

DEGREE REQUIREMENTS

AND

FREQUENTLY ASKED QUESTIONS

Columbus School of Law
The Catholic University of America
Washington, DC

(Revised Fall 2010)

ACADEMIC AFFAIRS

DEGREE REQUIREMENTS & COURSE PLANNING INFORMATION

This section provides information regarding the requirements for the Juris Doctor degree and a number of resources to help students plan their academic program, including a list of Frequently Asked Questions (FAQ). Students should be familiar with the Academic Rules which appear in the [Announcements](#).

This publication contains:

A summary of the requirements for the JD degree

Please Note: Professional Skills Requirement for students entering Fall 2006 and thereafter.

The American Bar Association now requires that all students take at least one professional skills course prior to graduation. This requirement applies to the class entering fall 2006. Professional skills courses in our curriculum include: Alternative Dispute Resolution Techniques; Mediation and Arbitration Skills; Interviewing, Counseling and Negotiating Skills; Legal Drafting; Appellate Advocacy; Trial Advocacy; Trial Practice; Trial Skills; CCLS Clinics; Innocence Project Clinic; Law Students in Court; and Criminal Prosecution Clinic.

Course Planning Guides

- A. Full Time (Day) Students
- B. Part Time (Evening) Students

Frequently Asked Questions

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- B. Registration/Course Loads/Withdrawal
- C. Course Planning/Required Courses/Staple Courses/Course Sequencing/Clinics
- D. Division Changes/Auditing Classes/Classes outside the Law School/Classes outside Division (Day or Evening)
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- I. Examinations
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- K. Special Permission/Contacts
- L. Joint Degree Issues

The primary contacts for questions are:

Georgia Niedzielko, Assistant Dean for Academic Affairs, Niedzielko@law.edu
Stuart Schept, Registrar and Director of Academic Services, Schept@law.edu

REQUIREMENTS FOR GRADUATION

84 Credits Earned, while maintaining a cumulative GPA of 2.15

Required Courses:

A. First Year

LSP I and II

Social Justice and the Law: Introduction to Catholic Social Thought

Civil Procedure

Contracts

Torts

Property

Criminal Law

Constitutional Law

B. Upper Division

Professional Responsibility

C. Two Upper Division Courses Meeting the Upper Division Writing Requirement

Academic Rule X lists six categories of writing that will meet the requirement:

Directed Research

Qualifying Course Paper

Law Journal Writing and Editing Project

Appellate Court Brief

Advanced Legal Writing Course

Applied Legal Portfolio

Note: Academic Rule X requires that the two writing projects selected must be from different categories.

D. Professional Skills Requirement

The American Bar Association now requires that all students take at least one professional skills course prior to graduation. This requirement applies to the class entering fall 2006 (rising 2D, 2E students). Professional skills courses in our curriculum include: Alternative Dispute Resolution Techniques; Mediation and Arbitration Skills; Interviewing, Counseling and Negotiating Skills; Legal Drafting; Appellate Advocacy; Trial Advocacy; Trial Practice; Trial Skills; CCLS Clinics; Innocence Project Clinic; Law Students in Court; and Criminal Prosecution Clinic.

Six (6) Units of Residency Credit Earned (6 Full Time Semesters for Full Time Students; 8 Part Time Semesters for Part Time Students)

Completion of Honor Education Requirements:

First Year: two mandatory sessions and one elective session

Upper Division: three or four elective sessions

**FULL-TIME DIVISION
COURSE PLANNING WORKSHEET**

Full-time students may use this worksheet for upper division course planning

- I. Credit hours needed to graduate: 84
- Completed first year: 30
- To be completed: 54

Full-time course loads: 12-16 credit hours/semester

Six full-time semesters **required** for graduation (A Residency Requirement@)

- III. Upper Division Requirements:
 - Professional Responsibility
 - Upper Division Writing Requirement - 2 parts (See Academic Rule X)
 - Professional Skills Requirement

IV. Staples/Recommended Courses	Credits
Administrative Law	3
Agency/Unincorp. Business Orgs.	2/3
Commercial Transactions	4
Conflict of Laws	3
Corporations	4
Criminal Procedure	3
Evidence	4
Family Law	3
Remedies	3
Federal Income Tax	4
Trusts & Estates	4
*Sales & Leases	3
Subtotal (if you take all of the Staples)	40/41 credits

- V. Review the math to see the potential for electives:

Credits required after first year	54
All staples	40/41
Professional Responsibility	3
Electives	10-11

However, full time students may take 16 credits per semester, so you have the potential for a total of 64 upper division credits. That gives you the potential for 20-21 elective credits.

- V. Do you want to be certified under the D.C. Student Practice Rule?
You will need 41 hours including Evidence and Criminal Procedure (Crim Pro may be waived for civil clinics.)

- VI. Are you interested in Certificate Programs or Course Concentrations?

- VII. Are you considering Summer School?

**PART-TIME DIVISION
COURSE PLANNING WORKSHEET**

Part-time students may use this worksheet for upper division course planning

- I. Credit hours needed to graduate: 84
Completed first year: 21
To be completed: 63

Courses that must be taken second year:

- Constitutional Law (year long course)
- Criminal Law (fall)
- Social Justice and the Law: Introduction to Catholic Social Thought

- II. Part-time course loads: 8-11 hours/semester
Eight part time semesters **required** for graduation (A Residency Requirement@)

- III. Upper Division Requirements:
Professional Responsibility
Upper Division Writing Requirement - 2 parts (See Writing Requirement Section)
Professional Skills Requirement

IV. Staples/Recommended Courses	Credits
Administrative Law	3
Agency/Unincorp. Business Orgs.	2/3
Commercial Transactions	4
Conflict of Laws	3
Corporations	4
Criminal Procedure	3
Evidence	4
Family Law	3
Remedies	3
Federal Income Tax	4
Trusts & Estates	4
*Sales & Leases	3
Subtotal (if you take all of the Staples)	40/41 credits

- V. Review the math to see the potential for electives:
Credits required after first year + second year required courses: 54
All staples 40/41
Professional Responsibility 3
Electives 10-11

VI. Do you want to be certified under the D.C. Student Practice Rule?
You will need 41 hours including Evidence and Criminal Procedure (Crim Pro may be waived for civil clinics.)

VII. Are you interested in Certificate Programs or Course Concentrations?

VII. Are you considering Summer School?

FREQUENTLY ASKED QUESTIONS

Degree Requirements:

How many credit hours must I take to get my J.D.?

84

What other requirements must I meet in order to get my J.D.?

A student must earn 84 semester hours of credit while maintaining a cumulative average of 2.15 and must satisfactorily complete the upper-class writing requirement, Professional Responsibility, the residency requirement and the Professional Skills Requirement.

What is the upper-division writing requirement?

This requires each student to complete two substantial writing projects. There are 6 types of writing projects: QP (Qualifying Paper), PP (Applied Portfolio), ACB (Appellate Court Brief), WC (Writing Course B Legal Drafting and Advanced Legal Research & Writing), LJ (Law Journal), and DR (Directed Research project). Your writing requirement must include 2 different types (i.e. QP and PP or ACB and WC). Please reference Academic Rule X for further clarification. You must receive a grade of C or better or the class will not meet the Writing Requirement.

What is the Residency Requirement?

Academic Rule I states:

A day-division student must attend at least six semesters, and an evening-division student must attend at least eight semesters. (Also see Residence Requirements in the General Information section of the [Announcements](#).)

This rule governs the number of semesters which must be completed at CUA Law School to qualify for the degree. Students who need to deviate from the traditional pattern (6 full time semesters for day students; 8 part-time semesters for part-time students) should seek guidance and authorization from Dean Niedzielko.

This rule directly affects students who change divisions (full-time/part-time) or wish to accelerate graduation by attending summer school. Students in the day division may not accelerate their graduation because of the residency rule. However, students who have attended summer school for 4 credits or more may be able to switch to part-time in their last semester. You may also decide to “lighten your load” in future semester by earning credits in summer school. You may not earn more than 5 credits in the summer session unless you discuss your situation with Dean Niedzielko and certify that you will not be working more than 20 hours per week (the ABA specifies that full time students are not allowed to work more than 20 hours per week.)

Day-division students are expected to register for the day section of any course offered in both day and evening divisions.

5. What is the Professional Skills Requirement?

The American Bar Association now requires that all students take at least one professional skills course prior to graduation. This requirement applies to the class entering fall 2006 (rising 2D, 2E students). Professional skills courses in our curriculum include: Alternative Dispute Resolution Techniques; Mediation and Arbitration Skills; Interviewing, Counseling and Negotiating Skills; Legal Drafting; Appellate Advocacy; Trial Advocacy; Trial Practice; Trial Skills; CCLS Clinics; Innocence Project Clinic; Law Students in Court; and Criminal Prosecution Clinic.

Registration/Course Loads/Withdrawal

1. How do I register for classes?

Class schedules are expected to be available early to mid-March for registration for Fall and mid-October for registration for Spring.

You must use Cardinal Station to register for your classes. You may access Cardinal Station from our home page at <https://cardinalstation.cua.edu>. If you need assistance with registration, please contact Stuart Schept, Registrar, at 319-5003. Cardinal Station is administered by the Center for Planning and Information Technology (CPIT) and you should ensure that you have a logon ID and password. If you need your ID and password, please contact CPIT at 319-5373.

2. When is registration scheduled?

Registration generally occurs in November for Spring semester classes and in April for Fall semester classes. Students are notified of exact dates via the Registrar's website, the Academic Calendar and e-mail reminders.

3. Is registration "First come, First Served?"

Yes, so it is a good idea to register early in the process as limited-enrollment classes will fill up quickly.

4. What if I don't get into the class I want?

Each class has an associated waitlist of up to 10. Follow the procedures below to ensure the best possibility of getting into the class.

5. How do the waitlists work? What if a course is full?

Cardinal Students Waitlist Process

In order to improve your chances of being selected from the waitlist, please understand the following points:

- A. You will get pulled from the waitlist only if the class you are requesting does not present a time conflict with a class in which you are currently scheduled (e.g. If you are enrolled in Cyberlaw, which meets on Tuesdays from 2:10-4:00 PM, and you are on the waitlist for Legal Drafting which meets on Tuesdays and Thursdays from 2:10-3:0 PM, you will NOT be pulled from the waitlist). In order to be pulled from the waitlist, you must have free space on your schedule for that time slot.
- B. You will get pulled from the waitlist only if you are not enrolled in another section of the course (e.g. If you are enrolled in Appellate Advocacy, Sec 1 and are on the waitlist for Appellate Advocacy, Sec 2, you will NOT be pulled from the waitlist).
- C. You will get pulled from the waitlist only if the class you are requesting does not put you over the maximum number of credit units you are allotted for your division (e.g. If you are a full-time student and you are currently enrolled for 13 credit hours and are on the waitlist for Corporations (4 credits), you will NOT be pulled from the waitlist. That would equal 17 credit hours, which exceeds the maximum number of credit units you are allotted as a full-time student (16 hours). The same is true of part-time students where the maximum number of allotted credit units is 11).

A Final Point:

Each class has a waitlist of 10 students. If you register for a class that is full and would like to put yourself on the waitlist, please ensure that you have met the above criteria. If you have not met the aforementioned criteria (each and every point), you will not be selected from the waitlist. The University Registrar runs the waitlist process on a daily basis. If the waitlist for a class is full when you try to register, you may want to try again at a later time as there frequently is movement on and off the waitlist as students adjust their schedules. Finally, if you have any questions or concerns about this, please contact Stuart Schept, the Registrar, in room 343.

6. May I change my registration? During what time period?

Upper division students may change registration until the start of classes and in accordance with published drop/add deadlines. (The Academic calendar is posted to the web and is also located in the front of the Announcements.)

7. May I drop a class after the last day of Add/Drop?

Withdrawal from a course after the drop/add period requires the approval of the Assistant Dean for Academic Affairs. Approval will not be given if the student's amended course load would be less than the minimum number of hours for the student's division. After mid-semester, a withdrawal may be authorized by the Assistant Dean only with the concurrence of the instructor in the course. In either event, a record of W (withdrawal) will be recorded on your transcript.

8. How many credits can I take as a full-time student?

You are allowed to take between 12 and 16 hours as a full-time student.

9. May I take more than 16 credits if I am a full-time student?

No.

10. May I take fewer than 12 credits if I am a full-time student?

You may not take fewer than 12 credits without written permission. Permission is granted only under the most urgent circumstances. Failure to maintain the minimum course load is failure to meet the residency requirement- you will not graduate on time. If you have specific circumstances that may necessitate a schedule modification, discuss them with Dean Niedzielko.

11. How many credits can I take as a part-time student?

You are allowed to take between 8 and 11 hours as a part-time student.

12. May I take more than 11 credits if I am a part-time student?

No.

13. May I take fewer than 8 credits if I am a part-time student?

You may not take fewer than 8 credits without written permission. This permission is granted only under the most urgent circumstances. Failure to maintain the minimum course load is failure to meet the residency requirement- you will not graduate on time. If you have specific circumstances that may necessitate a schedule modification, discuss them with Dean Niedzielko.

Course Planning/Required Courses/Staple Courses/Sequencing

1. How do I plan my schedule?

Review the class schedule and the course descriptions in the Announcements. Create a list of courses you would like to take during the next two or three years. Begin to plot out your schedules for your remaining years.

Discuss your choices with your faculty advisor, other faculty, upper division students and Dean Niedzielko, or Mr. Schept. When the schedule of classes is distributed you will be ready to determine whether all of your preferences can be accommodated. Most importantly, you will have an idea of your priorities.

2. What Upper-Division courses are required?

The only required upper-division course is Professional Responsibility.

You must also fulfill the upper-division writing requirement, which requires two substantial writing projects. There are 6 types of writing projects: QP (Qualifying Paper), PP (Applied Portfolio), ACB (Appellate Court Brief), WC (Writing Course B Legal Drafting and Advanced Legal Research & Writing), LJ (Law Journal), and DR (Directed Research project). In order to fulfill the writing requirement you must select 2 different types of writing projects (i.e. QP and PP or ACB and WC). Please reference Academic Rule X for further clarification.

The American Bar Association now requires that all students take at least one professional skills course prior to graduation. This requirement applies to the class entering Fall 2006 (rising 2D, 2E students). Professional skills courses in our curriculum include: Alternative Dispute Resolution Techniques; Mediation and Arbitration Skills; Interviewing, Counseling and Negotiating Skills; Legal Drafting; Appellate Advocacy; Trial Advocacy; Trial Practice; Trial Skills; CCLS Clinics; Innocence Project Clinic; Law Students in Court; and Criminal Prosecution Clinic.

3. What courses are required of second year evening students?

Second year evening students have three required courses: Constitutional Law and Criminal Law and Social Justice and the Law. Constitutional Law is a year-long course (2 credits in the fall; 3 credits in the spring.) Criminal law is a 3 credit course offered only in the fall. Social Justice and the Law is a 1 credit course offered only in the fall.

4. What are staples or recommended courses?

Certain courses have been designated as "Staples" or recommended courses. These are basic building blocks of a traditional law school curriculum and help to ensure adequate preparation for the bar exam.

The staple courses are: Administrative Law, Agency, Commercial Transactions, Conflict of Laws, Corporations, Criminal Procedure: The Investigative Process, Evidence, Family Law, Federal Income Taxation, Professional Responsibility, Remedies, and Trust & Estates.

5. Should the staples be taken in a particular order?

Information on Course Sequencing

For many years the Law School divided the staple or core courses into second year and third year (or second/third and fourth for evening students) clusters. That restriction was eliminated to allow students more flexibility in scheduling. We now schedule courses assuming that students will take a combination of staples and electives each semester. The following explanations show how the staples might fit together.

Day Students

We anticipate that many students will want to take a number of staples in their second year, therefore we try to organize the schedule so that students can take the following classes in the second year:

Criminal Procedure	Trusts & Estates
Corporations	Tax (Federal Income Taxation)
Evidence	Family Law
Administrative Law**	

Many second year students also try to schedule Professional Responsibility and/or Agency. There will be adequate sections for these choices, but they may overlap with at least one section of another second year staple.

**Administrative Law is not a topic tested on the local bar examinations but it has long been a part of our Astaple@ curriculum. Given our location and the high volume of government work in this metropolitan area, we believe most students will benefit from this course. In addition, a course in Administrative Law offers important additional coverage in a number of Constitutional law-related issues.

We anticipate that third year students will want to take a number of electives plus staple courses generally reserved for the third year:

Commercial Transactions	Professional Responsibility
Conflicts of Law	Agency
Remedies	*Sales & Leases

*Sales & Leases has not been officially designated as a Staple, however, we note that the content is tested on the MBE and many essay portions of the Bar Exam.

Again, there are sufficient sections of Professional Responsibility, Agency and Administrative Law that they will fit into the third year schedule.

Please also note that most students prefer to schedule one Upper Division Writing Requirement in the second year and one in the third year.

Evening Students

Scheduling for evening students is somewhat more complicated, since there are fewer class hours in the evening. To assist evening students, we have prepared a chart indicating a progression of classes that will insure access to all staples. We ask evening students to review the chart and use it as a **default scheduling mechanism**. If you fail to take a staple class in the sequence listed, for example, if you fail to take Federal Income Tax (which is available to take Third Year), that class will conflict with another staple when you next attempt it (Commercial Transactions which is available to take Fourth year). Please review the chart carefully to ensure that you arrange your schedule in a way that guarantees access to the staple courses you wish to take.

Evening Division Course Sequencing

	Fall	Credit	Spring	Credit
First Year	LSP	2	LSP	2
	Contracts	2	Contracts	3
	Property	2	Property	2
	Civil	4	Torts	4
		10		11
Second Year	Constitutional	2		
	Criminal Law	3	Constitutional Law	3
	Evidence*	4	Administrative Law	3
	Social Justice & the Law	1	Trusts & Estates	4
		10		10
Third Year	<i>Professional or 3 Credit</i>	3	<i>Professional or 3 Credit</i>	3
	Corporations	4	Federal Income Tax	4
	Criminal Procedure*	3	Elective	2
			Elective	2
		10		11
Fourth Year	Remedies	3	Agency	2
	Family Law	3	Commercial Transactions*	4
	Elective	3	Conflict of Laws	3
	Elective	2	Elective	2
		11		11
Total Credits = 84				

*Effective preparation for the Bar includes the mastery of the content found in all staple courses. The staple courses bolded above are ordinarily especially important for bar readiness.

Students are cautioned that a failure to register for bolded courses brings with it substantial risk that the student will not be ready for the Bar.

6. I am interested in some type of clinical experience. How do I get more information?

Clinics Day is scheduled during March (Please watch for specific date). This is an opportunity for students to meet representatives from the various clinical opportunities: our in-house clinics, externship programs, Law Students in Court, SEC Observer program, etc.

The law school offers a wide variety of clinical programs in which you have the opportunity to gain some practical experience in law. Our clinical programs include in-house client representation and externship placements with firms, agencies, judges, and other law-related institutions. The major difference between the in-house clinic and the externship programs is that the in-house clinics have students step into the role of legal counsel, while the externship placements provide rich experiences as externs in a wide variety of legal settings.

You may wish to consult with Professor Lisa Lerman, the Coordinator of Clinical Programs, or Catherine Klein, Clinic Director, for more information about choosing a clinical program. A great deal of information about clinical programs, including skills training and simulation courses, can also be obtained in the Clinical Programs Office (Room 312).

If you are interested in an in-house clinical program, it is a good idea to meet with program supervisors as well. There are three in-house clinical programs operating within Columbus Community Legal Services. Each clinic offers students the opportunity to develop a variety of skills involved in client representation, including interviewing, counseling, fact investigation and discovery, negotiation, and trial. Each clinic is one semester long, although, if space is available, students are allowed to enroll for additional semesters. The clinical faculty to contact for further information are:

General Practice Clinic
Families and the Law
Advocacy for the Elderly

Professors Mullen, Scully & Brustin
Professors Barry & Klein
Professor McGonnigal

Clinic faculty are located in the clinic suite, on the first floor of the Law School, next to the Career Services Office. The in-house clinics are available to all second and third year students. Please note that they have a pre-registration process for interested students.

Some clinical programs allow qualified students to make appearances in court. In order to appear in court, students must be certified under the Student Practice Rule, which requires successful completion of 41 credits, including Evidence and Criminal Procedure. Students wishing to participate in the year-long D.C. Law Students in Court Program or the Criminal Prosecution Clinic (offered in the spring semester only) must be certified. Certification is not required for General Practice, Families and the Law, and Advocacy for the Elderly. Students who are not certified handle all aspects of their cases except appearing in court.

Professor Lisa Lerman is Director of Clinical Programs and Catherine Klein is the Director of Columbus Community Legal Services, our in-house clinical program. Specific

questions can be directed to either professor.

7. Are there any special requirements for the clinics?

Carefully consider which clinical option you wish to pursue and obtain guidance regarding required course work.

Second and third year students may register for our in-house clinics, but D.C.'s Student Practice Rule limits court appearances to those students who have taken 41 credits including Evidence and Criminal Procedure. In some cases, the D.C. Court of Appeals will waive the Criminal Procedure requirement for students in civil clinics. Students who wish to participate in Law Students in Court and the Criminal Prosecution Clinic must meet the requirements for certification under this rule.

Division Changes/Auditing Classes/Classes Outside the Law School/Classes Outside Division

1. May I, as a full-time student, graduate early if I load up on courses?

No. You must complete six full-time semesters to meet the residency requirement.

2. May I, as a part-time student, graduate early if I load up on courses?

Yes, you may graduate in 3 2 years plus at least one summer of summer school, with a minimum summer registration of 3 credits. You may not exceed 11 credits per semester.

3. May I audit law school classes?

You may audit classes. However, you must remain within the maximum course load (Full Time students at least 12 hours for credit, no more than 16 hours total; Part Time students at least 8 hours for credit, no more than 11 hours total). Audited courses do not count toward the 84 credits required for graduation. In addition, if you are a part-time student, you pay tuition for an audited course in the same way you would pay for a course in which you earn credit.

4. Is there pass/fail election (on the part of the student)?

Columbus Community Legal Services (our in-house clinic) offers a Pass/Fail option. No other upper-division courses have this option at the election of the student.

5. May I transfer from the day-division to the evening-division (or vice-versa)?

Transfers between the evening and day divisions are permitted only for good cause and with written application to the Assistant Dean for Academic Affairs. All requests must be made by the mid-semester point. Normally, a student will be permitted to transfer only once during his or her law school career.

6. May I take classes in another school of the University? (Politics, Religion, etc?)

Yes, with advance permission from the Assistant Dean for Academic Affairs, you may take up to nine credit hours of non-law school classes which relate to the J.D., numbered 500 or above, from other schools in the University. The course(s) must not cause you to

exceed the maximum course load (16 hours). Students in joint degree programs do not have to request approval course by course, but must notify the Dean's Office that they are seeking a joint degree.

7. May I take classes at another law school?

Yes, with advance permission from the Assistant Dean for Academic Affairs, you may be allowed to take courses for credit at another law school. The courses must be courses that are not offered here.

8. May I take classes at another University?

You may not apply non-law school course work from another university to your J.D. requirements. It is not possible to combine CUA law school course work with another university's non-law school course work for a joint degree.

9. May I take law school courses designated "Evening" if I am a Day student?

Day students cannot register for evening designated courses during regular registration. Day students interested in taking an evening designated class must wait until the conclusion of regular registration. The Registrar will indicate a date on and after which students may register for courses in the alternate division. Both day and evening students have access to all classes designated "ALL".

10. May I take law school courses designated "Day" if I am an Evening student?

Evening students cannot register for day designated courses during regular registration. Evening students interested in taking a day designated class must wait until the conclusion of regular registration. The Registrar will indicate a date on and after which students may register for courses in the alternate division. Both day and evening students have access to all classes designated "ALL."

11. Is there a limit on non-classroom credits?

Yes. Certain courses such as externships, directed research, journals and Moot Court teams provide credit for work done outside of the classroom. The maximum number of non-classroom credits that can be counted toward graduation is 19. Note that externships contain both classroom and non-classroom credits. It is only the non-classroom credits that are limited.

Course Approvals/Summer Abroad Approvals

1. Do I need to get my courses approved before I register?

No, you may use the web registration process as soon as you are ready. It is recommended that you discuss your choices with your faculty advisor other faculty in your areas of interest. You may also want to discuss your schedule with Dean Niedzielko or Mr. Schept.

2. May I attend a Summer Abroad Program?

The Columbus School of Law conducts our program in Cracow, Poland each summer. The program provides an extraordinary enrichment opportunity for those who can participate. Many other accredited American law schools conduct summer programs in overseas locations. Ms. Constantia Dedoulis in the Institutes Office maintains files of these programs.

If you wish to enroll in a summer program other than ours you will be required to submit a letter of permission from the Assistant Dean for Academic Affairs to the sponsoring school. If you follow the required procedures, you may earn credits that will count toward your 84 credit requirement here. However please note that attendance at a summer program other than our own does not count toward the residency requirement and will not allow you to accelerate graduation or shift to part time.

Attendance at such programs is governed by Academic Rule XIII. Keep in mind that credit earned at other law schools will be accepted only if the grade earned at the other school is satisfactory on the grading scale of the attended school, and that a maximum of one credit for each full week of studies (excluding the examination period) will transfer back to CUA. In most cases, this means that a C or better will transfer but a D will not. You are responsible for having an official transcript of grades sent directly from the other school to this one.

Requests for a letter of good standing and permission to attend a summer program should be addressed to Dean Niedzielko and submitted to the Academic Affairs Office in Room 343. Requests should contain the address to which the letter should be sent. You must supply official course descriptions and complete program calendars along with requests for permission to attend such programs.

3. When do I need special permission and how do I get it?

If you are requesting special permission regarding your academic program, you must make a written request to Dean Niedzielko.

Preparation for the Bar Examination

1. How do I know what subjects are tested on the Bar Exam?

There are several ways that students can obtain this information. The Academic Dean's office provides information regarding subjects tested by the local bar exams in each course schedule distributed prior to registration and there is a list of DC/MD and VA subjects on the Registrar's web page. The Office of Career and Professional Development also has web links for each state's bar exam web page. The Library web site contains links for all types of bar information. For the most accurate and up-to-date information on your particular state's bar examination, please consult that state's website. You may also wish to obtain the BAR/BRI Digest that is available from the BAR/BRI representatives.

Subjects Tested on Local Bar Examinations

As many of you know, the faculty has taken a number of steps to enhance the law school's bar passage rate. As part of this effort we are providing you with information regarding subjects that are tested on the three local bar examinations (Maryland, Virginia, and the District of Columbia). We strongly encourage you to consider courses in these subjects (or the subjects tested on the bar exam you plan to take) as the basic building blocks of your upper-division curriculum.

Multistate Subjects (Tested on the Multistate portion of the Bar Exam in all jurisdictions except Washington state and Louisiana):

Contracts/Sales
 Torts (our course in Advanced Torts provides a good review of the subject)
 Constitutional Law
 Real Property
 Evidence
 Criminal Law/Criminal Procedure

Essay Subjects States may include essay questions on the Multi-State subjects and Professional Responsibility. There are a number of additional subjects that are regularly tested on the local bar examinations. You are urged to contact the relevant Board of Bar Examiners for the most current and complete information on the coverage of the exam you plan to take. The following subjects are covered on the local bar examinations:

	<u>MD</u>	<u>VA</u>	<u>DC</u>
Agency/Unincorporated Business Organizations	X	X	X
Commercial Transactions*	X	X	X
Conflict of Laws		X	X
Corporations	X	X	X
Creditors= & Debtors= Rights			X
Criminal Procedure*	X	X	X
Equity (Covered most extensively in our Remedies course).		X	
Evidence*	X	X	X
Family Law	X	X	X
Federal Jurisdiction		X	
Local Government Law		X	

Partnerships <i>(Basic partnership concepts are generally introduced in Corporations and covered more extensively in Unincorporated Business Organizations).</i>	X	X	X
Sales	*	X	*
Tax		X	
Trusts & Estates		X	X

*The staple courses bolded above are particularly important for bar readiness in most states. Students are cautioned that a failure to register for bolded courses brings with it substantial risk that the student will not be ready for the bar.

Class Taping Policy

1. May I tape record my classes? May I ask to have classes taped for me if I will be absent?

There are two essential points to remember regarding this policy:

A. Each faculty member is allowed to set the policy for recording his or her class. That individual faculty policy applies for students who want to tape class themselves (i.e. while they are in the class), for students who want to ask another student to tape for them because they will be absent, and for students who have a serious illness or family emergency who want the school to tape for them. In all cases the faculty member must give permission for the taping to occur.

B. The Law School does not have sufficient staff to record classes for every student who is unable to attend classes. The Law School will only record classes for a student who is absent where that absence is due to a serious illness or family emergency that will keep the student out of class for a number of days.

The process for requesting permission to tape classes is set out below. Your assistance and prior planning are greatly appreciated.

Permission of Faculty Member

1. Taping equipment will not be set up by Library Staff without the prior permission of the faculty member. Several faculty members have policies against taping of their classes and those policies will be respected.
2. Faculty members must give their permission to have a class taped to the Library staff or Dean Niedzielko in writing, by e-mail or telephone.
3. Faculty members who wish to give permission for certain classes to be taped each semester (religious holidays or review sessions for example) must send a list of dates to the Library with their written permission for taping.
4. Tapes of class sessions that were requested by faculty will be placed on reserve in the Library.

Serious Illness or Family Emergency

When a student is expected to miss a number of classes due to serious illness or family emergency, the student should contact Dean Niedzielko to discuss the situation. Dean Niedzielko will notify the student's faculty members that the student will be absent and the anticipated period of absence. If the student requests that a class be taped during their absence, Dean Niedzielko will obtain the requisite faculty permission to tape the class and request the Library staff to set up the equipment. Please note that we cannot guarantee that classes will be taped, particularly where there is inadequate time to obtain the permission of the faculty member(s).

A tape (or tapes) made for a specific student will be given to that student and will not be placed on reserve in the library.

Taping by Students

If a faculty member gives blanket permission to the class for taping, students are responsible for taping the class. If a faculty member has not given blanket permission to tape classes, students must always obtain the faculty member's permission prior to taping. The library has a limited number of audio recorders available for student use. Whether the equipment is owned by the law school or the individual student, the taping should be done at the desk of the student and not at the podium. Faculty members will not be responsible for turning recording units on/off and switching tapes.

Questions regarding this policy should be directed to the Academic Dean's Office or to the Director of Media Services.

Grading Policy

1. How will I get my grades?

All grades will be posted within Cardinal Station.

2. What is the grade scale for current students?

Grades are issued as letter grades (A+, A, A-, B+, B, B-, C+, C, C-, D and F).

3. What is the first year grading policy?

In all first year courses, the mean shall fall within a range of 3.0-3.30 and an advisory median of B/B+.

4. What is the upper-division grading policy?

In upper-division courses, other than in seminars, clinics, and small classes, it shall accord with a mean falling within a range of 3.0-3.30 and an advisory median of B/B+. (First year and upper-division large classes are now equal.)

5. What happens if I fail a class?

If you fail a required class, you must repeat the course. Both grades will appear on your transcript and factor into your cumulative GPA. If you fail an elective course, you may take the course again but you are not required to do so. If you elect to retake an elective course, both grades will appear on your transcript and factor into your cumulative GPA.

4. What triggers probation?

Students who enter fall 2003 and thereafter must:

- a. Maintain a cumulative average of 2.15, and
- b. Attain a semester average of 1.82 during each semester.

A student whose cumulative average falls below 2.15 or who attains an average of less than 1.82 for any semester is placed on probation and risks academic dismissal.

5. What triggers academic dismissal/exclusion?

First year students entering fall 2003 and thereafter:

A student whose cumulative average for the first year is below 1.82, and whose average for the spring semester is less than 2.15, will be excluded from school.

Students who are placed on probation and fail to meet the semester or cumulative GPA requirements will be excluded.

6. Is there a class attendance policy?

Yes. Regular and punctual attendance at class meetings is a condition of receiving academic credit in all courses. If a student misses more than two hours of class for each credit hour assigned to the course the instructor may direct the dean's office to exclude the student from the course.

Examinations

1. How do I find out the exam schedule?

The exam schedule is posted on the website under the Office of the Registrar link, as well as the bulletin board outside the Office of Academic Affairs (343).

2. Can I reschedule an exam?

The Academic Rules allow for rescheduling of exams for the following reasons:

1. If a student has examinations on three consecutive days, the middle exam may be rescheduled.
2. If a student has two exams in one day, he or she may reschedule one.
3. If a student has two exams in less than 48 hours, one exam will be rescheduled so that the exams will be at least 48 hours apart. Example: If you have an exam at 2:00PM on Monday and an exam at 9:30AM on Tuesday, you can request a reschedule. If, however, you have an exam at 2:00PM on Monday and an exam at 2:00PM on Wednesday, you do not qualify to reschedule.

If one of the aforementioned academic rules applies to you, you should fill out the examination reschedule form located in room 343 or on-line. The form is due mid-semester.

3. Should I tell my faculty member that I need to reschedule his/her exam?

No, under no circumstances should you discuss the rescheduling of your exam with your faculty member, as this could destroy anonymity.

4. Can I take my exams on my laptop?

Yes, you may request to take your exams on your laptop. In order to do so, you must register and download the SecurExam software. The deadline to register is mid-semester each semester. **Please Note: SecurExam is a licensed product. You must download and register with the provider each year. Additionally, you may need to add updates to your system. It is essential that your SecurExam be up to date (including all necessary updates) or you will not be allowed to use it during exams.**

5. Do I write my social security number or other identifying information on my exam?

NO! You must use only the exam ID number you are assigned each semester. This is a 2-4 digit number generated at random that must be picked up from the Office of Academic Affairs prior to each exam period. This way, your anonymity is preserved. Please note that your fall and spring exam numbers are DIFFERENT! You must get a new exam number each semester.

Class Ranks

1. When will I get my class rank?

Class ranks will be computed at the end of each spring semester and a final class rank upon graduation. Students completing their degree requirements in summer or mid-year will be ranked with the students finishing the following May.

2. I transferred to Catholic, will I be ranked?

You will only be ranked at graduation and then only if you complete 56 or more credit hours at Catholic Law School.

3. I took a summer class, will I get a new class rank?

No, class ranks are only generated after the completion of each spring semester. Therefore, your class rank will be recalculated after the completion of the following spring semester.

Special Permission/Contacts

If you are requesting special permission regarding a specific law school program, such as one of the institutes or our Clinical program, you will need permission of the Director of that program.

The following chart should help:

<u>Request/Problem</u>	<u>Whom to See</u>	<u>Form</u>
Take non-law class	Dean Niedzielko	Written request
Take law classes outside CUA w/course descriptions	Dean Niedzielko	Written request
Take evening class	Dean Niedzielko	Exception Form
Switch divisions	Dean Niedzielko	Written Request
Take less than 12 credits	Dean Niedzielko	Written request
Leave of Absence	Dean Niedzielko	Written request
Register in more than one Clinical program per semester	Professor Lerman	Meeting
General Information about Clinics/Externships	Catherine Klein Professor Lerman	Meeting/handouts
Institute requirements	Ms. Constantia Dedoulis	Meeting/handouts

Specific:

Law & Public Policy: Professor Duggin
Institute for Communications Law: Professor Gregg
Comparative and International Law Institute: Professor Ludwikowski
Law and Religion: Professor Destro
Law Culture and Philosophy: Professor Wagner
Securities: Professor Lipton

Joint Degree Issues

The Law School offers joint degree programs with several graduate schools of the University. To pursue such a program, a student must:

1. Request permission from Dean Niedzielko to apply to the other graduate school (if not admitted jointly in application to law school)
2. Be accepted by the other graduate program
3. Meet with Dean Niedzielko and the advisor from the other program to construct an appropriate program of study.

The Joint Degree may only be awarded if all academic requirements (including Comprehensive Exams and thesis, if required) are completed simultaneously.

The Law School will accept 12 credits (any 12 credits designated 500 level or higher) from the other department toward the 84 credits required for the JD. The other graduate program will advise you whether they will apply 9 or 12 law school credits, and which credits, to your masters degree requirements.

Questions about Joint Degree programs should be directed to Dean Niedzielko.