final grade of “F” in part one of a two-part required course, for reasons other than the quality of the student’s work, may be permitted to continue to part two of the course, with the approval of the student’s professor after consultation with the Associate Dean of Academic Affairs or the Director of the Legal Research & Writing Program, as applicable.
   b. Elective Courses: a student who receives a final grade of “F” in an elective course must retake the course when next offered or, if the course will not be offered in the next academic year, petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) to take a substitute elective course, or Directed Research on the same topic. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

2. If a student earns a passing grade after retaking a course under any of the provisions set forth in this section, the passing grade will appear on the student’s transcript beside the course in which the student received the “F.” The student will earn the credits for the retaken course, and only the passing grade will be included in the calculation of the student’s GPA. However, the original “F” will remain on the transcript with an “(E)” next to the “F” to denote that the grade was excluded from the calculation of the students GPA.

2.09 Academic Dismissal
2.09.1 Academic Dismissal – First-Year Students
1. A student who does not achieve a grade point average of at least 2.00 at the conclusion of his/her first semester of study is placed on probationary status for the second semester.

2. To maintain good academic standing and proceed to the second year of study, a student must achieve a grade point average of at least 2.00 at the conclusion of his/her first year.

3. A first-year student whose cumulative grade point average at the end of his/her first year is at least 1.67, but is less than 2.00 may petition the Academic Status Committee to return for the second year on a probationary status.

4. “Probationary status” means that the student will be required to undergo a program of academic support. Failure to complete the terms of a probationary status shall result in dismissal. Transfer
students are not eligible for probationary status and must maintain a grade point average of at least 2.00 at all times.

5. A first-year student who fails to achieve a cumulative grade point average of at least 1.67 shall be dismissed from school.

2.09.2 Academic Dismissal – Upper-level Students
1. An upper-level student shall be dismissed for academic reasons upon the occurrence of any of the following:
   a. Where the student fails to achieve a yearly grade point average of at least 2.00 in his/her coursework in any academic year.
   b. Where the student fails to achieve a cumulative grade point average of at least 2.00 in any year.

2.09.3 Academic Dismissal -- Principles Applicable to All Students
1. A student who twice fails the same course shall be dismissed from the School of Law.

2. Students subject to dismissal on any of the grounds set forth above may petition for readmission in accordance with the procedures and standards set forth in Section 2.10.

3. All references to “2.00” and “1.67” shall mean “2.000” and “1.670.”

4. A student’s grade point average is computed by multiplying the number of credit hours for each graded course by the number of grade points assigned to the letter grade earned in the course, then adding the products of these multiplications and dividing the sum by the number of credit hours of graded courses taken in the relevant period.

5. All students are evaluated for compliance with GPA standards at the end of each academic year. With the exception of internal/external transfer students and part-time day division students, all students are ranked at the end of each semester. Part-time day division students are not ranked until the fall of their final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be. See Section 2.11 for ranking following an inter-division transfer and for ranking of transfer students and Section 2.12 for ranking following a leave of absence.

6. Grades earned during any Summer Session are part of a student’s academic record for the succeeding academic year. Any student who is academically dismissed from the School of Law while enrolled in a Summer Session course, other than one of the School of Law’s International Summer Study Abroad programs, will be involuntarily withdrawn from the Summer Session course and will not be permitted to sit for the examination in the course.

If a student is involuntarily withdrawn from a Summer Session course, other than a Summer Study Abroad Program, he/she shall be entitled to a full tuition refund. A student who is academically dismissed after the beginning of a Summer Study Abroad Program shall not be entitled to a tuition refund. If a student is academically dismissed after completing a Summer Session course, the
grade earned in that Summer Session course will not become part of his/her academic transcript. Any such student shall be entitled to a certified letter from the Office of the Associate Dean of Academic Affairs concerning the grade earned in that Summer Session course.

2.10 Policies Regarding Readmission after Dismissal

2.10.1 Readmission – Senior who has been Academically Dismissed
A senior student who has been academically dismissed and who seeks readmission must timely petition the Faculty for readmission.

The action of the Faculty in any such case is final.

2.10.2 Readmission – Any Student Other Than a Senior Student who has been Academically Dismissed
Any student other than a senior student who has been academically dismissed may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for readmission. The decision of the Academic Status Committee concerning such petitions is final. All petitions must be typed and filed with the Office of the Associate Dean of Academic Affairs. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. A student who has been academically dismissed after having been once readmitted is no longer eligible to petition for readmission.

2.10.3 Readmission Procedures for Students Other Than a Senior Student Who Has Been Academically Dismissed

2.10.3.1 Petitions for Readmission
All petitions for readmission shall be made to the Academic Status Committee (c/o Office of the Associate Dean of Academic Affairs). Petitions for readmission must be received within 15 days from the date of the notice of academic dismissal, or no later than 60 days prior to the scheduled first day of classes of the academic year to which the petitioner desires to be readmitted, whichever date occurs later. The petition for readmission must set forth evidence suggesting satisfaction of the READMISSION STANDARDS FOR STUDENTS OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED. Students are encouraged to use the petition form (see the Registrar’s website for a copy), but may write a letter instead. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. Hard copies may be delivered to the Academic Status Committee, Office of the Associate Dean of Academic Affairs, Duquesne University School of Law, Main Office, Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282.

2.10.3.2 Readmission Standards for Students Other Than a Senior Student Who Has Been Academically Dismissed
Consistent with ABA Standard 501, in resolving the merits of a petition for readmission, the petitioner has the burden of justifying readmission by establishing each of the following criteria:

1. The petitioner must present and document specific unusual or unique circumstances, not common to a large number of students or inherent in the academic process, which reasonably could produce inferior academic performance.
a. The following are illustrative of specific unique circumstances: serious illness or injury to the petitioner or death, serious illness, or injury to a member of the petitioner’s family; unusual and unanticipated financial developments; or serious personal problems such as divorce.

b. The following are typical examples of vague, non-unique circumstances which will not justify readmission: difficulty of law school work, poor or unsuccessful study habits, lack of emotional maturity, financial worries, social relationship problems, lack of total commitment to the profession.

c. Risks willingly assumed, such as part-time work that could and did disrupt the petitioner’s work and study habits, will not disqualify a petitioner for readmission, but will mitigate against readmission.

2. The petitioner must present evidence establishing that the unique circumstances did, in fact, contribute to the poor performance. Post hoc rationalizations will not justify readmission.

3. The petitioner shall present evidence that there are excellent prospects for satisfactory performance in the future and that the unique circumstance(s) which produced inferior academic performance no longer exists. Relevant evidence shall include evidence of academic accomplishment or potential not reflected in the law school record, e.g., graduate school, relevant work record, letters of recommendation, etc., and proposals to remedy past defects and improve future performance

2.10.4 Academic Status Committee’s Procedures
The following procedures shall be followed by the Academic Status Committee concerning readmission decisions for any student other than a senior student who has been academically dismissed:

1. Petitions for Readmission shall be reviewed no later than the fourth week of July of each year.

2. Petitioners shall not be given a personal hearing.

3. The Academic Status Committee shall review and evaluate in private all petitions and any supporting documentation.

4. Readmission shall be granted only by affirmative vote of a majority of the Academic Status Committee.

5. The status and conditions under which a petitioner is to be readmitted shall be determined exclusively by the Academic Status Committee; however, the Academic Status Committee shall not readmit a student who has been disqualified previously for academic reasons without an affirmative showing that the prior disqualification does not indicate a lack of capacity to complete its program of legal education and be admitted to the bar.

6. The basis for any decision made by the Academic Status Committee is considered by the Committee to be privileged; however, for every readmission of a previously disqualified student, a statement of the considerations that led to the decision shall be placed in the student’s file.
7. All decisions of the Academic Status Committee are final and are not subject to appeal.

8. All petitioners shall be informed in writing of the Academic Status Committee’s action.

9. All decisions of the Academic Status Committee denying readmission shall contain the following language: All decisions of the Academic Status Committee involve responses to requests for discretionary action. Such decisions are final and not subject to reconsideration, review or appeal.

Any person wishing to inform the Committee of any matter relating to a decision may only do so by letter. Such correspondence should be addressed to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) and mailed or delivered to the School of Law’s Main Office located on the second floor of Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282. Emails must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. Individual Committee members do not have the authority to speak for the Committee and should not be contacted concerning any Committee decision. All matters occurring during Committee deliberations are considered by the Committee to be privileged.

10. In resolution of any readmission petition, the READMISSION STANDARDS FOR ANY STUDENT OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED as described above shall be followed and consistently applied.

2.11 Inter-division Transfers and Transfer Students

2.11.1 Inter-division Transfers

Any student who wishes to transfer from one division to another must submit a typed, signed petition to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs), using the form available on the Registrar’s website. Email requests must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. Such transfers are not a matter of right. If a student is permitted to transfer into another division, he/she will not be ranked in his/her new division until the fall of his or her final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be. Any student who is eligible for a scholarship based upon class rank who transfers into another division forfeits his/her scholarship eligibility.

2.11.2 Transfer Students

A transfer student may be accepted from another ABA-accredited law school or from a law school outside the United States. A law school outside the United States shall include a foreign university that grants a first professional degree in law, such as an LL.B., abogado, maîtrise, or equivalent foreign degree in law. See Section 2.14.8 regarding the award of credits to a transfer student. A student who transfers to Duquesne University School of Law from another law school will not be ranked until the fall of his or her final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be.
2.12 Leave of Absence from School
If a student is unable to complete a semester’s work, or is unable, after completion of the semester, to return for the next regular semester, he/she must submit a typed petition to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for a leave of absence. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. No leave of absence will be granted for longer than one year, except as otherwise required by law. Except for compelling reasons, a leave of absence will not be granted to any student during the first year or to a student on academic probation.

A student who has reentered the School of Law after a leave of absence will not be ranked until the fall of his or her final year of study. Upon request, the Registrar’s Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student’s approximate rank would be. Any student who returned to the School of Law after a leave of absence forfeits his/her eligibility for a scholarship based on rank.

2.13 Withdrawal from School
A student who wishes to withdraw from school must submit a typed and signed notification (a PDF may be submitted by email) to the Office of the Associate Dean of Academic Affairs. Email notification must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt. A student who ceases to attend class during any semester, or fails to enroll in the succeeding semester without first obtaining a Leave of Absence or who fails to return within the time specified in his/her approved Leave of Absence, will be deemed to be absent without approval. Such student shall receive a failing grade in the course(s) for which he/she has previously registered. Any student who has withdrawn from the School of Law and wishes to be readmitted must file a new application for admission. Such student will be evaluated relative to all other applicants then being considered for admission.

2.14 Standards for Determining Credit Hours for Coursework
Standard 310(a) of the American Bar Association Standards and Rules of Procedure for Approval of Law Schools requires that: “A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.” The following standards, adopted by Duquesne University School of Law, are intended to comply with Standard 310:

2.14.1 Definitions and General Procedures
A. Definition of Credit Hour. In accordance with the principles set forth in ABA Standard 310, a “credit hour” requires an amount of work that reasonably approximates not less than 45 hours. The amount of work required to justify the award of one credit hour is generally derived from a combination of in-class (classroom or direct faculty instruction) and out-of-class work; however, for certain academic activities, a credit hour may be awarded solely on the basis of out-of-class work.

1. Definition of an Hour. An hour is defined as 50 minutes in the case of classroom or direct faculty instruction and as 60 minutes in all other cases.
2. Definition of Classroom or Direct Faculty Instruction. Total classroom or direct faculty instruction time, exclusive of written examinations or final papers, is scheduled for 50 minutes per unit of credit, exclusive of breaks, multiplied by 14, regardless of the length of the term of instruction.

3. Terms of Instruction and Examinations. As a general rule, the requisite amount of work required to justify the award of credit hours to a course or academic activity shall be spread over the term of instruction. If a course or academic activity is scheduled for less than the entire term of instruction during which it is offered, the amount of work required to justify the award of credit hours shall be spread over period during which the course or academic activity is scheduled.

   a. In fall and spring semesters, the term of instruction is spread over a fourteen-week term.
   b. In summer terms, the term of instruction is spread over six-week terms.
   c. For Summer Study Abroad programs, the term of instruction is spread over a three-week term.
   d. After each term of instruction, examination periods are scheduled as follows:
      1) Fall and spring semesters: two weeks.
      2) Summer terms: one week.
      3) For Summer Study Abroad programs: immediately following conclusion of classes with a duration not to exceed one week.

2.14.2 Determination of Number of Credit Hours Assigned to a Course or Academic Activity
1. Responsibility for Assigning Credit Hours. The determination of the appropriate number of credit hours to be assigned to a class is the sole prerogative of the Faculty. Standard 310(b)(2) states that the Faculty shall ensure that credit granted for classes and academic activities is commensurate with the time and effort required and the anticipated quality of the education experience of the student. In approving new courses, the School of Law’s Curriculum Committee and Faculty will determine whether the number of units of credit to be awarded complies with Standard 310(b).

2. Responsibility of Professors. Professors shall ensure that the time and effort required and the anticipated quality of the education experience of the students is commensurate with the credit hours assigned to a class or academic activity by the Faculty.

   a. These standards set forth the minimum amount of work that must be required for each credit hour assigned to a course. Professors are responsible for ensuring that the amount of work required for their classes is reasonably commensurate with the number of credits assigned to the course.
   b. These standards set forth the minimum amount of work that must be required for each credit hour assigned to an academic activity. Professors are responsible for ensuring that the amount of work required for an academic activity is reasonably commensurate with the number of credits assigned to the activity.
c. Readings and other assignments shall be indicated on the course syllabus.

3. All professors shall submit their course syllabi to the Associate Dean for Academic Affairs (by uploading on BlackBoard) no later than one week after the start of classes for the semester. In so doing, a professor certifies that outside work for the course meets the requirements of Standard 310(b)(1).

4. The Associate Dean for Academic Affairs shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with Standard 310(b)(1).

5. Requests for Course Approval or Alteration. A professor who seeks approval for a new course or other academic activity should specify the requested number of credit hours for the course or other academic activity as part of the course request submitted to the Curriculum Committee. Similarly, if a professor wishes to change the number of credit hours assigned to course that he or she teaches, or an academic activity that he or she supervises, the professor may petition the Curriculum Committee for an increase or decrease, as appropriate, to the number of credits hours assigned to the course or activity. Any petition submitted to the Curriculum Committee must include sufficient evidence to demonstrate compliance with these standards and to justify the award of the requested number of credits. The Faculty may assign a different number of credits to a course than is requested.

   a. All proposals for new courses must include a paragraph justifying the number of units of credit to be awarded.

   b. The Associate Dean for Academic Affairs shall keep these justifications on file.

2.14.3 Classroom or Direct Faculty Instruction and Out-Of-Class Work

1. Classroom or Direct Faculty Instruction Defined. Classroom or Direct Faculty Instruction is time that the professor and class are scheduled to meet as a group, either in person or through online, synchronous streaming, to discuss the course material. Total classroom or direct faculty instruction does not include time devoted to written examinations unless such examinations are given for formative purposes. An examination is given for formative assessment if: (1) the professor reviews the examination with the class; and (2) the material tested on the examination may be tested on some future examination, including the comprehensive final. Any faculty member who must miss a regularly scheduled class session for any reason must schedule a make-up class of equal time.

2. Out-of-Class Work Defined. Out-of-class work is any work assigned by a professor that facilitates the learning objectives of the course and is to be completed by the students outside of class.

   a. Out-of-class work may include, but is not limited to: reading assignments; case briefing; written assignments other than examinations not given for formative purposes; solving problem sets; watching videos; participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies; research assignments; posting to an online discussion board; court or other observations; conferences with the professor; and
other work that assists in comprehension of course content such as outlining and studying for examinations.

b. Although these standards set forth the minimum, rather than the maximum, length of time that outside assignments should require in order to justify the course credit allocation, professors should be mindful not to overload students with outside assignments and of the fact that students require more time to read and understand material. Therefore, faculty are encouraged to take into account the difficulty of the subject matter and whether they are teaching first-year or upper-level students when designing assignments. In order to give first-year students sufficient time for review and reflection, assignments for first-year courses are expected to conform to the minimum standard except in unusual circumstances. Guidance is set forth below with respect to determining the appropriate length for assignments.

1) As guidance for determining the length of time to complete reading assignments, academic literature indicates that an average law student reads ten to thirty pages per hour (60 minutes), depending on the difficulty of the material. This guidance for estimating time to complete reading assignments does not include estimated time to complete additional study and preparatory work listed in subpart 2) below.

2) As guidance for determining the length of time required to study and prepare for a course, academic literature and established Law School practice indicate that students are expected to spend at least three hours (180 minutes) per week per unit of credit. Outside study and preparatory work, exclusive of reading assignments, includes, but is not limited to, briefing cases, additional reading of treatises and course-related material, outlining, practice questions and examinations, CALI exercises, participation in study groups and review sessions.

2.14.4 Courses that have Regularly Scheduled Classroom or Direct Faculty Instruction and a Final Examination

1. Regularly Scheduled Classroom or Direct Faculty Instruction. Total classroom or direct faculty instruction time, exclusive of written examinations or final papers, is scheduled for 50 minutes per unit of credit, exclusive of breaks, per week for each week of the term of instruction. By way of example, courses with regularly scheduled classroom or direct faculty instruction that meet during the Fall or Spring terms shall meet weekly for one 50-minute hour per week, or for some other combination of minutes that equals 50 minutes multiplied by the total number of credits, for each of the fourteen weeks of the term.

2. Hours of out-of-class student work. Professors teaching courses with regularly scheduled classroom or direct faculty instruction shall require outside student work that reasonably approximates a minimum of 120 minutes per course credit hour per week, multiplied by 15. By way of example, professors teaching a two-credit course during the Fall or Spring term shall satisfy this standard if the time required to complete the weekly assignments reasonably approximates 240 minutes and the time required to study for the final exam reasonably approximates an additional 240 minutes. Similarly, professors teaching a three-credit course during the Fall or Spring term shall satisfy this standard if the time required to complete the
weekly assignments reasonably approximates 360 minutes a week and the time required to study for the final exam reasonably approximates an additional 360 minutes.

3. Examinations, Final Papers, or Projects.
   a. Comprehensive Finals. If a single, comprehensive final exam is given, it must be scheduled during the examination period for no less than 60 minutes per unit of credit. Professors may, at their discretion, reserve additional time for completion of an examination.
   b. Multiple Examinations. If multiple examinations are given throughout a course, which may or may not include an examination given during the examination period, the aggregate time allotted for all examinations must equal no less than 60 minutes per unit of credit. If it is not practicable to schedule mid-term or other interim examinations outside of regular class meeting times, class time used for such examinations shall be made up so that the total amount of direct faculty instruction, exclusive of time spent in examinations, comports with Section 1.A.1 above. Professors are not required to reschedule class time used for an examination, quizzes, or other test that is given for formative assessment (see Section 1.C.1.).
   c. Take-home Examinations. If a take-home examination is given:
      1) The examination is scheduled to be completed during the examination period; and
      2) The time allowed for completion of the examination totals no less than 60 minutes per unit of credit.

2.14.5 Experiential Learning Courses, Courses that do not have Regularly Scheduled Classroom or Direct Faculty Instruction, and Courses that do not have a Final Examination

1. Writing-Intensive Courses. Classroom time for first-year Legal Research & Writing, seminars, and other upper-level writing courses may be scheduled so that class meeting times may vary from week to week. For such courses, the total hours of time spent on classroom or direct faculty instruction, individual meetings with the professor, and out-of-class work, as defined in Section 2.14.3, shall total at least 45 hours per unit of credit. Similarly, for writing-intensive courses that do not require a final examination, the total hours of time spent on classroom or direct faculty instruction, individual meetings with the professor, and out-of-class work, as defined in Section 2.14.3, shall total at least 45 hours per unit of credit.

2. Simulation Courses. Courses that qualify as simulations may be scheduled so that class meeting times may vary from week to week or may not require a final examination. For such courses, the total hours of classroom or direct faculty instruction, individual meetings with the professor, and out-of-class work, as defined in Section 2.14.3 shall total at least 45 hours per unit of credit.

3. Distance Learning Courses. Students may receive credit to the extent allowed by ABA Standards for distance learning courses that are in compliance with ABA Standards. For distance learning courses, except synchronous distance learning classes with regularly scheduled classroom or direct faculty instruction and a final examination, the total hours classroom or direct faculty instruction, if applicable, and out-of-class work shall total at least 45 hours per unit of credit. For
synchronous distance learning courses that have regularly scheduled classroom or direct faculty instruction and require a final examination, proof that the appropriate amount of work is required may be made by reference either to the standard set forth in Section 2.14.4 or under this section. Students enrolled in distance learning courses, except synchronous distance learning courses that have regularly scheduled classroom or direct faculty instruction and a final examination, must submit detailed timesheets to their professor every two weeks. Credit may be withheld for any student who fails to comply.

4. Clinics and Practicums. For clinics and practicums, regardless of whether a final examination is given, the total hours of time spent on classroom or direct faculty instruction, individual meetings with the professor, direct clinic services, and out-of-class work, as defined in Section 2.14.3, shall total at least 54 hours per unit of credit. Students enrolled in clinics or practicums must complete required hours and submit time keeping records in accordance with established clinic policies. Credit may be withheld for any student who fails to comply.

5. Externships. For externships the total hours of time spent on fieldwork shall equal at least 46 hours per unit of credit. All externships shall also include a mandatory seminar, which shall not count towards the 46 hours of fieldwork. Students enrolled in externships must complete required hours and submit time keeping records in accordance with established externship policies. Credit may be withheld for any student who fails to comply.

6. Other Courses. All other courses, including courses that may not meet on a weekly basis and courses in which the scheduled total classroom or direct faculty instruction time does not satisfy the requirements of Section 2.14.4, the total hours of classroom and out-of-class student work shall total at least 45 hours per unit of credit. Students enrolled in such courses must submit detailed timesheets to their professor every two weeks. Credit may be withheld for any student who fails to comply.

2.14.6 Academic Activities.

The determination of credit hours and award of credit for academic activities shall be in accordance with the rules of this section

1. Directed Research. Directed Research credit may be given for one, two, or three units of credit. Students shall submit detailed timesheets to their primary supervising faculty member every two weeks. Students must complete a minimum of 45 hours of research and writing work for one unit of credit, 90 hours of research and writing work for two units of credit, and 135 hours of research and writing work for three units of credit. Credit may be withheld for any student who fails to comply. Students who devote more than the minimum requisite hours will not receive extra credits. All directed research projects must be submitted electronically through Blackboard.

2. Journal Participation. Academic credit may be given for participation on the Business Law Journal, Joule, Duquesne Energy & Environmental Law Journal, Juris, and Law Review. The maximum number of credits available for a particular term shall be determined by the Faculty. Students shall demonstrate that they have worked sufficient hours to earn the designated credits
by submitting detailed timesheets to their faculty supervisor every two weeks. Students must complete a minimum of 45 hours of journal-related work for each unit of credit. Therefore, students must complete a minimum of 45 hours for one credit, 90 hours for two credits, and 135 hours for 3 credits. Credit may be withheld for any student who fails to timely submit the required timesheets. Students who devote more than the minimum requisite hours will not receive extra credits.

3. Interscholastic Competitions. Academic credit may be awarded for participation in Appellate Moot Court and in Trial Advocacy Teams. Students seeking such credit shall submit detailed timesheets to their supervising faculty member or competition coach every two weeks. Students must complete a minimum of 45 hours of work for one unit of credit and 90 hours of work for two units of credit. Therefore, students must complete a minimum of 45 hours for one credit, 90 hours for two credits, and 135 hours for 3 credits. Credit may be withheld for any student who fails to timely submit the required timesheets. Students who devote more than the minimum requisite hours will not receive extra credits. See Sections 4.06 and 4.06(b) for limits on the number of credit hours that may be earned for Appellate and Trial Moot Court Competitions.

2.14.7 Determination of hours of credit for courses taken in other colleges at Duquesne University
1. Courses not taken as part of a Joint Degree. As part of the approval process for allowing a non-joint-degree School of Law student to enroll in a course in another college at Duquesne University, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b).

2. Courses taken as part of a Joint Degree. For non-law courses within Joint Degree programs offered by the School of Law and other colleges at Duquesne University or at other institutions for which Law students will receive credit toward the J.D. degree, the Associate Dean for Academic Affairs shall obtain the syllabi of such courses and written certification from the course instructors that the courses comply with Standard 310(b).

2.14.8 Determination of hours of credit for courses taken at another law school by a School of Law student at another ABA-approved law school, including hours of credit awarded to a transfer applicant
1. Cross Registration. As a condition of approval of a Law student’s application to visit away or to cross register for a course offered at another law school, an official from the school offering the course must certify in writing to the Associate Dean for Academic Affairs that the units of credit for the course(s) to be taken comply with Standard 310(b).

2. Transfers. As a condition of approval by the School of Law of transfer credits, an official from the school from which an applicant is seeking to transfer must certify in writing to the Associate Dean for Academic Affairs that the units of credit for the courses taken comply with Standard 310(b). In the case of a transfer from a foreign law school, the Associate Dean for Academic Affairs shall make this determination based on the course syllabi submitted by the student and, if necessary, other information submitted from the foreign law school.
3. Students interested in cross-registering for courses at the University of Pittsburgh must complete this form in the link below and submit it to the Associate Dean for Academic Affairs.

https://www.duq.edu/assets/Documents/law/registrar/Forms/Draft%20of%20Petition%20for%20for%20PCHE%20Cross%20Registration%202018.04.05%20Edited.pdf

3. EXAMINATION POLICIES

3.01 Examinations
The following regulations apply to all examinations. Violations of these regulations are considered infractions of the Disciplinary Code.

1. Examinees are not permitted to sit next to one another in any examination room but are to sit in alternate seats.

2. Examinees may only have the following items with them in the examination room during the course of any examination: laptop computers (refer to #12 below), writing pens, pencils, one copy of the examination, one copy of the examination bluebook or answer sheet, scratch paper provided by the Registrar’s Office (unless not permitted by the faculty member administering the exam), and such materials as may be specifically permitted by the faculty member administering the exam. If a calculator is permitted during an exam, one with memory is not permitted.

3. Examinees, when outside of the examination room, are not permitted to make reference during the course of an examination to any electronic devices, books, notes, outlines, or any other materials.

4. Examinees are not permitted to smoke, eat or drink any beverages in the examination room; however, bottled water is permitted. Smoking is prohibited in the School of Law and examinees are not permitted to leave the School of Law in order to smoke.

5. Examinees are not permitted to make or receive telephone calls during an examination. Watches, smartphones and all other electronic devices are not permitted on your person during examinations. All devices must be turned off and placed in your backpack, locker, purse, or in the front of the exam room. Finding a prohibited device on a student’s person during an exam is grounds for receiving a grade of “F” on that examination.

6. Examinees may not remove their examinations, examination bluebooks, or answer sheets from the examination room.

7. Examinees are permitted to use the restrooms located in the Student Lounge area and on the third floor of the School of Law only. Only one person at a time is permitted to use restroom facilities. Examinees are not permitted to use any restrooms located in the Law Library.

8. Examinees are not permitted for any reason to leave the School of Law during an examination.

9. Examinees are not permitted to converse with anyone except a proctor during an examination.
10. Each examinee must physically turn in his/her examination, bluebook, or answer sheet to the assigned proctor in each examination room. An examinee may not exit the examination room until he/she has witnessed the logging-in process of his/her examination, bluebook, or answer sheet. Any examinee who fails to comply with this rule will receive a failing grade for the examination.

11. Examinees are not permitted to discuss any aspect of the examination with the faculty member who administered the exam prior to the grades being filed and posted in DORI for that examination. Students with concerns regarding the examination should contact the School of Law Registrar.

12. Examinees wishing to type their examinations by the use of laptop computers must furnish and properly maintain their own laptop computers and power cords. Students must have: (a) a laptop compatible with the latest version of SofTest software; (b) the newest version of SofTest software installed on their laptops; and (c) completed the SofTest Practice Exam by the deadline specified. Students who fail to complete the Practice Exam within the specified time period will not be permitted to take their examinations on laptops. Any problems with a laptop during the exam may require a student to complete the exam in a bluebook. Additional regulations involving the use of laptop computers will be furnished to each examinee by the Registrar via your @duq.edu email account www.law.duq.edu/academics/registrar/exams/laptop-exams. Students will strictly adhere to Proctor instructions during exam periods. Students are responsible for fully reading and understanding their @duq.edu email and web site instructions for laptop exams to ensure the safety of their final exam files.

13. Students are not permitted to wear a hat, hoodie, or cap during any examination.

14. All book-bags must be placed in the front of the examination room near the proctors. Purses must be placed on the floor near individual seats.

15. If the exam is open book, all materials must be in clear sight of the proctors. Examinees must also run the SofTest Software. Examinees may not use notes on the laptop or the Internet during examinations, and are not permitted to access the Internet or other third-party sources (such as commercial outlines, hornbooks, etc.) during the course of the exam.

16. Once a student has completed an examination, he or she should proceed to the student lounge or exit the building.

17. In any course in which the students write a paper or project instead of taking an examination, the final version of the paper or project must be submitted electronically using Blackboard. A paper written as directed research must also be submitted electronically through Blackboard. Failure to comply may result in denial of credit for the course or directed research.

3.02 Exam Conflicts

1. Except in the case of recognized exam conflicts, all students are required to take exams as scheduled. When registering for classes, each student is responsible for reviewing the exam
schedule and for scheduling classes to avoid exam conflicts. Because the School of Law reserves the right to reschedule exams at any time during the examination period, students must not schedule personal obligations, travel, vacations, or other commitments at any time during the examination period. For purposes of the preceding sentence, the examination period includes any scheduled make-up days published as part of the examination schedule.

2. Recognized Exam Conflicts. Exceptions to the general rule shall be made in the case of the following recognized exam conflicts:

   a. If two exams in required courses are scheduled on the same day.
   b. If a student has exams scheduled on four (4) consecutive days.
   c. In the case of mandatory religious obligations, a student’s serious illness or injury, labor and/or delivery of the student’s baby, or a death in the student’s immediate family.
   d. In the event the Dean or Provost cancels an exam due to inclement weather.
   e. If the Academic Status Committee grants relief from this policy due to extraordinary circumstances.

3. Timing of notification of exam conflict and request for make-up exam

   a. A student who has a foreseeable recognized exam conflict should notify the Registrar as soon as practicable following the end of add/drop and in all events at least one month prior to the end of class. For purposes of this paragraph, a foreseeable recognized exam conflict is one caused by the scheduling of two required exams on the same day, the scheduling of exams on four consecutive days, or a mandatory religious obligation.
   b. A student who has an unforeseeable recognized exam conflict shall: (i) notify the Associate Dean of Students and the Registrar of the occurrence of the event as soon as possible, but no more than two days following the student’s discovery of the event; (ii) request a make-up exam; and (iii) provide written proof of the event to the Registrar within two days of initial notification. The Associate Dean of Students will review the student’s request for a makeup exam and, for good cause shown, may approve the request and direct the Registrar to schedule a make-up examination. An unforeseeable recognized exam conflict is one caused by a student’s serious illness or injury, labor and/or delivery of the student’s baby, or a death in the student’s immediate family.
   c. A student who petitions for relief from the rules of this section on the grounds of extraordinary circumstances must submit such petition no later than one month before the end of class unless the circumstances on which the petition is based make that impossible. Email petitions must be sent from the student’s official .duq email account to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs), and the student bears the burden of ensuring receipt.

4. Scheduling Make-up Exams.

   a. To the extent possible, all make-up exams and all rescheduled exams shall be administered on the day(s) reserved during the examination period for make-up exams.
   b. If the Registrar is unable to schedule a make-up or rescheduled exam on the day(s) reserved during the examination period for make-up exams, the Registrar will notify the affected
c. In the event that a student informs the Registrar that he or she has exams on four consecutive days, the Registrar shall review the class rosters of the classes to determine if any other students are similarly situated and, then, determine whether to schedule a make-up exam for all similarly-situated students or to reschedule the exam for one of the classes to the make-up day. If the Registrar decides to schedule a makeup exam, any similarly-situated student may opt out of taking the makeup and take the exam at the regularly scheduled time.

d. Make-up examinations must be taken when scheduled by the Registrar.

4. REGISTRATION

4.01 First-year Student Registration
1. The registration period for all first-year students, as indicated in the School of Law calendar, precedes the commencement of classes.

2. All first-year students are expected to attend Orientation. Registration for all first-year students is processed by the School of Law Registrar’s Office. First-year students may not change the course section to which they have been assigned. A first-year student’s registration will not be complete until the student has taken his or her ID picture. Additionally, the School of Law Registrar’s Office must receive all official undergraduate and graduate transcripts from each school attended by October 15 of the semester the students began his or her legal studies. All transcripts must include the words, “Degree Awarded” and must be issued by the University Registrar, and mailed directly to the School of Law. Hand-delivered transcripts are not acceptable. A student whose file is not complete will not be permitted to sit for any examination.

3. Tuition and fees may be paid in cash, by check, credit card (MasterCard or Discover), or by utilizing the University student financing program. Duquesne University does not mail out paper bills or statements. You can learn more about tuition requirements, ebills and payment options by going to duq.edu/admissions-and-aid/student-accounts billing.

4.02 Upper-division Student Registration
1. Upper-division students pre-register in the spring and fall of each academic year using their MultiPass accounts to access Self Service Banner in DORI.

2. Upper-division students may register for required and elective courses, regardless of division; however, day and evening students will be given registration preference for courses in their respective divisions. When considering cross registration options, students should bear in mind that day students who park full-time in a University garage will have their parking privileges reduced if more than 50 percent of their semester course credits are taken in the evening.

3. All required courses, elective courses, and the current curriculum are available online at duq.edu/law/registrar. Select Curriculum and Class Schedule to view the list.
4.03 Required Course Registration Sequence
The following required schedule of course offerings is designed to assure that every student will have an opportunity to register for all bar examination courses without experiencing any course or examination conflicts. Aside from summer sessions, the required courses must be taken in the mandatory sequence. In extraordinary circumstances, students may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for relief from this requirement. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

4.03.1 Required Course Registration Sequence – First-Year Day
Students are required to take the following courses during the first year: Civil Procedure and Drafting 1, Civil Procedure II, Contracts I and II, Legal Research and Writing I and II, Property I and II, Torts I and II, Criminal Law. Students must register for the same professor and section for Civil Procedure and Drafting 1 and Civil Procedure II; Contracts I and II; Legal Research and Writing I and II; Property I and II; and Torts I and II. Students who are ranked in the bottom quarter of the class at the end of the first semester are required to take Strategies for Legal Success, a 1-credit course. The following courses may be taken as electives in the first year: Legal Skills and Strategies for Legal Success.

4.03.2 Required Course Registration Sequence – Second-Year Day
1. Students are required to take the following courses during the second year: Constitutional Law I and II, Corporations, Evidence, and one of the following two courses: (1) Criminal Procedure: Fundamentals or (2) Criminal Procedure: The Police Function. Students must register for the same professor and section for Constitutional Law I and II. Students who transferred into the second-year day program from one of the part-time programs are required to take, in addition to the foregoing, Property I and II and Criminal Law.

2. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the second year: Basic Federal Income Taxation, Estates and Trusts, and Family Law.

3. Students who were ranked in the bottom quarter of their first-year class are required to take Advanced Legal Reasoning, a 2-credit course, in the fall semester of their second year of study, regardless of whether they are on probationary status. Advanced Legal Reasoning is graded A-F but is not subject to the curve.

4. Application of the rules of this Section to part-time day students and to students who are unranked shall be determined based on the student’s presumptive rank at the end of their first year, i.e. on the Registrar’s estimate of what the student’s rank would have been at the end of the first year if the student had been ranked with the class with which he or she matriculated.

4.03.3 Required Course Registration Sequence – Third-year Day
1. Students are required to take the following courses during the third year: Professional Responsibility and Sales. Additionally, any student ranked in the bottom third of their class at the end of the first year of Law School is required to take Core/Applied Competencies I and II, and
additional at-risk students will also be registered for these courses at the discretion of the Director of Bar Services. Students ranked in the bottom half of the class may petition the professor to take Core/Applied Competencies I and II, which is graded A-F, but is not subject to the curve. Core Competencies I and II are recommended for students not taking Core/Applied Competencies I and II.

2. Students who transferred into the second-year day program from one of the part-time programs are required to take, in addition to the foregoing, any required courses that would have been completed by the third year if the student had started in the full-time day program.

3. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the third year: Federal Civil Procedure, Pennsylvania Civil Procedure, Pennsylvania State Constitutional Law, Conflict of Laws, and Employment Discrimination.

4. Application of the rules of this Section to part-time day students and to students who are unranked shall be determined based on the students’ presumptive rank at the end of their first year, i.e. on the Registrar’s estimate of what the students’ rank would have been at the end of the first year if the students had been ranked with the class with which they matriculated or, in the case of students who transfer division, the class into which they transferred.

4.03.4 Required Course Registration Sequence – First-Year Evening and First-Year Part-Time Day
1. Students are required to take the following courses during the first year: Civil Procedure and Drafting I, Civil Procedure II, Contracts I and II, Legal Research and Writing I and II, and Torts I and II. Students must register for the same professor and section for Civil Procedure and Drafting I and Civil Procedure II; Contracts I and II; Legal Research and Writing I and II; and II; and Torts I and II. Students who are ranked in the bottom quarter of the class at the end of the first semester are required to take Strategies for Legal Success, a 1-credit course.

2. The following courses may be taken as electives in the first year: Legal Skills and Strategies for Legal Success.

4.03.5 Required Course Registration Sequence – Second-year Evening and Second-year Part-time Day
1. Students are required to take the following courses during the second year: Criminal Law, Criminal Procedure: Fundamentals or Criminal Procedure: The Police Function, Property I and II, and Constitutional Law I and II. Students must register for the same professors and sections for Property I and II and Constitutional Law I and II.

2. Students who are ranked in the bottom quarter of their first-year class are required to take Advanced Legal Reasoning, a 2-credit course, in the fall semester of their second year of study, regardless of whether they are on probationary status.
4.03.6 Required Course Registration Sequence – Third-year Evening and Third-year Part-time Day
1. Students are required to take the following courses during the third year: Corporations and Evidence.

2. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the third year: Basic Federal Income Taxation, Estates and Trusts, and Employment Discrimination.

4.03.7 Required Course Registration Sequence – Fourth-year Evening and Fourth-year Part-time Day
1. Students are required to take the following courses during the fourth year: Professional Responsibility and Sales. Evening Division students are required to take Core/Applied Competencies I and II, which is graded A-F, but is not subject to the curve.

2. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the fourth year: Federal Civil Procedure, Pennsylvania Civil Procedure, Pennsylvania State Constitutional Law, Conflict of Laws, Employment Discrimination, and Family Law.

4.04 Credit Limitations for Upper-division Students

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Semester Credit Minimum</th>
<th>Semester Credit Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second-year day</td>
<td>10 credits</td>
<td>17 credits</td>
</tr>
<tr>
<td>Third-year day</td>
<td>10 credits</td>
<td>17 credits</td>
</tr>
<tr>
<td>Second-year evening</td>
<td>8 credits</td>
<td>13 credits</td>
</tr>
<tr>
<td>Third-year evening</td>
<td>8 credits</td>
<td>13 credits</td>
</tr>
<tr>
<td>Fourth-year evening</td>
<td>8 credits</td>
<td>13 credits</td>
</tr>
<tr>
<td>Second-year part-time</td>
<td>8 credits</td>
<td>13 credits</td>
</tr>
<tr>
<td>Third-year part-time</td>
<td>8 credits</td>
<td>13 credits</td>
</tr>
<tr>
<td>Fourth-year part-time</td>
<td>8 credits</td>
<td>13 credits</td>
</tr>
</tbody>
</table>

The maximum credit limitations described above include any courses involving approved joint degree programs whether taken inside or outside of the School of Law. These credit limitations will be strictly enforced, without exception.

4.05 Credit Limitations for Summer Session
Although a student may register for an unlimited number of Summer Session courses, no student may use more than a total of seven (7) Summer Session credit hours to fulfill his/her graduation credit requirement. This credit limitation is applicable to any Summer Session offering in which credits may
be earned. Summer Session offerings are subject to the auditing policy described in these Policies and Procedures. In addition, any student receiving permission to audit a Summer Session course is subject to the normal tuition, fee charges and attendance requirements. Summer Session credits are not permitted to accelerate a student’s graduation date [three (3) academic years for a full-time student and four (4) academic years for a part-time day or evening student], reduce annual tuition, or reduce semester residency requirements.

4.06 Credit Limitations for Non-classroom Courses and Activities
Although a student may register for an unlimited number of non-classroom courses and activities, i.e., Law Review and other journals, Moot Court Competitions, Directed Research, Joint Degree courses, courses taken at another law school or graduate program at Duquesne, and Clinical Programs, no student may utilize more than a total of eighteen (18) such credits to fulfill the graduation credit requirement.

4.06.1 Credit Limitations for Service on a School of Law Publication
No more than six (6) of the eighteen (18) non-classroom credits may be earned from service on a school of law publication.

4.06.2 Credit Limitations for Appellate and Trial Moot Court Competitions
No more than ten (10) of the eighteen (18) non-classroom credits may be earned from participation in Appellate and Trial Moot Court competitions. Supervising faculty must approve all credits for competition participation. If a student’s effort in support of a competition team is commensurate with the effort of individual team members, a supervising faculty member may award the student one (1) credit if the student devotes a minimum of forty-five (45) hours to support a competition team or two (2) credits if the student devotes a minimum of ninety (90) hours to support a team.

4.06.3 Credit Limitations for Distance Education
Students shall not be granted more than a total of 29 credit hours toward the J.D. degree for distance education courses of which no more than 10 credits may be taken in the first third of the student’s program of legal education. See Section 4.14.

4.07 Course Audit
1. Courses eligible for auditing are determined by the School of Law. No student shall be permitted to audit a course that is examined on the Pennsylvania Bar Examination.

2. Subject to the approval of the Academic Status Committee, a student may be permitted to audit any other course, including summer session offerings, for good cause. All courses that are permitted to be audited are subject to the normal attendance requirements. No student shall be permitted to sit in a class without approval from the Academic Status Committee.

3. A faculty/adjunct member may not give a student permission to audit or sit in on a course. Audited courses may not be converted to matriculated credits.
4. Auditing a course during any semester will not reduce the credit requirement for graduation or the residency credit requirement. In addition, no student shall be permitted to audit more than one (1) course per semester.

5. A student will not be allowed to audit a course if the credits assigned to the audited course, when added to the other credits for which the student is registered, exceed the maximum permitted to be taken during the semester.

6. Any student, including a non-matriculating student, who audits a course is subject to the normal tuition, fee charges, and attendance requirements. Tuition for summer courses will be charged at the normal summer tuition rate.

7. All requests to the Academic Status Committee must be in writing, signed and delivered to the Office of the Associate Dean of Academic Affairs. Email requests must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

4.08 Course Drop/Add
1. After registration in the spring for courses to be taken in the following fall semester, upper-division students may drop or add courses any time through the end of the first week of classes in the fall. After registration in the fall for courses to be taken in the following spring semester, upper-division students may drop or add courses through the end of the first week of classes in January. There is no drop/add period for Summer Sessions. Students who have not officially dropped a course for which they have previously registered will receive a failing grade in that course.

2. Students who are not officially enrolled in a course will not receive credit or a grade for that course.

3. A course which is dropped during the drop/add period will not appear on a student’s transcript.

4.09 Course Withdrawal
Students may not withdraw from an upper-division course after the normal drop/add period without the approval of the Academic Status Committee. If the Academic Status Committee permits a student to withdraw from a course, a “W” will be entered next to the name of the course on the student’s transcript to reflect this action. Withdrawals from courses after the drop/add period are only granted by the Academic Status Committee for rare and compelling reasons. Under no circumstances may a student withdraw from a course after the last day of class for that course. All requests to the Academic Status Committee must be in writing, signed, and delivered to the Office of the Associate Dean of Academic Affairs. Email requests must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

4.10 Clinical Course Registration and Limitations
1. Registration for clinical and externship courses is conducted during the School of Law’s registration period.

2. The following are important School of Law requirements that apply to clinical programs:
a. Students may not participate in more than one Clinical Program (in-house clinic, specialized externship program or general externship) at a time, except as approved by the Academic Status Committee at the recommendation of the Director of Clinical Legal Education, but may participate in more than one Clinical Program throughout their legal education.

b. Students who are on probationary status due to a failure to achieve a grade point average of 2.00 after their first year of study may not register for any Clinical Program in their second year.

c. Clinics are filled on a “first-come, first-served basis”; however, students who will be third-year day or fourth-year evening students are given preference in enrollment in Clinical Programs.

d. Students seeking externships with qualified placements must first consult with the Clinical Legal Education Department. No general externship will be approved for credit unless the externship site and the individual student’s placement are approved by the Clinical Legal Education Director and Associate Dean of Academic Affairs prior to the student beginning work at the placement. No exceptions will be permitted.

e. Students enrolled in in-house clinics and specialized externship programs must complete 140 hours by the end of each semester. Students enrolled in yearlong in-house clinics or specialized externship programs may not start the spring semester with a deficit in hours completed.

4.11 Trial Ad and Appellate Moot Court
To be eligible to compete in a trial advocacy or appellate moot court competition, students must be in good academic standing. Students with a GPA below 2.0 will not be eligible to compete until the GPA is a 2.0 or higher. The professors coaching the trial and appellate moot court teams may impose more stringent academic standards.

4.12 Concentrations
1. The School of Law’s Concentration Program recognizes students who successfully complete multiple elective courses that are relevant to one or more of the following practice areas: Business Law, General Practice, Government Practice, and Litigation. By providing students with an opportunity to focus on various areas of practice, the Concentration Program plays a role in achieving the School of Law’s learning outcomes, which focus on developing student knowledge, skills, and professional identity. The Concentration Program’s framework also organizes the majority of the School of Law’s course offerings in a way that makes the curriculum accessible to students.

2. Each Concentration has multiple tracks, as follows:

   a. Business Law
      • Corporate Governance and Transactions
b. General Practice
   • Basic Track
   • Estate Planning and Tax
   • Family Law
   • Real Property

c. Government
   • Basic Track
   • Energy and Environment
   • Health Law
   • Mission and Moral Life
   • Public Service and Community Engagement

d. Litigation
   • Civil Litigation
   • Criminal Litigation

3. Procedures:

Students are not required to complete a Concentration in order to graduate. Students who are interested in pursuing a Concentration have the option of completing a Concentration Track, or a General Concentration, by following the procedures set forth below.

   a. A student who desires to complete one or more Concentration Track(s) must comply with the following requirements for each Track:

      1) The student must complete a Concentration Intent Form, which is available on the School of Law Registrar’s website, and return it to the Registrar’s office no later than the end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student’s final year of study.

      2) To have a Concentration Track verified, a student must complete the following steps:
         a) Submit a Concentration Intent Form to the Registrar in a timely manner;
         b) Complete no less than four elective courses included in a Concentration Track, including any course(s) that are required for the Track;
         c) Receive a grade of “C” or better in each of the four courses; and
         d) Submit a completed Concentration Verification Form for review and approval to the faculty advisor for the Concentration Track.
After approving the Concentration Verification Form, the faculty advisor will forward it to the Registrar. Upon receipt of a completed Concentration Verification Form, the Registrar will make a notation of the Concentration Track on the student’s transcript.

b. A student who is not able to complete a Concentration Track due to scheduling conflicts, or for other reasons, may complete a General Concentration in any of the four Concentration areas. A student who desires to complete a General Concentration must comply with the following requirements:

1) The student must complete a Concentration Intent Form, which is available on the School of Law Registrar’s website, and return it to the Registrar’s office no later than the end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student’s final year of study.

2) To have a General Concentration verified, a student must complete the following steps:
   a) Submit a Concentration Intent Form to the Registrar in a timely manner;
   b) Complete no less than four elective courses included in one of the School of Law’s four Concentrations (Business, General Practice, Government, or Litigation). At least one of the four courses must be listed as a required course in one of the Concentration’s Tracks;
   c) Receive a grade of “C” or better in each of the four courses; and
   d) Submit a completed Concentration Verification Form to the faculty advisor for the Concentration Track in which the student’s required course is listed.

After approving the Concentration Verification Form, the faculty advisor will forward it to the Registrar. Upon receipt of a completed Concentration Verification Form, the Registrar will make a notation of the General Concentration on the student’s transcript, including the area of concentration.

4. A student may use a single course to satisfy more than one Concentration, subject to the following conditions: 1) a student may use a course to fulfill the requirements of no more than two Concentration Tracks; and 2) for any given Concentration Track, no more than two courses may be used to satisfy the requirements for another Concentration Track.

5. A student may count an unlisted course toward a Concentration Track if the student obtains the written approval of the faculty advisor for the Concentration Track. The student should maintain a copy of the approval, and attach it to the Concentration Verification Form before submitting it to the faculty advisor. Up to six (6) credit hours of graduate-level courses taken at other colleges at Duquesne may apply towards the requirements of a Concentration, subject to the advance approval of a Concentration Advisor. See Section 4.16.

For details on the requirements of the various Concentration Tracks visit: www.law.duq.edu/sites/default/files/documents/Registrar/Concentrations/Concentration%20Composite%203-27-17.pdf.
4.13 Dean’s Fellows Program

4.13.1 Dean’s Fellow Overview

This program will not be accepting applications for new fellows for the 2019-2020 academic year.

1. The Law School offers a splendid opportunity for our students to gain invaluable experiences and skills in the law firm, non-profit, public and corporate sectors. Our students thus are uniquely prepared for careers in these areas and, as well, for future opportunities yet to develop. This is the Dean’s Fellows Program.

2. Consistent with the mission of Duquesne University School of Law, the Dean’s Fellows Program is offered to qualified students seeking to enhance their legal education. The goals of the Dean’s Fellows Program are to provide our students with a variety of outstanding legal experiences that prepare them for the practice of law, to provide them with a refined appreciation for ethics and professionalism, and to instill in them a commitment to service of the legal profession and the community at large.

3. The key attributes of the Dean’s Fellows Programs are:
   a. Fellows design their individual program of study around one of three arenas of the law, each of which is called a “Core”:
      1) Litigation and Dispute Resolution
      2) Public Service (Governmental and Non-Profit Arenas)
      3) Business (Governance, Technology, Entrepreneurship and Sustainability)
   b. Fellows commit to:
      1) “taking” a minimum of 15 “Core”-related credits of a total of their 37 elective credits (3 of which may be an externship for credit)
      2) creating a Core-related academic writing for one of the Core courses, for a law review, or as directed research under the supervision of a member of the faculty or a dean.
      3) a career-related experience, such as a Core-related externship (either for credit or non-credit) or “simulation” course.
   c. Fellows will receive guidance and career mentoring by a faculty member and/or a member of the alumni

4. Some observations:
   a. The Dean’s Fellows Program is independent of the Law School’s Concentrations.
      1) Fellows are free to pursue one or more Concentrations.
      2) Courses taken as part of the Dean’s Fellows Program may also count toward a Concentration.
   b. The Dean’s Fellows Program functions consistent with Law School policies and procedures.
      1) The Clinical Program oversees the administration of the externships.
   c. The application process for the Dean’s Fellows Program is competitive.
      1) The number of Fellows who will serve as Fellows during any one year is limited.
      2) Exceptional candidates may be accepted into the program prior to matriculation.
5. Subject to availability, interested students may apply no later than the first day of the final year of their law school experience.

### 4.13.2 Dean’s Fellowship in Business (Governance, Technology, Entrepreneurship, and Sustainability)

<table>
<thead>
<tr>
<th><strong>Overview</strong></th>
<th><strong>The Core Program:</strong> <em>minimum</em> of 15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Dean’s Fellows in Business provides Fellows with skills for a career advising business clients, serving as in-house counsel, or in management. While the experience of the Fellow is primarily business, many of the business-related concepts (e.g., governance, compliance and risk management) apply in the not-for-profit and government arenas.</td>
<td><strong>Required Courses:</strong> (6 credits)</td>
</tr>
<tr>
<td>The Dean’s Fellows in Business (Governance, Technology, Entrepreneurship and Sustainability) reflects the dynamic of both global and local business and, as well, the opportunities to serve as a lawyer in new and uncharted ways in our society.</td>
<td>- Basic Federal Income Taxation (3 credits)</td>
</tr>
<tr>
<td>The goal of the Dean’s Fellows in Business is to offer academic and practical experiences so that students are well prepared, once they become licensed attorneys, to advise their clients with respect to governance, compliance and risk management, transactions, sustainability and global issues including cybersecurity.</td>
<td>- Governance, Compliance &amp; Risk Management (3 credits)</td>
</tr>
<tr>
<td><strong>Core-Related Writing:</strong> Completion of one or more academic writings related to the Core—undertaken as part of a recommended course, participation on a law review, or as a directed research project—under the supervision of a faculty member and of sufficient complexity and depth to be equivalent to at least 1 credit of work (45 hours).</td>
<td><strong>Career-Related Experience</strong> (at least 2 credits)</td>
</tr>
<tr>
<td>At least two (2) academic credits in a career-related experience relevant to the Core (including for-credit externship or simulation courses).</td>
<td><strong>Please note that:</strong></td>
</tr>
<tr>
<td>- experiential and externship experiences are a function of available course offerings and externships;</td>
<td>- the inter-school moot court competitions in the business-related trial, appellate and alternative dispute areas qualify as “career-related experiences,” although the number of credits may depend on the competition.</td>
</tr>
</tbody>
</table>
or
the equivalent of time (of at least 3 academic credits) devoted to pro bono, a non-credit externship, or in gaining personal experience **(as approved by the Clinical Director or by the Dean)**

**Recommended Courses:** (the balance of the 15 credits):
- Accounting for Lawyers (2 credits)
- Antitrust Law (3 credits)
- Business Planning (2 credits)
- Cyber/cybersecurity (2 credits)
- Legal Entrepreneurship - Law Firm Business Planning Simulation (2 credits)
- Environmental Considerations in Business & Real Estate Transactions (2 credits)
- Fundamentals of Intellectual Property (3 credits)
- Health Care Organizations and Finance (2 credits)
- Income Taxation of Corporations & Shareholders (3 credits)
- International Law (2 credits)
- International Business Transactions (2 credits)
- Investment Management and Fiduciary Responsibility (2 credits)
- Mergers & Acquisitions (2 credits)
- Regulation of Investment Companies and Investment Management (1940s Acts) (2 credits)
- Securities Regulation (1933/1934 Acts) (2 credits)
- Venture Capital Law (2 credits)
- Other courses, as determined appropriate by the Dean or the Associate Dean for Academic Affairs
- These courses may be joint offerings of the Business School and the Law School (all in planning)
  - Sustainability (management and preservation of financial/physical assets,
the entity, the environment, etc., and the law) (2 credits)

- Wealth Management (management of individual wealth, financial resources and the law) (2 credits)

## Dean’s Program Requirements Relevant to Grades, Graduation and Networking

### Grades

Fellows are required to earn a minimum grade of C in all courses taken as part of this Program.

### Graduation Requirements

All graduates of Duquesne Law School must complete 87 credits to graduate.

Subject to the Law School’s Policies and Procedures, fellows may take additional courses within the Fellows Program or other electives in order to satisfy the graduation requirements.
To satisfy the graduation requirements, Fellows are to structure their schedules so that at least 15 (of the 87) credits are “Core”-related credits.

Networking

From time to time, the Dean/Law School may schedule various activities of interest to all of the Dean’s Fellows or those of a certain Core or Cores. Fellows are expected to attend absent significant time conflicts.

### 4.13.3 Dean’s Fellowship in Litigation/Dispute Resolution

<table>
<thead>
<tr>
<th>Overview</th>
<th>The Core Program: <em>minimum</em> of 15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Law School has a long, highly-respected, and well-earned reputation for graduating ethical, practice-ready lawyers, especially in the areas of litigation and dispute resolution. The Dean’s Fellows in Litigation/Dispute Resolution draws upon that heritage to provide Fellows with the necessary skills to excel in trial and appellate courtrooms and in other venues involving the resolution of disputes, such as litigation in the administrative agency realms or mediation/arbitration. The <strong>goal</strong> of the <strong>Dean’s Fellows in Litigation/Dispute Resolution</strong> is to offer academic and practical experiences so that students will be well prepared, once they become licensed lawyers, to advise their clients respecting matters involving pre-litigation, litigation, and post-litigation issues and matters dealt with in a process of alternative dispute resolution.</td>
<td><strong>Required Courses</strong> (at least 5 credits)</td>
</tr>
<tr>
<td>• At least one of the following: o Pennsylvania Civil Procedure (3 credits) o Federal Civil Procedure (3 credits) o Bail to Jail (3 credits) • At least one of the following: o Negotiation (2 credits) o Alternative Dispute Resolution (2 credits)</td>
<td><strong>Core-Related Writing:</strong> Completion of one or more academic writings related to the Core—undertaken as part of a recommended course, participation on a law review, or as a directed research project—under the supervision of a faculty member and of sufficient complexity and depth to be equivalent to at least 1 credit of work (45 hours).</td>
</tr>
<tr>
<td><strong>Career-Related Experience</strong> (2 - 3 credits)</td>
<td>Two (2) to three (3) academic credits (including for-credit experiential or simulation courses, such as: o Advanced Legal Writing: Law Firm Simulation (2 credits) • A core-related externship (3 credits) • Pretrial Civil Litigation Simulation (2 credits))</td>
</tr>
</tbody>
</table>

Please note that:
Experiential and externship experiences are a function of available course offerings and externships; or the equivalent of time (of at least 3 academic credits) devoted to pro bono, a non-credit externship, or in gaining personal experience (as approved by the Clinical Director or by the Dean)

**Recommended Courses:** (the balance of the 15 credits):
- Adjudication: The Judicial Process (2 credits)
- Administrative Agency Law (2 credits)
- Appellate Process and Procedure (2 credits)
- Deposition Skills (2 credits)
- E-Discovery (2 credits)
- Employment Discrimination (3 credits)
- Federal Courts and the Federal System (3 credits)
- Judgment/Decision Making for Lawyers (2 credits)
- Litigation Technology (2 credits)
- Patent Litigation (2 credits)
- Pleadings and Discovery (2 credits)
- Remedies (2 credits)
- Trial Advocacy (3 credits)
- Other courses, as determined appropriate by the Dean or the Associate Dean for Academic Affairs

---

**Dean’s Program Requirements Relevant to Grades, Graduation and Networking**

- **Grades**

- **Graduation Requirements**
  All graduates of Duquesne Law School must complete 87 credits to graduate. To satisfy the graduation requirements, Fellows are to structure their schedules so that at least 15 (of the 87) credits are “Core”-related credits.

- **Networking**

Fellows are required to earn a minimum grade of C in all courses taken as part of this Program.

Subject to the Law School’s Policies and Procedures, fellows may take additional courses within the Fellows Program or other electives in order to satisfy the graduation requirements.

From time to time, the Dean/Law School may schedule various activities of interest to all of the Dean’s Fellows or those of a certain Core or Cores. Fellows are expected to attend absent significant time conflicts.
### Overview
The Law School and the University have a mission of "service." In fulfillment of that mission, a great number of the graduates of our Law School serve as state and federal judges, as legislators, as public executives (such as District Attorneys) and/or work for or volunteer with non-profits serving those in need.

The Dean’s Fellowship in Public Service prepares Fellows for a career in government/non-profit service.

- **“Government service”** means practice in the legislative, executive, or judicial branches of government.
- **“Non-profit service”** means practice in a law firm’s pro-bono service or advising non-profit corporations and foundations as in-house or in private practice.

The **goal** of the *Dean’s Fellows in Public Service* is to offer academic and practical experiences so that students are well prepared, once they are licensed lawyers, to serve competently in these areas in policy, process and leadership.

### The Core Program: minimum of 15 credits

#### Required Courses: (5 credits)

**For the Government Track**
- Administrative Law (3 credits)
- Advanced Constitutional Law: Current Issues (2 credits)

**For the Non-Profit/Foundation Track**
- Administrative Law (3 credits)
- Tax Exempt Organizations (One and/or Two) (2 credits)

#### Core-Related Writing:
Completion of one or more academic writings related to the Core—undertaken as part of a recommended course, participation on a law review, or as a directed research project—under the supervision of a faculty member and of sufficient complexity and depth to be equivalent to at least 1 credit of work (45 hours).

#### Career-Related Experience (at least 2 credits)
At least 2 academic credits (including for-credit experiential or simulation courses) in course related to this “Core.”

**Please note that:**
- experiential and externship experiences are a function of available course offerings and externships;
- simulation courses, such as Pennsylvania Legislative Process Simulation (3 credits), satisfy this requirement;
- the inter-school moot court competitions in the trial, appellate and alternative dispute areas may qualify as “career-related,” although the number of credits may depend on the competition.

**or**
the equivalent of time (of at least 3 academic credits) devoted to pro bono or in gaining personal experience (as approved by the Clinical Director or by the Dean)
### Recommended Courses: (the balance of the 15 credits)

**For the Government Track**
- Children and the Law (3 credits)
- Election Law (2 Credits)
- Employment Discrimination (3 credits)
- Energy Law (3 credits)
- Environmental Law (3 credits)
- Governance, Compliance and Risk Management (in the Public Arena) (1-2 credits)(contemplated)
- Immigration Law (2 credits)
- Labor Law (3 credits)
- Land Use Planning (2 credits)
- Law, Public Service and the Executive Branch (2 credits)
- Law of Higher Education (2 credits)
- Pennsylvania State Constitutional Law (3 credits)
- Public Health Law and Policy (2 credits)
- Special Education Law (2 credits)
- Representation of Veterans in the Benefit Claims Process (2 credits)

**For the Non-profit/Foundation Track**
- Canon Law (2 credits)
- Catholic Social Thought & the Law (2 credits)
- Children and the Law (3 credits)
- Civil Rights and the Law (contemplated)
- Elder Law (contemplated)
- Environmental Law (3 credits)
- Governance, Compliance and Risk Management (3 credits)
- Governance, Compliance and Risk Management (non-profit, contemplated (2 credits)
- Immigration Law (2 credits)
- Poverty Law (Contemplated)
- Public Health Law and Policy (2 credits)
- Representation of Veterans in the Benefit Claims Process (2 credits)
- Other courses, as determined appropriate by the Dean or the Associate Dean for Academic Affairs

### Dean’s Program Requirements Relevant to Grades, Graduation and Networking

- Grades

Fellows are required to earn a minimum grade of C in all courses taken as part of this Program.
## Graduation Requirements

Every graduate of Duquesne Law School must complete 87 credits to graduate. To satisfy the graduation requirements, Fellows are to structure their schedules so that at least 15 (of the 87) credits are “Core”-related credits.

## Networking

Subject to the Law School’s Policies and Procedures, fellows may take additional courses within the Fellows Program or other electives in order to satisfy the graduation requirements.

From time to time, the Dean/Law School may schedule various activities of interest to all of the Dean’s Fellows or those of a certain Core or Cores. Fellows are expected to attend absent significant time conflicts.

### 4.14 Distance Education Policy

1. A distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. Courses designated by the School of Law as “online courses” are distance education courses.

2. Students may be granted up to one-third of the credit hours required for the J.D. degree for distance education courses qualifying under this Standard. Ten of those credits may be granted during the first one-third of a student’s program of legal education.

3. The School of Law shall notify students at the time of registration or enrollment in the distance education course if there are any additional student charges associated with enrollment in the distance education course, including, but not limited to, charges associated with the verification of student identity.

4. All student work that occurs in a distance education course may be monitored, recorded, and reviewed by the faculty member teaching the course, and other School of Law personnel, as necessary.

5. All distance education courses are subject to the School of Law’s Policies and Procedures, including Sections 4.16 (Cross-Registration for Courses Offered in Other Graduate Programs at the University) and 4.17 (Course Credit Transfer Policy for Courses Offered at Other Law Schools).

6. The number of distance education courses that may be taken is limited. See Section 4.6.3.
4.15 Joint Degree Programs
1. Any student who has matriculated into a School of Law-approved Joint Degree Program is required to register and complete the first year of study exclusively at the School of Law.

2. Evening and part-time day students who are enrolled in a Joint Degree Program may begin their outside graduate study during the summer following the conclusion of their first year at the School of Law, and may not take any further outside graduate courses until they have completed their second year of study at the School of Law.

3. Students may not matriculate into a Joint Degree Program without the advance approval of the Academic Status Committee. These requests for approval from the Academic Status Committee must be typed, signed, and delivered to the Office of the Associate Dean of Academic Affairs. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

4. Any student who has substantially completed the requirements for a degree in another school or department of the University with which the School of Law has a Joint Degree Program may not register as a Joint Degree candidate. The requirements and regulations concerning Joint Degree Programs involving the School of Law are available online at duq.edu/academics/schools/law/academic-programs.

5. The School of Law Registrar must receive a copy of any Joint Degree Program student’s acceptance letter into the non-Juris Doctor program.

6. In order to transfer credits for the joint degree to the School of Law, it is the responsibility of the student to request that an official transcript from the University Registrar be mailed to the Registrar’s Office in the School of Law.

7. In order for a law student to receive credits for a course taught in a college or school other than the School of Law, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b). See Section 2.14.7.

8. Joint degree students must also inform the School of Law Registrar which courses are to be transferred to the School of Law. The School of Law does not accept any core courses for transfer credits. Joint degree credits are considered non-classroom credits. See Section 4.06. Joint degree candidates in the day division must be registered for a minimum of 10 School of Law credits per semester and those in the evening or part-time division must be registered for a minimum of 8 School of Law credits to maintain residency.

4.16 Cross-Registration for Courses Offered in Other Graduate Programs at the University
1. With the approval of the Academic Status Committee, credits earned at another graduate program at Duquesne University by a student who is not enrolled in a Joint Degree Program with that school will be accepted by the School of Law if the criteria below are satisfied. Grades earned in courses accepted for transfer credit will not be included in the computation of a student’s grade point average and will not appear on a student’s transcript, but transfer credits will be shown.
2. All of the following criteria must be met before the School of Law will accept transfer credits.
   a. The credits must be earned in a graduate level course.
   b. The grade earned in any course for which transfer credits are sought must be at least a “B.”
   c. Subject to the advance approval of a Concentration Advisor, credits accepted for transfer in such courses count towards fulfillment of a Concentration.
   d. No more than six (6) transfer credits will be accepted toward satisfaction of the Juris Doctor degree. Any credits accepted as transfer credits will be treated as non-classroom hours and subject to the limitation applicable to non-classroom credits. See Section 4.06.
   e. A student may not apply for transfer credits during the first year of law school.
   f. Credit hours earned in another graduate program for which a student seeks transfer credits are included in calculating the number of credits for purposes of the maximum credit limitation. See Section 4.04.
   g. No student may use more than seven (7) summer session credit hours, whether earned at the School of Law, another law school, or at another graduate program at the University, to fulfill his or her graduation credit requirement. See Section 4.05.
   h. As part of the approval process for allowing a non-joint-degree School of Law student to enroll in a course in another college at Duquesne University, a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b) (i.e., that the course meets one hour per credit per week for at least fifteen (15) weeks, including the examination period, and requires students to perform out-of-class work that reasonably approximates 2 hours per week per credit or otherwise requires sufficient work to reasonably approximate 45 hours per credit over the course of the semester) must be submitted to the Registrar by the end of add/drop. See Section 2.14.7.

4.17 Course Credit Transfer Policy for Courses Offered at Other Law Schools
With the approval of the Academic Status Committee, credits earned at another law school will be accepted by the School of Law if the criteria below are satisfied. Grades earned in courses accepted for transfer credit will not be included in the computation of a student’s grade point average. If the course is at the University of Pittsburgh Law School, please take special note of paragraph 5.b.

All of the following criteria must be met before the School of Law will accept transfer credits:

1. The credits must be earned at either:
   a. an ABA-accredited law school and undertaken as a J.D. student, or
   b. at a law school outside the United States if such credits would have been counted towards the J.D. if earned at the School of Law. A law school outside the United States includes a foreign university that grants a first professional degree in law, such as an LL.B., abogado, maitrise, or equivalent foreign degree in law.
2. The grade earned in any course for which transfer credits are sought must be, at a minimum, the equivalent of the School of Law’s grade of “C,”

3. Upper-level course credits must be for courses that are not included in the School of Law’s curriculum, and

4. Limitation on number of credit hours that may be accepted.
   a. In the case of students transferring to the School of Law from another law school (see Section 2.11.2), no more than twenty-nine (29) transfer credits will be accepted toward satisfaction of the Juris Doctor degree; provided, however, that no student may enroll in more than seven (7) summer session elective credits either at the School of Law or at other ABA-accredited law schools.
   b. Transfer credits earned subsequent to matriculation at the School of Law are treated as non-classroom credits and subject to the limitation set forth in Section 4.06; provided, however, no student may enroll in more than seven (7) summer session elective credits either at the School of Law or at other ABA-accredited law schools.

5. Transcripts
   a. Except as provided in this Section, grades earned in courses accepted for transfer credit from other accredited law schools will not appear on a student’s transcript, but transfer credits will be shown.
   b. Pittsburgh Council of Higher Education (PCHE) Program. Duquesne University has an articulation agreement with the University of Pittsburgh that facilitates registration and the transfer of credits between the two institutions. The agreement has been approved by the Pittsburgh Council of Higher Education. Grades earned in courses taken at the University of Pittsburgh Law School that are accepted for transfer by the School of Law, under the criteria set forth above, will appear on a student’s transcript, and the grade will be included in the computation of a student’s grade point average. Students are responsible for informing the University of Pittsburgh Law School Registrar to send their grades to the Duquesne University School of Law Registrar. The grades should be sent as expeditiously as possible in order to be posted in a timely fashion.

6. As part of the approval process for allowing a Law School student to enroll in a course taught at another law school, a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b) shall be submitted to the Registrar by the end of add/drop. See Section 2.14.8.

5. SCHOOL OF LAW DISCIPLINARY CODE

5.01 Definition of Rights and Responsibilities
A. The Law School’s Code of Student Conduct and Responsibility prohibits conduct that is contrary to accepted principles of academic honesty and student conduct, as defined in 5.01.B. infra.

Membership in the Law School community imposes both an obligation to comply with its rules and the responsibility to assist in their enforcement. To that end, each student should report to the Disciplinary Officer evidence of any alleged violations of this Code of which the student has credible information or knowledge.

For matters outside scope of this Code, students are subject to disciplinary action pursuant to the University Code of Student Rights, Responsibilities and Conduct.

B. It shall constitute a violation of this Code for any student enrolled in the Law School purposely, knowingly, or recklessly to engage in the following conduct:

1. Giving or taking of unfair advantage in the fulfilling of academic requirements. Such advantage need not be shown to adversely affect other students. Taking unfair advantage includes, but is not limited to:
   a. Giving or securing information about an examination except as explicitly authorized by the examining professor;
   b. Consulting or copying from any source during an examination, except as authorized by the examining professor.

2. Interfering with academic instruction, including hiding or mutilating any material in the library.

3. Failing to attribute the ideas or language of another in written work that satisfies curricular requirements or work prepared under the auspices of the Law School.

4. Submitting work for academic credit, or in fulfillment of a requirement, where that work duplicates, in whole or in substantial part, work for which one has received, or is currently seeking, academic credit at the Law School or at another academic institution, without written disclosure to, and prior approval of, the faculty member in any course in which academic credit is being sought.

5. Submitting work for academic credit, or in fulfillment of requirements, where that work has been performed, or is being performed, in whole or in substantial part, in the context of a paid or unpaid employment setting, without written disclosure to, and approval of, the faculty member.

6. Violating any rule, regulation, or order duly promulgated by the faculty, Dean, Assistant or Associate Dean of the Law School.

7. Seriously and unreasonably disrupting the normal and orderly administration of the Law School.

8. Destroying University property.
9. Any action of such a serious nature as to raise questions of the fitness of the student to remain a member of the Law School community. Such action includes, but is not limited to:

a. falsification or dishonesty in the presentation of credentials;

b. violation of any valid criminal statute, excluding summary offenses;

c. any conduct or act that constitutes a violation of the Pennsylvania Rules of Professional Conduct;

d. failing to disclose information that may bear on the student’s character and continuing fitness to practice law, including failing to answer truthfully the questions asked on the Law School’s application for admission. The obligation to disclose is a continuing obligation from the date of submission of the student’s application to the Law School until the date of graduation.

C. Nothing in this Code detracts from the authority of members of the faculty to impose academic sanctions for failure to comply with course rules in matters falling outside this Code, or for inadequate student performance.

5.02 Jurisdiction

A. The provisions of this Code shall govern disciplinary action against any student enrolled at the Law School, including students pursuing advanced degrees.

B. The provisions of this Code may be invoked as to student conduct that takes place on or affects University property or which interferes with, or reflects adversely upon, the academic or other functions of the Law School.

C. Charges for conduct that constitutes serious criminal conduct or otherwise threatens the health and safety of members of the Law School community should be reported to the Duquesne University Department of Public Safety or the Director of Student Conduct. Incidents involving allegations of sexual violence or sexual misconduct should be reported to the University’s Title IX Coordinator or to any of the University’s Deputy Title IX Coordinators. Names and contact information for the University’s Title IX Coordinator and Deputy Title IX Coordinators is available at www.duq.edu/TitleIX.

5.03 Notice

Notification or transmission of material under this Code shall be accomplished through a student’s official Duquesne University email account.

5.04 Procedure
A. Offices. There shall be a Disciplinary Officer, who shall be a member of the full-time faculty, elected to a two-year term by the full-time faculty. There shall be a Disciplinary Committee of seven members, appointed by the Dean. Five members shall be appointed from among the full-time faculty and two from among the student body. The Dean shall appoint a Chair from among the full-time faculty members.

B. Commencement. Proceedings shall be commenced by the submission to the Disciplinary Officer of a written complaint against a student by any member of the Law School community, including faculty, staff and students.

C. Notice to the Accused Student. Within 72 hours of the filing of the complaint, the Disciplinary Officer shall furnish the accused student with a copy of the written complaint. At that time, the accused student shall be advised (a) of the right to retain counsel throughout all proceedings in the Disciplinary Code process, and (b) of the right instead to request the Dean to select a member of the full-time law school faculty to provide the student with representation in the disciplinary proceedings.

D. Dismissal. Within 30 days of the filing of the complaint, the Disciplinary Officer shall complete the investigation of the complaint. If the Disciplinary Officer determines that there is no probable cause for the complaint, or that the alleged violation is de minimis, or that the complaint was not filed in a reasonable time, the complaint shall be dismissed without further proceedings and no record of the complaint shall be retained in the official file of the student who was alleged to have violated this Code. When a complaint is dismissed, the Disciplinary Officer shall inform the person who filed the complaint, the accused student, and the Dean.

E. Settlement. If the Disciplinary Officer does not dismiss the complaint, the complaint may be disposed of on terms satisfactory to the accused student and the Disciplinary Officer, if approved by the Disciplinary Committee. These terms may include any penalties, or combination of penalties, available under the Code. If the complaint is resolved in this manner, the Disciplinary Committee shall meet with the accused student and the Disciplinary Officer to ensure that the settlement has been entered into voluntarily and knowingly by the accused student. Upon such a finding, the Disciplinary Committee shall approve the settlement and shall inform the Dean and the person who filed the complaint that the complaint has been resolved and the terms of the agreement.

F. Scheduling of Hearing. Within 45 days of the filing of the complaint with the Disciplinary Officer, if the complaint has not been dismissed or settled, the Disciplinary Officer shall notify the Chairperson of the Disciplinary Committee to schedule a hearing. Within 24 hours of the receipt of such notification, the Chairperson shall notify the accused student of the decision of the Disciplinary Officer and shall schedule the time and place of the hearing, which shall be held not more than 30 days, nor less than 10 days after the notification by the Disciplinary Officer.

G. Failure to Contest the Complaint. The accused student shall notify the Disciplinary Officer in writing at least 5 days before the hearing whether the accused student intends to contest the
charges or to plead guilty. If the accused student fails to notify the Disciplinary Officer of his or her intent, fails to attend the hearing, or pleads guilty, all allegations contained in the complaint shall be deemed admitted, and the Disciplinary Committee shall impose any penalty authorized by this Code.

H. Manner of Hearing

1. An accused student may retain legal counsel or other advisor to assist in his or her defense. The Disciplinary Officer shall present the School’s case.

2. If the accused student is represented by legal counsel at the hearing, the Disciplinary Officer shall act in a manner similar to a prosecutor in a criminal case.

3. If the accused student is not represented by legal counsel, the Disciplinary Officer shall:
   a) be present at the hearing and shall present the School’s case;
   b) be entitled to call whatever witnesses are necessary to present the School’s case and to question those witnesses and to question any witnesses called by the accused student;
   c) be entitled to introduce any evidence necessary to the School’s case.

4. If the accused student is not represented by counsel, the Disciplinary Officer shall not question the accused student at the hearing.

5. The accused student, the Disciplinary Officer, or the Disciplinary Committee may call any witness or question any witness, other than the accused student, as to any facts associated with the alleged violation(s) as set forth in the complaint. The accused student may be questioned subject to 5.04 Section H.4. In addition to such questioning, the accused student may reply orally or in writing or both to the complaint. Either the accused student or the Disciplinary Officer or the Disciplinary Committee may introduce any non-testimonial evidence.

Evidence shall not be limited to that admissible under rules of evidence in force in Pennsylvania or at common law or in the Courts of the United States.

6. The Chairperson of the Disciplinary Committee shall preside at the Hearing.

7. The Chairperson of the Disciplinary Committee, in the exercise of his or her discretion may, before the expiration of such period, extend the time in which any act required to be done under this Code must be accomplished. The accused student, the Disciplinary Officer and the members of the Disciplinary Committee shall be notified of any such extension.

8. The parties shall be informed that the hearing shall be recorded.

9. The proceedings may be transcribed at the option and expense of the party requesting transcripts.

10. A violation of this Code must be proved by a preponderance of the evidence.
11. A quorum of 5 members of the Disciplinary Committee shall be necessary to convene a hearing. The decision of a majority of the members of the Disciplinary Committee present shall be sufficient to decide or dismiss a case.

12. Any matter brought before the Disciplinary Committee shall be considered adjudicated when:
   1) The Disciplinary Committee renders its decision; or
   2) The Disciplinary Committee accepts a plea from the accused student.

13. The Chair of the Disciplinary Committee shall notify the accused student and the Disciplinary Officer of the Disciplinary Committee’s determination and the penalties imposed, if any.

I. Determination by Disciplinary Committee

Immediately at the close of the hearing, the Disciplinary Committee shall either (1) dismiss the complaint or (2) adjudicate the accused student guilty and impose any penalty, or combination of penalties, available under this Code. The decision of the Disciplinary Committee may be appealed to the Dean by the accused student per Article V. Section D (See Section 5.05).

J. In the case of conflicts or other instances of unavailability, substitutes for participants, where needed, shall be selected in reasonable conformity to processes set forth in this Code. In the case of unavailability of the Dean, the Associate Dean for Academic Affairs shall be substituted.

5.05 Penalties

A. Penalties may be imposed from the following list and shall be imposed without regard to the effect any penalty may have on the student’s graduation from the School or the date thereof:
   • Restitution;
   • Private Reprimand;
   • Public Reprimand;
   • Failing Grade or Grades, in the case of any conduct relating to a specific course or courses;
   • Permanent withholding of any grade or any credit for a course;
   • Re-examination in a course;
   • Suspension, for such period or periods as the Disciplinary Committee deems appropriate;
   • Permanent Expulsion, which shall include the denial of a degree and revocation of any credits for courses taken at the School of Law. Permanent Expulsion shall require the vote of five members of the Disciplinary Committee, four of whom must be faculty.
   • Any combination of any or all of the listed penalties.

B. The Disciplinary Committee may impose any other reasonable condition on a student or on a student’s conduct, and may further prescribe those penalties that shall be imposed in the event of a failure to comply with any such condition.
C. All penalties imposed under this Code shall take effect 5 business days after the decision of the Disciplinary Committee, unless the Disciplinary Committee shall specifically provide otherwise.

D. Within 5 days of receiving notice of the decision of the Disciplinary Committee, the accused student may file an appeal of the penalty with the Dean. Such appeal operates to stay imposition of the penalty. The Dean shall review the circumstances of the case and may either affirm the penalty or impose any lesser penalty authorized by this Code, which shall take effect 5 business days after the Dean’s decision. The student shall be notified by the Dean within 24 hours of the ultimate disposition of the case, including the penalty imposed, if any.

5.06 Records

A. Every disciplinary action taken against any student shall be reported to the Office of the Provost and a complete written record maintained in the office of the Dean. If the Disciplinary Committee shall find that a student has committed an offense under this Code, or a student shall plead guilty to having committed an offense under this Code, or there shall have been a settlement that includes an admission of a violation of this Code, such fact and the language of the Code section violated shall be noted in the official file of the student unless the Disciplinary Committee recommends to the Dean that a student’s file not contain such a notation because the conduct of the student did not involve purposeful or knowing dishonesty. The Dean may, in his or her sole discretion, accept or reject the recommendation of the Disciplinary Committee.

B. The Dean shall issue a public notice, to be posted in the Law School building, informing the student body of the adjudication of the Disciplinary Committee, the acceptance of a guilty plea or settlement, or the dismissal of disciplinary charges, omitting the name of the student. The form of such notice shall be as follows:

Disciplinary Notice

a. A Complaint was filed on [date] alleging that a student had violated [provision] of the Law School Disciplinary Code. [Provision] provides that “It shall constitute a violation…”

b. The student entered into a settlement admitting a violation of [provision] of the Law School Disciplinary Code and accepting as a penalty [description of penalty].

[or]

b. After a hearing, the Disciplinary Committee dismissed the charges.

[or]

b. The Disciplinary Committee adjudged that the student had violated [provision] of the Law School Disciplinary Code. [Provision] provides that “It shall constitute a
violation . . .” The Disciplinary Committee ordered that the student [description of penalty].

[or]

b. The student pleaded guilty to violating [provision] of the Law School Disciplinary Code. [Provision] provides that “It shall constitute a violation…” The [Disciplinary Committee] ordered that the student [description of penalty].

______________________________  ______________________________
Date  Dean

C. There shall be a sealed file of written complaints, to which only the Disciplinary Officer and the Dean shall have access.

D. A report of every disciplinary action shall be sent to the Office of the Provost.

6. ADMINISTRATIVE POLICIES

6.01 Payment
1. First-year students should be prepared, once registered, to pay all charges for tuition, fees, and room and board, if applicable. Upper-division students must pay all charges for tuition, fees, and room and board, if applicable, as per the terms of the invoice issued by the University for each semester. A student who is in debt to the University at the end of any semester is not eligible to sit for examinations, attend any classes during the succeeding semester, register for the next academic year, or receive an official transcript until his/her indebtedness has been satisfied.

2. Duquesne University School of Law does not permit any student to graduate or participate in the graduation ceremony if the student’s tuition, fees, or room and board debt has not been paid in full.

3. For those students who are financially unable to pay the full semester’s charges in advance, the University offers a student financing program. Students desiring payment of their tuition and other charges for the semester by installments should contact Duquesne University’s Student Financial Aid Office or Student Account Office in the University Administration Building. Loan programs for law students are not administered by the School of Law. Students who wish to apply for student loans should contact the University Financial Aid Office. The Financial Aid and Student Accounts Offices are located in the University Administration Building.

6.02 Refunds/Withdrawals
1. Tuition refunds are based upon the date of a student’s withdrawal from school. The date of withdrawal is the date on which the Academic Status Committee receives the student’s typed and signed notice of withdrawal. All notices of withdrawal should be delivered to the office of the Associate Dean of Academic Affairs or the School of Law Registrar. Permission to withdraw
will not be granted to any student who has not fulfilled all of his/her financial obligations to the University. Any scholarship recipient, including a recipient of a School of Law Academic Scholarship, who withdraws from the School of Law, is not entitled to any part of his/her award. A student who withdraws from the School of Law no later than four weeks after the beginning of the semester will receive a partial refund of tuition. Fees and acceptance deposits are not refundable. Tuition refunds will be made according to the following schedule:

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before school begins through add/drop</td>
<td>100%</td>
</tr>
<tr>
<td>During the first 2 weeks of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Third week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth week of classes</td>
<td>20%</td>
</tr>
<tr>
<td>After the end of the fourth week of classes</td>
<td>-0%</td>
</tr>
</tbody>
</table>

2. See Section 2.09.3 for refunds when a student is academically dismissed while enrolled in a summer session course.

3. Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.
The institution must return the amount of the Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal. Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans (Graduate Students)
- Federal Direct PLUS Loans (Parents)
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Federal TEACH Grant for which a Return of funds is required
- Iraq and Afghanistan Service Grant for which a Return of funds is required

6.03 Student Complaints

As an ABA-accredited law school, Duquesne University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at https://www.americanbar.org/groups/legal_education/resources/standards.html. Pursuant to ABA Standard 510, any student at the School of Law who wishes to bring a formal complaint to the administration of the School of Law “of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards” shall do the following:

1. Submit the complaint in writing to the Associate Dean of Academic Affairs, or the Associate Dean of Students (the complaint may be made by email, U.S. mail, hand delivery, or fax);

2. Cite the appropriate ABA Standard at issue, and describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the School of Law’s program of legal education and its compliance with a specific, identified ABA Standard(s); and

3. Provide the name, official School of Law email address, and a street address of the complaining student, for further communication about the complaint. When an administrator receives a student complaint that complies with the foregoing requirements, the following procedures shall be followed:

   a. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by email, U.S. mail, or by personal delivery, at the option of the administrator.

   b. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator’s designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are
being taken by the School of Law to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the School of Law to address the complaint within two weeks after completion of the investigation.

c. Appeals regarding decisions on complaints may be taken to the Dean of the School of Law. Any decision made on appeal by the Dean shall be final.

d. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of eight years from the date of final resolution of the complaint.

6.04 Official Student Email Policy
Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to periodically check your account for time critical notices such as billing notifications, insurance requirements or other important alerts or administrative notices requiring a timely response. Notice will be considered received one day following the date the notice is posted to your email account. Failure to check your email account does not excuse or exempt you from any actions required of you by the University.

6.05 Other Announcements
1. Advance assignments, class cancellations, classroom changes, student organization information, career services information, and all other School of Law notices appear on the informational monitors located throughout the School of Law or on Blackboard.

2. Once students have registered for courses, they may review their semester booklists on Self Service Banner in DORI. Duquesne University’s Barnes & Noble Bookstore, located in the Power Center on Forbes Avenue, has a link in Self-Service Banner.

3. All students should regularly check the informational television monitors, online, their .duq email accounts, and Blackboard for advance reading assignments, class cancellations, School of Law notices, Career Services notices, student organization information, and general information.

4. Announcements concerning School of Law closings due to inclement weather or other special circumstances are available at 412.396.1700 and online at duq.edu/law.

6.06 Academic Advice
Students experiencing academic difficulties in any course are strongly encouraged to schedule an appointment with their professor(s) and/or the Director of Academic Excellence Program as soon as possible. Regarding matters of course selection and sequencing, the School of Law Registrar will provide written information to students in advance of the registration period, and will assign faculty advisors to all students shortly after the beginning of the spring semester. The faculty advisors list is posted online at duq.edu/law/registrar. Students who are interested in pursuing any of the School of
Law’s practice concentrations should consult with concentration faculty advisors regarding course selection.

6.07 Class Attendance
1. Regular and punctual attendance at all classes is mandatory, and the following policy shall apply to all courses in the School of Law. Faculty members are not required to announce attendance rules at the start of the semester in which a course begins, unless implementing a stricter attendance standard than that set forth in this Section. A student who misses more than 20% of scheduled classes for a course in any semester without good cause, as determined by the faculty member, will receive a grade of "F" in that course and receive no credit, regardless of whether the course grade is based on one or more quizzes, exams, papers, or projects. A student’s late arrival or lack of preparation for class may be counted by the faculty member as an absence.

2. Students who are notified that they will fail an elective course due to excessive absences may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for relief; however, the sole relief that may be granted, in the discretion of the Committee, is to convert the “F” to a withdrawal from the course. This relief will be granted only if good cause is provided by the student to the Committee in advance of its consideration of the student’s petition, and only if the course instructor acquiesces. Further, no student will be entitled to a withdrawal if it would result in the student being enrolled in fewer credits for the semester than required for residency purposes. The right to petition does not apply to excessive absences in required courses, because no student may withdraw from a required course. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

3. For the purposes of illustration only, a student may miss no more than three classes in courses that are scheduled to meet 14 times per semester, no more than six classes in courses that are scheduled to meet 28 times per semester, and no more than eight classes in courses that are scheduled to meet 42 times per semester.

4. Any absences for an extended period of time, due to illness or other exigent circumstances, must be reported to the Associate Dean of Students and the School of Law Registrar.

6.08 Outside Employment
The full-time day division is designed to provide training and education for those students who wish to devote full time to the study of law. The School of Law strongly suggests that first-year day division students not engage in any outside employment during their first year at the School of Law, and strongly suggests that upper-level full-time, day division students not engage in more than 20 hours per week of outside employment.

6.09 Special Needs and Religious Observance Accommodations
1. Any student with special needs who desires accommodations for examinations or other class-related needs must contact the Duquesne University Office of Disability Services at 412.396.6657 to begin the process of documenting the condition that warrants accommodations. Students are encouraged to begin this process as soon as possible. Once a condition is formally documented,
Disability Services will determine the accommodations that are appropriate for the student, and will notify the School of Law’s Associate Dean of Students. Students must complete this process in order to be afforded accommodations at the School of Law. Duquesne University’s policy with regard to accommodations for disabled students is available online at: https://duq.edu/life-at-duquesne/student-services/disability-services.

2. Students whose religious practices preclude them from taking exams on certain days of the week are strongly encouraged to check the exam schedule as early as possible during each semester and to contact the School of Law Registrar’s office to request a revised exam schedule, if needed. Students should not contact their professors about any exam scheduling issues.

3. Written examinations are held at the completion of all courses unless the faculty has determined otherwise. Each semester, all students are issued an examination number by the School of Law Registrar’s Office in order to ensure that grading will be anonymous. Failure to take an examination or to submit any papers required at the scheduled time in any course shall constitute a failure of such course.

4. For the purpose of maintaining anonymity, students are not permitted to contact individual professors regarding requests for make-up examinations, rescheduling of examinations, or any other matter regarding examinations until after grades are posted for those examinations.

6.10 Non-Matriculating Students

Students in other graduate programs at the University and foreign exchange students (“non-matriculating graduate students”) may register for any elective course offered by the School of Law, except that the following elective courses may be taken only with the express written permission of the professor teaching the course: Advanced Legal Writing courses, courses linked to the Trial Advocacy and Appellate Advocacy Programs, Clinical and Externship courses, and elective courses for which the non-matriculating graduate student has not taken and passed a listed prerequisite. Non-matriculating graduate students may register for the second semester of a two-semester course only after successful completion of the first semester. Undergraduate students may register for elective courses made available to undergraduates in accordance with the rules of the Undergraduate catalog. The examinations of non-matriculating students will be specifically identified and graded outside of any curve established by the School of Law. Furthermore, at the professor’s discretion, non-matriculating graduate students may be graded by use of the same exam as J.D. candidates or by an alternative exam and may be offered other accommodations, such as open book examinations or additional time. Non-matriculating graduate students are not entitled to extra time for exams; however, any exchange student who feels disadvantaged because English is their Second Language may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for extra time. The petition must include the student’s TOEFL or IELTS score. Nothing in this section precludes a student from seeking accommodations from Disability Services. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.
7. LL.M. FOR FOREIGN LAWYERS GRADUATION REQUIREMENTS

7.01 Program Overview
The Master of Laws for Foreign Lawyers degree program offers foreign lawyers and foreign students studying law or in a law-related field the opportunity to study U.S. law with U.S. law students. Candidates may choose from two tracks: the General Track and the Bar Track. Both tracks allow students the opportunity to study, and improve, their legal research, writing, and analytical skills in the context of U.S. law. The General Track is designed to familiarize foreign lawyers and students with the general principles of U.S. law and to prepare them for the demands of practicing law in a global economy. Graduates of the General Track will acquire the necessary skills to understand the cross-border implications of U.S. law. They will return to their home country prepared to work with their colleagues and with U.S. attorneys with respect to issues that implicate U.S. law. The Bar Track is designed for students interested in preparing to take the bar exam in California or in New York; students who wish to take the U.S. bar exam in another jurisdiction should apply for the J.D. program.

7.02 Admissions
7.02.1 Selection of Track
Candidates must indicate on their application whether they are applying for the General Track or for the Bar Track. Once admitted, a student may not transfer from the General Track to the Bar Track, even though the student satisfies the requirements for admission to the Bar Track. Students admitted to the Bar Track may, in certain circumstances, transfer to the General Track; however, a student who transfers to the General Track will not be certified to sit for the California or New York Bar.

7.02.2 Admissions Criteria – General Track
7.02.2.1 Educational Requirements

The following candidates may apply for the General Track:
1. Foreign Lawyers and Candidates for a Foreign Law Degree.
   a. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law degree from an institution recognized by the competent accrediting agency of the government of the foreign country.
   b. Candidates studying law at a foreign institution that has in effect a joint LL.B./LL.M. degree agreement with Duquesne University School of Law and who have completed three years of their LL.B. degree program at their home institution and will complete their fourth year of study of law at Duquesne University School of Law by earning an LL.M. for Foreign Lawyers as part of this joint degree program.

2. Candidates Holding or Pursuing a Foreign Law-Related Degree.
   a. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law-related degree from an institution recognized by the competent accrediting agency of the government of the foreign country.
b. Candidates pursuing a law-related degree at a foreign institution that has in effect a joint LL.B./LL.M. degree agreement with Duquesne University School of Law and who have completed three years of their LL.B. degree program at their home institution, and will complete their fourth year of study for their degree at the Duquesne University School of Law by earning an LL.M. for Foreign Lawyers as part of this joint degree program.

7.02.2.2 English Language Requirements
Applicants for the General Track must satisfy the following requirements:

1. English Proficiency Test Scores
   a. **TOEFL Score of 90 or an IELTS examination score of 7.** Applicants to the General Track LL.M. Program, who have a TOEFL examination score of 90 or above or an IELTS examination score of 7 or above:
      1) Must successfully complete a telephone interview in order to establish the necessary fluency.
      2) Must, once they arrive at Duquesne, undergo testing by the Duquesne University ESL Department, the results of which will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M. Failure to undergo the required ESL testing or to take any required, additional English-language courses will result in revocation of an applicant’s admission to the LL.M. Program.
      3) In the case of foreign lawyers and candidates for a foreign law degree, attendance at Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation is strongly encouraged.
      4) For candidates holding or pursuing a foreign law-related degree, attendance at Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation is required. Failure to attend shall result in revocation of an applicant’s admission to the LL.M. Program.
   
   b. **TOEFL Score of 85 to 89 or IELTS score of 6.5.** Applicants to the General Track LL.M. Program, who have a TOEFL score of 85 to 89 or an IELTS score of 6.5 may be admitted at the discretion of the Dean’s office and the Assistant Dean of Admissions (the Assistant Dean), after consulting with the ESL department, which shall include a review of the applicant’s TOEFL or IELTS scores as a whole and in the four key sub-categories, and after conducting a telephone interview with the candidate. If admitted, applicants who have a TOEFL score of 85 to 89 or an IELTS score of 6.5:
      1) Must undergo testing by the Duquesne University ESL Department once they arrive at Duquesne. The results of those tests will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M.
      2) Must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation.
      3) Failure to undergo the required ESL testing or to take any additional, required English-language courses or to attend Duquesne Law School’s Summer Bridge
Program for Foreign Law Students will result in revocation of an applicant’s admission to the LL.M. Program.

c. **TOEFL score of 80 to 84 or an IELTS score of 6.0 to 6.49.** Applicants to the General Track LL.M. Program who have a TOEFL score of 80 to 84 or an IELTS score of 6.0 to 6.49, may be admitted in the discretion of the Dean’s office and the Assistant Dean of Admissions (the Assistant Dean) ONLY, in consultation with the ESL department, which shall include a review of the candidate’s TOEFL or IELTS scores as a whole and in the four key sub-categories, and after conducting a telephone interview with the candidate. If admitted, applicants who have a TOEFL score of 80 to 84 or an IELTS score of 6.0 to 6.49

1) Must, once they arrive at Duquesne, undergo testing by the Duquesne University ESL Department, the results of which will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M.

2) Must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation.

3) Failure to undergo the required ESL testing or to take any required additional English-language courses or to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students will result in revocation of an applicant’s admission to the LL.M. Program.

### 7.02.3 Admissions Criteria – Bar Track

#### 7.02.3.1 Educational Requirements

The following candidates may apply for the Bar Track:

1. Foreign Lawyers and Candidates for a Foreign Law Degree.
   a. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law degree from an institution recognized by the competent accrediting agency of the government of the foreign country.
   b. Candidates studying law at a foreign institution that has in effect a joint LL.B./LL.M. degree agreement with Duquesne University School of Law and who have completed three years of their LL.B. degree program at their home institution and will complete their fourth year of study of law at Duquesne University School of Law by earning an LL.M. for Foreign Lawyers as part of this joint degree program.

#### 7.02.3.2 English Language Requirements

Applicants for the Bar Track must satisfy the following requirements:

**English Proficiency Test Scores:** All applicants to the Bar Track LL.M. Program must have a TOEFL Score of 90 or above or an IELTS examination score of 7 or above.

#### 7.02.3.2 Other Admissions Requirements

All applicants to the Bar Track:
1. Must successfully complete a telephone interview in order to establish the necessary fluency.
2. Must, once they arrive at Duquesne, undergo testing by the Duquesne University ESL Department, the results of which will determine whether the applicant is required to take any additional English language courses while pursuing the LL.M.
3. Must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation.
4. Failure to undergo the required ESL testing or to take any required additional English language courses or to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students will result in revocation of an applicant’s admission to the LL.M. Program.

7.02.4 Application Forms
Applications are available on-line at: www.duq.edu/law/academics/llm/application.cfm and from the Law School Admissions Office. Application deadline is April 30 of the year in which a candidate wishes to enter the Program, which can be extended at the discretion of the Assistant Dean.

7.03 General Track LL.M. Curriculum
7.03.1 Credits Required
1. General Track LL.M. candidates are required to receive passing grades in classes totaling twenty-four credits in order to graduate with the LL.M. degree.
2. Courses taken in Duquesne Law School’s Summer Bridge Program for Foreign Law Students shall not count towards the required twenty-four credits.
3. General Track LL.M. candidates must complete the General Curriculum within 24 months from the date of matriculation.

7.03.2 Core and Elective Courses
1. The General Track LL.M. Degree requires the completion of a certain number of required courses (the “Core Courses”), as well as the completion of electives.
2. General Track LL.M. candidates are required to attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students during the summer immediately preceding matriculation if they failed to receive at least a TOEFL score of 90 or an IELTS examination score of 7; however, General Track LL.M. candidates holding or pursuing a foreign law-related degree must attend Duquesne Law School’s Summer Bridge Program for Foreign Law Students regardless of their TOEFL or IELTS score.
3. The Core Courses are listed in Attachment A.
4. In addition to the Core Courses, General Track LL.M. candidates may take any Elective or JD-required course offered by the Law School, except for the required first-year Legal Research and Writing courses, Core Competencies, Applied Competencies, Advanced Legal Reasoning, and Elective courses for which they have not taken and passed a listed pre-requisite course. Furthermore, without the express written permission of the professor teaching the course, LL.M. candidates may not take any of the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.
7.03.3 Grading

1. The examinations of General Track LL.M. candidates will be specifically identified and graded outside of any curve established by the Law School.

2. LL.M. candidates will be graded in all courses on a pass/fail basis.

3. At the professor’s discretion, LL.M. candidates may be graded by use of the same exam as J.D. candidates or by an alternative exam; however, General Track LL.M. candidates who are non-native English speakers will be offered the following accommodations:

   a. They may use a common-language (i.e., not legal) translating dictionary from their native language into English during any examination.

   b. They may request 50% more time than J.D. candidates if the professor elects to have the LL.M. candidates sit for the same exam as the J.D. students.

   c. At the professor’s discretion, other accommodations may be offered (e.g., open book examinations).

7.03.4 Bar Certification and Transfers

1. LL.M. candidates on the General Track may not sit for a bar examination, and the Law School Registrar will not certify any LL.M. graduate from the General Track as eligible to sit for any bar examination.

2. LL.M. students on the General Track are not permitted to transfer to the Bar Track.

7.04 Bar Track Curriculum

7.04.1 Credits Required

1. LL.M. candidates in the Bar Track must receive passing grades in classes totaling twenty-five credit hours within twelve months of matriculation in order to graduate with the LL.M. degree.

2. Courses taken in Duquesne Law School’s Summer Bridge Program for Foreign Law Students shall not count towards the required twenty-five credits.

7.04.2 Core and Electives

1. The Bar Track LL.M. Degree requires the completion of a certain number of required courses (the “Core Courses”), as well as the completion of electives.

2. The core courses are listed on Attachment B.
3. In addition to the Core Courses, candidates may take up to two electives in any course offered by the Law School, except for the first-year Legal Research and Writing course (required of first-year J.D. candidates), Advanced Legal Reasoning, and any course for which they have not successfully passed a prerequisite course. In addition, without the express written permission of the professor teaching the course, LL.M. students may not take the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

4. Bar Track LL.M. candidates are required to attend Duquesne University School of Law’s Summer Bridge Program for Foreign Law Students or Intensive Orientation Program (IOP) in the summer months immediately preceding matriculation.

7.04.3 Grading
1. LL.M. candidates on the Bar Track must take the same exam as, and will be subject to the same standards as, those applicable to J.D. candidates.

2. Bar Track LL.M. candidates will be graded on the same grading scale as J.D. candidates in every course. The grading scale is: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F.

3. Unlike General Track LL.M. candidates, Bar Track LL.M. candidates shall not be entitled to accommodations based on their proficiency in the English language. Please note that Duquesne University School of Law strictly adheres to a policy of non-discrimination and will make reasonable accommodations for students as required by law. For more information, please refer to Duquesne’s policies on non-discrimination and accommodations.

4. LL.M. students on the Bar Track must maintain a grade point average of at least 2.00 to remain on the Bar Track. Any Bar Track LL.M. student who fails to maintain the required grade point average shall be automatically dismissed from the program. Any Bar Track student who receives a grade of less than C in any course at the end of the first semester will be strongly encouraged to transfer to the General Track program by their academic advisor at the end of their first semester.

5. Any Bar Track LL.M student who receives an “F” in a course cannot graduate unless the “F” grade is repeated and a grade of “D” or better replaces the “F” grade. The original course and grade remain on the transcript; but will be excluded from the quality points. If a Bar Track LLM student transfers to the General Curriculum, he or she must repeat the “F” grade and receive a grade of “D” or better for the “F” grade to be converted to a Pass. Every other letter grade will be converted to a P/F grade. Please note any changes to your curriculum track may result in delaying your graduation date and additional tuition charges added to re-take the course. Finally, it may extend your stay in the United States.

7.04.4 Bar Certification and Transfers
1. Bar Track LL.M. students who successfully complete the necessary requirements may be certified by the Law School Registrar to sit for the New York or California bar.
2. In certain limited circumstances foreign lawyers who have practiced law for at least five of the last eight years and meet other requirements may sit for the Pennsylvania Bar exam. Candidates for the Bar Track students who satisfy these requirements and are interested in sitting for the Pennsylvania Bar exam should speak to the Dean’s office prior to admission. Duquesne Law School will work with qualified applicants to structure their educational experience to that they will satisfy these requirements. See http://www.pabarexam.org/bar_admission_rules/205.htm for more information.

3. All requirements related to applying to sit for any bar examination shall be the sole responsibility of the LL.M. candidate, including without limitation, ensuring that their original degree-granting institution meets the requirements of the licensing agency in the state where the applicant intends to sit.

4. Applicants must consult the licensing agency in the jurisdiction where they intend to sit for the bar examination prior to matriculating at the Law School.

5. Students on the Bar Track may transfer to the general curriculum by providing the Law School Registrar written notice of intent to transfer during add/drop (the first week of each semester) and completing any other paperwork required by the Registrar’s office. In all other situations, students who wish to transfer from the Bar Track to the General Track must petition the Academic Status Committee of the Law School (c/o of the Associate Dean for Academic Affairs), and permission to transfer may be denied in the discretion of the Committee. If a student on the Bar Track transfers to the General Track, any credits successfully completed on the Bar Track shall count towards the 24-credits required for the General Track. Email petitions must be sent from the student’s official .duq email account, and the student bears the burden of ensuring receipt.

7.05 Other Information of Interest to Bar Track LL.M. Candidates

1. The Bar Pass Curriculum is tailored to candidates who intend to sit for a bar examination in one of the United States. The LL.M. for Foreign Lawyers Bar Tack Curriculum provides foreign-trained lawyers with the foundations for practicing law in the United States. Students in this program gain grounding in the basic principles of American law in a curriculum designed to meet the requirements for foreign-trained lawyers to sit for the bar examinations in New York or California.

   a. New York: Applicants must complete period of law study equivalent in duration and substance to that specified in New York rules in law school recognized by competent accrediting agency of the government of such foreign country. All applicants must have their transcripts evaluated by the Board of Law Examiners to determine if further study is required in the form of a qualifying LL.M. degree from an ABA-approved law school in the United States. Rules related to applications and eligibility to sit for the New York bar examination are available at: http://www.nybarexam.org/Eligible/Eligibility.htm

   b. California: Foreign law school graduates must request individual evaluation to determine legal education equivalency. Graduates from foreign law schools may qualify to take the California bar exam if they obtain an LL.M. degree or complete an additional one year of law study at an ABA-approved or California-accredited law school that includes a certain
number of credits in bar examination subject matter. Foreign-educated law students who did not graduate are not eligible to take the exam and are required to either graduate with a J.D. degree at an ABA-approved or California-accredited law school or complete four years of law study at a law school registered in California and pass the First-Year Law Students Exam. Foreign law school graduates who are admitted to the active practice of law in good standing in their countries do not have to complete any additional law study to qualify to take the bar exam. Rules related to application and eligibility to sit for the California bar examination are available at: http://admissions.calbar.ca.gov/Requirements.aspx

2. The above descriptions of the requirements to sit for the bar examinations in New York and California are for descriptive purposes only, and do not contain the full list of requirements, which are subject to change from time to time and at any time by the administrative agencies in each jurisdiction. In all cases, it is expressly understood that the LL.M. applicant, student, or graduate bears responsibility for learning and complying with the requirements to sit for a bar examination. Duquesne University School of Law makes no representation and provides no assurances that any LL.M. applicant, student, or graduate is eligible to sit for a bar examination.

7.06 Costs
Tuition is set by the Administration, without regard for the J.D. tuition.

7.07 Degree
Successful General Track Candidates shall receive a Master of Laws. Successful Candidates on the Bar Track shall receive the Master of Laws “with Honors.”

7.08 Applicability of School of Law Policies and Procedures
The Policies of the School of Law shall apply to LL.M. candidates to the extent not inconsistent with the provisions of this section (Section 7).

7.09 Attachment A: General Curriculum for LL.M. Program for Foreign-Trained Lawyers Completed in One Academic Year

I. Total Credits Required: 24 credits

II. Core Courses
   A. Introduction to the American Legal System (2 credits) (Submission of a significant paper is required.)
   B. Legal Research, Writing and Analysis (including case briefing) (3 Credits total, taken as 1 Cr Fall; 2 CR Spring)
   C. Minimum of two courses from the following list:
      a. Contracts I
b. Contracts II
c. Torts I
d. Torts II
e. Civil Procedure I
f. Civil Procedure II
g. Property I
h. Property II
i. Criminal Law
j. Criminal Procedure
k. Constitutional Law I
l. Constitutional Law II

Note: Prerequisite to part II of any two-part course is successful completion of part I of the course.

III. Elective Courses

The remainder of the credits may come from any Elective or JD-required course offered by the School of Law, except for the required first-year Legal Research and Writing courses, Core Competencies, Applied Competencies, Advanced Legal Reasoning, and courses for which they have not taken and passed a listed pre-requisite course. Furthermore, without the express written permission of the professor teaching the course, LL.M. candidates may not take any of the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

7.10 Attachment B:
Bar Track Curriculum for LL.M. for Foreign-Trained Lawyers Program

I. Total credits required: 25 credit hours must be successfully completed within one calendar year of matriculation in order to earn the LL.M. degree.

II. The Bar Track Curriculum for the LL.M. for Foreign-Trained Lawyers Program requires that students take and pass the following Core Courses in the semester listed in the chart below:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Research, Writing &amp; Analysis I</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to the American Legal System</td>
<td>2</td>
</tr>
<tr>
<td>Professional Responsibility (Ethics)</td>
<td>3</td>
</tr>
<tr>
<td>Core Competencies for Legal Practice I</td>
<td>2</td>
</tr>
</tbody>
</table>
III. Elective Courses

A. In addition to the Core Courses, candidates may take up to two electives in any course offered by the School of Law, except for the first-year Legal Research and Writing course (required of first-year J.D. candidates), Advanced Legal Reasoning, and any course for which they have not successfully passed a prerequisite course. In addition, without the express written permission of the professor teaching the course, LL.M. students may not take the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

B. It is strongly recommended, but not required, that students on the Bar Track Curriculum should take electives in subjects that are tested on the bar examination. These subjects include: Criminal Law; Criminal Procedure; Civil Procedure; Sales (Uniform Commercial Code Articles 2 and 2A); and Corporations I and II.

IV. Notes:

A. The Bar Track Curriculum requires completion of 25 credit hours within one year of matriculation.

B. The 25-hour requirement can be satisfied by completing only the Core Courses, which add up to 12 – 13 credit hours per semester.

C. Subject to the restrictions set forth above in Section III (Section 7.10 Attachment B, Section III), students may take up to two elective courses while resident at the School of Law; however, no student may take more than 17 credit hours in any semester.

D. The spring semester course, Legal Research, Writing & Analysis II, requires the preparation and submission of a significant paper.
8: DUQUESNE UNIVERSITY AND SCHOOL OF LAW STATEMENT OF POLICIES

8.01 Reserved Powers
Duquesne University and the Duquesne University School of Law recognize that the educational process, from admission through graduation, requires continuing review and appropriate approval by appropriate University and School of Law officials. As such, the provisions of these Policies and Procedures are to be considered directive in character. The University and the School of Law, therefore, reserve the right, at any time, to change any and all requirements, schedules (including changing course instructors), regulations, and policies contained herein, including, but not limited to the requirements for graduation, fees, tuition, room and board costs, and to determine whether an individual has satisfactorily met the requirements for admission or graduation.

8.02 University Policies
University policies applicable to graduate students apply as well to law students. To the extent that a University policy conflicts with a School of Law policy, the University policy shall control.

8.03 Classroom Video Recording Policy
By enrolling in any program or course offered by the School of Law, or by attending any academic or co-curricular offering conducted under the auspices of the School of Law, a student thereby consents to the audio and video recording of that program, a course meeting, or other offering, if such consent is required by local, state, or federal law. Notice of recording of any program, course meeting, or offering will be provided to all persons attending the program, course meeting, or offering. The making and use of such recordings is subject to the University’s requirements under the Americans with Disabilities Act and other similar federal or state requirements. Recordings may be made for other academic purposes, such as making recordings available to students who are unable to attend a program, course meetings, or offering. Permission to access a recording will be determined by the faculty member teaching the course or other official of the School of Law. Any person granted permission to view a recording may not retain a copy of the recording, disseminate the recording to others, or transcribe the recording other than for purposes of course study by that person. Retaining a copy, or disseminating a copy of the recording or a transcript, will be considered a violation of the Disciplinary Code of the School of Law.

Video recordings created under this policy are for the use and benefit of the Professor, the student(s) that he/she designates, and those students granted access to the video recordings as an accommodation. No other use will be made of the recordings without the professor’s express permission.

8.04 Notice of Right to Privacy
Under the Family Educational Rights and Privacy Act, access to student records by non-University personnel is restricted unless granted by the student, or dependency of the student is demonstrated by a parent or guardian.
8.05 Privacy Rights of Students
The School of Law maintains an academic record and file for any student who has registered for any regular session. In addition, a financial aid file and/or a career services file are maintained for each student who has applied for or otherwise sought the assistance of those offices. The School of Law respects the privacy rights of its students and their families and also endeavors to insure the accuracy of all information contained in any file.

8.06 Notice of Nondiscrimination and Non-Harassment Policy
1. University policies regarding discrimination and harassment are defined in TAPs Nos. 30 (Affirmative Action, Equal Educational and Employment Opportunity, and Human Relations in the Workplace and Classroom) and 31 (University Policy on Gender Discrimination and Sexual Misconduct).

2. If you feel you have been discriminated against or harassed, please contact the director of anti-discrimination policy and compliance, Sean Weaver, Director, Anti-Discrimination Policy and Compliance, at weavers2@duq.edu or 412.396.2560.

3. Duquesne current students, staff and faculty can learn more about anti-discrimination and sexual harassment on DORI.

8.07 Important Contact Information
University Affirmative Action Officer 412.396.6661
Department of Public Safety* 412.396.2677
University Title IX Coordinator 412.396.2560
Director of Student Conduct 412.396.6642
Office of the General Counsel 412.396.5181
Pittsburgh Police Department* 911

* These phones answer 24 hours a day/7 days a week.

8.08 Americans with Disabilities Act
1. The University policy with regard to accommodations for disabled students is available from the University Office of Disability Services [https://www.duq.edu/life-at-duquesne/student-services/disability-services](https://www.duq.edu/life-at-duquesne/student-services/disability-services).

2. Any student desiring accommodations for class sessions or examinations should contact the Associate Dean of Students. A student who considers himself or herself disabled is advised to contact Disability Services, 309 Duquesne Union, 412.396.6658, in order to inquire about the University’s pertinent policies and procedures. Within the School of Law, the person to contact is the Associate Dean of Students.