

THE
CATHOLIC UNIVERSITY
of AMERICA 
Columbus School of Law

Part-Time Faculty Handbook
2017-2018

I.	TABLE OF CONTENTS	
II.	INTRODUCTION	3
III.	GENERAL INFORMATION	4
IV.	PRELIMINARY INFORMATION: GETTING STARTED	5
A.	Administrative Matters	5
	Appointment Contracts	5
	Mailing & Email Addresses	5
	Internal Mail	6
	University ID Cards	6
	Offices Available for Lecturer Use	6
	Parking	6
B.	Preparing to Teach Your Class	7
	Book Orders and Supplemental Course Materials	8
	Syllabus	9
	First Class Assignment	10
	Class Schedules, Room Assignments, & Seating Charts	10
	Support Services	10-11
V.	CONDUCTING YOUR CLASS	12
	Class Attendance	12
	Students Requiring Accommodations	13
	Class Periods and Breaks	13
	Use of Class Time/Teaching Methods	14
	Audio-Visual Services / Library Services	15
	Guest Lecturers	15
	Availability of Lecturers outside Class	15
	Contacting Students	16
	Concerns Regarding Health or Wellbeing of Students	16
	Student Evaluations	16
	Emergency Closing Procedures	17
	Canceling and Rescheduling Classes	17
	Food and Drink Policy; Smoking Policy	18
VI.	EVALUATING STUDENTS	19
C.	Components of Student Grades	19
	Final Examinations	19
	Non-Examination Work Product	19

Externships, Simulated Lawyering Skills, Seminar, or Paper Courses	20
Class Participation	20
D. Drafting and Proofing Exams	20
E. Administration of Exams & Delivery of Exams to Professors for Grading	21
F. Papers, Writing Requirement	21
Legal Writing Skills/Upper Division Writing Requirement	21
Plagiarism	22
G. Grades, Grading and Discretionary Points	23
Letter Based Grades	23
Adjustment of Grades Based on Class Participation	23
Standards of Grade Distribution	24
Submission of Grades to Registrar	24
Feedback to Students/Student Review of Exams	24
Grade Changes	25
VII. REFERENCE	26
Faculty Resolution Concerning Syllabi Requirements	26-27
IV. ACADEMIC RULE	
Grading and Good Standing	28-29
Criteria for Evaluating Papers	30-33

II. INTRODUCTION

The lecturers of The Catholic University of America, Columbus School of Law are valued members of the University and Law School communities. Our lecturers enhance the Law School's academic program and provide unique learning opportunities for our students. The administration, faculty and student body greatly appreciate your service to the School and to the profession.

This Handbook is intended to highlight issues that are of particular interest to lecturers. It contains information about the academic policies, personnel, procedures, and regulations of the Law School. We recommend that you also review the law school catalogue, *Announcements*, which will provide you with additional information about our academic programs. The *Announcements* contains the academic calendar, general information about the law school, course descriptions, Academic Rules, and the Rules of Professional Conduct for Law Students. *Announcements* can be found at our website <http://www.law.edu> under the 'Academics' tab.

III. GENERAL INFORMATION

Please feel free to contact Ms. Doris Malig, Academic Affairs Manager (malig@law.edu) (319-5436), Associate Dean Marin Scordato (Scordato@law.edu) (319-6478), Assistant Dean Katie Crowley (crowleyk@law.edu) (319-6792) or Assistant Dean and Registrar, Mr. Stuart Schept, (schept@law.edu) (319-5003) if you have any questions or need information. As a general rule, Dean Schept can help with questions regarding grades, scheduling and student records. Ms. Malig can provide information about administrative matters such as appointment contracts, paychecks and parking. Deans Scordato and Schept can assist you with academic concerns regarding students and questions about our curriculum or academic policies. Dean Crowley can provide guidelines regarding non-academic student concerns and information about student organizations.

The Office of the Registrar's website is <http://www.law.edu/registrar/>

The Office of Academic Affairs' website is <http://www.law.edu/The-Office-of-Academic-Affairs/index.cfm>

IV. PRELIMINARY INFORMATION: GETTING STARTED

Administrative Matters

Checklist #1: Administrative Matters
<input type="checkbox"/> Review Handbook and <i>Announcements</i>
<input type="checkbox"/> Confirm Information in Appointment Contract
<input type="checkbox"/> Fill Out Payroll Forms and INS Forms if Necessary
<input type="checkbox"/> Obtain Parking Sticker and University ID

Appointment Contracts

Appointment contracts for the lecturers are issued separately for each semester. Proof of citizenship is required the first time an appointment is executed, and Employment Eligibility Verification Form I-9 must be completed in person. Ms. Doris Malig has these forms available for you. The appointment form identifies the compensation to be paid, the course to be offered, and the period of the appointment. Please note that all appointments are contingent upon adequate course enrollment.

Mailing & Email Addresses

Law School-related correspondence and notices will be placed in the lecturer mailboxes in room 405. Please notify Ms. Malig (319-5436) promptly if there is a change in your mailing address and ensure that Ms. Malig has your current email address.

Internal Mail

All lecturers are assigned a mailbox in room 405, adjacent to the copy/mail room on the fourth floor of the Law School. Internally distributed notices and announcements are placed in these boxes.

University ID Cards

All lecturers are required to have a University Identification Card. Once your appointment contract is processed, you are eligible to receive an ID. The ID will allow you to use the Law School Library and University facilities including the Mullen Library and the DuFour Athletic Center. University IDs are distributed at Leahy Hall on the main University campus. Please contact Ms. Malig if you need assistance.

Offices Available for Lecturer Use

A number of faculty offices on the fourth floor of the law school are available for the use of law school lecturers. Should you wish to use or reserve in advance a faculty office for a specific period of time, please contact Linda Perez (Perez@law.edu) (319-6726).

Parking

The Law School will arrange for lecturers to obtain temporary parking stickers for the days they are scheduled to teach. If you need information concerning parking, please contact Doris Malig (319-5436).

B. Preparing to Teach Your Class

Checklist #2: Preparing for Class
<input type="checkbox"/> Confirm Class Schedule/Room Assignment with our Assistant Dean and Registrar, Mr. Stuart Schept
<input type="checkbox"/> Order Casebook(s) & Prepare Supplemental Materials
<input type="checkbox"/> Prepare Syllabus and Send Copy to Ms. Doris Malig
<input type="checkbox"/> Send Course Syllabus and Class Materials to the Copy Room for Photocopying
<input type="checkbox"/> Create TWEN Site (optional)
<input type="checkbox"/> Post Assignment for First Class, if Any, to the course TWEN site
<input type="checkbox"/> Notify the Library of Any Items to be Placed on Reserve
<input type="checkbox"/> Seating Charts are available in the assigned classrooms

Book Orders and Supplemental Course Materials

Book orders must be placed with the University Book Store at <https://www.facultyenlight.com/> several months before classes begin. You are responsible for placing book orders directly with the university bookstore. If books are not ordered on time, they may not be available to students at the beginning of the semester. In addition, your book list should be emailed to law school staff member, Joe Ferraro (ferraro@law.edu) for placement on the law school's booklist website. Students may also be told directly about the required texts for the course and they may acquire class texts from sources other than the university bookstore.

Many publishers will send complimentary copies of texts to professors to review when choosing course materials. You are encouraged to review multiple texts and to discuss potential texts with lecturers teaching the same or related subjects.

If you decide to use your own materials in lieu of or in addition to a published text, the Law School will have the materials copied and sold to students at cost. The law school's copying machines, however, are in constant use immediately before each semester begins. Therefore, please notify Walter Lewis (319-6074) if you will have a significant job and arrange to have the materials delivered several weeks before you need them. If you wish to have copyrighted material included in handout materials, you must obtain the necessary permission from the copyright holder. Please contact Mr. Lewis or the University General Counsel's website COUNSEL.CUA.EDU if you have questions regarding copyright issues. Please note that only copy room personnel may use the high speed copiers located in the copy room.

Small copying jobs (e.g., syllabi, reading assignments) will be done at no expense to students. A box for submitting copying jobs is located next to the mail/copy room near the lecturer's mailboxes on the fourth floor. If the room is closed, the materials can be placed in the drop box outside the copy room. The box will be checked daily. Be sure to indicate on the available order form how many copies are needed and when they are required - please allow a reasonable amount of time for copying and remember that the beginning and end of each semester are particularly busy times for the support staff. The completed copies will be placed in your mailbox in room 405 or in the handout shelves opposite the 4th floor elevator, whichever you prefer. You may also arrange to have materials placed on reserve in the Law School library. Please contact the Circulation Desk at (319-5156) if you need assistance.

Syllabus

Lecturers prepare a syllabus for each course and update the syllabus every semester. The law school faculty has determined, pursuant to a resolution adopted in 2006, that the course syllabus must be distributed to students on or prior to the first day of class and should include the following course information:

a. Format of the Final Exam

- closed book, open book, or modified open book
- types of questions, whether essay, short answer, or multiple choice
- length of exam
- materials that may be used

b. Specific Instructions for Papers (if applicable)

c. Policy for In-Class Laptop Usage

d. Policy for Recording of Class Lectures

If a class session is recorded, the mp3 file is posted to the law library's Class Recordings webpage. Recordings are restricted to current CUA law students; students must enter name and law library barcode to access the recordings. Lecturers may choose not to use the law library's Class Recordings List. In that case, lecturers must themselves determine how to distribute digital recordings to students.

Please note:

· To have a class session recorded by the Media Services Department, professors must send requests directly to Greg Stack (stack@law.edu) or David Luce (luce@law.edu) for that specific class. The law library does not accept requests from students; requests must come directly from a professor or from the Office of Academic Affairs.

· *The Rules of Professional Conduct for Law Students* prohibits making, using, or distributing class or other law school presentation recordings in an unauthorized manner (Section IV.C.8).

e. Any Other Course-Specific Rules or Policies

All lecturers must submit a copy of their course syllabus to the Office of Academic Affairs no later than the first week of the semester. Please send a copy of your syllabus to Ms. Doris Malig at malig@law.edu . The syllabi are made available to students to review when they are considering registration options for subsequent semesters.

First Class Assignment

The assignment for the first class, if there is one, should be emailed directly to students or posted on the course TWEN site. TWEN is a program developed by West Publishing which enables lecturers to set up a webpage for posting assignments, communicating with students, holding on-line discussions, and linking supplemental course materials. If you are interested in setting up a TWEN site, please contact Steve Young in our library for assistance (Youngs@law.edu) (319-6252).

There is no established policy regarding average assignment length.

Class Schedules, Room Assignments, & Seating Charts

Classes are scheduled in the Law School day and evening (generally 9:00 AM through 9:35 PM) Monday through Friday. Some classes are also scheduled on Saturday mornings. In a typical semester, the Law School schedules approximately 30 evening courses. Proposed class schedules are reviewed with respective lecturers before the schedule is made available to students. The final schedule, with room assignments, will be posted on the law school website as soon as it is available. If you have questions or wish to confirm your class schedule or room assignment, please contact our Registrar, Stuart Schept (319-5003).

Seating charts are available for every classroom. Please contact the Faculty Support Services office for a seating chart for your classroom.

Support Services

The Law School's Office of Faculty Support Services provides copying and word processing services to support your teaching. Please limit your use of faculty support services to Law School-related business.

Course material packets (supplemental materials in addition to or in lieu of a text) are sold to students at the Copy Room adjacent to the lecturer's mailbox area on the fourth floor. A schedule of sale dates and times is posted at the window at the beginning of each semester for student reference.

If you wish to have additional materials copied and distributed to students during the course of the semester, you should submit a request to the Copy Room. The Copy Room staff will place the

materials in the distribution rack directly across from the elevator on the fourth floor. Students may pick up the materials at their convenience.

Please contact Ms. Linda Perez (319-6726) or Walter Lewis (319-6074) for assistance with faculty support services. The following chart summarizes staff responsibilities:

FACULTY SUPPORT SERVICES

Name	Title	Phone	Responsibilities
Georgia Niedzielko niedzielko@law.edu	Assistant Dean for Administration	319-6738	Supervises all non-academic administrative aspects of the law school.
Linda Perez Perez@law.edu	Assistant Director	319-6726	Manage day-to-day operation of the office.
Walter Lewis lewiswl@law.edu	Copy room Supervisor	319-6074	Mail delivery and copying requests.
TBA	Receptionist	319-5140	Schedule faculty appointments, transmit messages to faculty.

V. CONDUCTING YOUR CLASS

Checklist #3: The First Day of Class
<input type="checkbox"/> Class Registration Lists (confirm students listed)
<input type="checkbox"/> Lecturer's Address/Phone - Instructions Regarding Communications
<input type="checkbox"/> Review Syllabus
<input type="checkbox"/> Review Attendance Policy
<input type="checkbox"/> Discuss Expectations Regarding Reading and Preparation for Class
<input type="checkbox"/> Explain Examinations/Paper Format
<input type="checkbox"/> Explain Components of Final Grade

Class Attendance

ABA accreditation standards mandate that students regularly and punctually attend classes in order to satisfy residence and class hour requirements needed to graduate. The Law School's Academic Rule concerning attendance states:

*Regular and punctual attendance at class meetings or equivalent course exercises is a condition of receiving credit in all courses. Classes meet 50 minutes for each hour of credit assigned. For example, a three-credit class meets three times a week for 50 minutes, two times a week for 75 minutes, etc. **If a student misses more than two hours of coursework for each credit hour assigned to the course, the instructor may direct the Office of Academic Affairs to exclude the student from the course.** For example, if the three-credit class meets three times a week for 50 minutes, the instructor may invoke the Rule when a student misses more than 6 classes. If the three-credit class meets two times a week for 75 minutes, the instructor may invoke the Rule when a student misses more than 4 classes. Instructors in limited-enrollment courses (seminars, clinics, simulation, etc.) may set stricter attendance rules for those courses, including required attendance at the first or other specified class meetings; if a student fails to meet these requirements the instructor may direct the Office of Academic Affairs to exclude the student from the course. Each*

instructor is responsible for announcing and enforcing the specific attendance policy for that course. Repeated exclusion from classes for violation of these rules shall be grounds for dismissal from law school upon a vote of the faculty.

The attendance policy and method of enforcement you plan to use should be set out in your syllabus. In order to enforce the attendance policy, lecturers must take attendance at each class. Lecturers use different methods to keep track of student attendance. Some lecturers have students sign-in upon entering the classroom while others circulate a list during class and collect it when the class concludes. You should maintain attendance records for the duration of the semester.

Some lecturers ask the Academic Dean's office to notify a student that exclusion is likely unless he or she begins to attend class on a regular basis. Please notify Dean Schept or Dean Crowley if you wish to warn or exclude a student for excessive absences.

It is also important to take attendance so that the law school can identify students who may be having some type of health or personal crisis. If you notice repeated absences of a student, please notify Dean Crowley or Dean Schept so that they can contact the student and ensure that the student is safe.

Students Requiring Accommodation

You may have students in your class who require accommodation under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973. Dean Schept and Dean Crowley coordinate the accommodation services required by students. If you wish, they will discuss with you how you might best accommodate these students. The accommodated students themselves should inform you directly that they have received classroom accommodations and present you with a letter from the university's office of Disability Support Services describing the specific accommodations granted. Students should not discuss with you any accommodations they receive for exams.

Class Periods and Breaks

A course scheduled to meet in academic sessions of two hours, e.g. a two-credit hour course meeting only once each week or a four-credit course meeting twice, will have a ten-minute break built

into the scheduled time. There is no break period scheduled during a seventy-five minute class, e.g. a three credit course meeting twice a week.

Use of Class Time/Teaching Methods

Lecturers are encouraged to use teaching methods which will allow students to engage actively in the process of acquiring substantive knowledge, skills, and professional values. Varying the teaching methods you use will enhance the ability of students with different learning styles to analyze course material. Teaching methods you might consider include: case analysis using the Socratic method or a modified Socratic method in which students are notified in advance that they will be called on in class; analysis and discussion of problems in which students are required to apply the law to a factual scenario (problems may be assigned in advance or distributed and discussed during class); lecture; small group discussion of questions and reporting of group responses to entire class; simulations; policy debates; and drafting exercises. Many lecturers use a combination of methods throughout the semester.

Students benefit from understanding how theory is translated into practice. It is useful to expose students to the types of documents, client scenarios, and advocacy challenges lawyers are likely to encounter in a particular area of practice. In courses which cover substantive material tested on bar examinations, lecturers are encouraged to familiarize themselves with the types of questions frequently asked and offer students opportunities to practice answering actual or hypothetical bar exam questions. Our reference librarians can assist you in locating sample bar exam questions and other resources to use with students. You are encouraged to consult with members of the full time faculty and other lecturers teaching in your subject area for suggestions regarding effective teaching methods. Dean Scordato is available to assist you in this process (319-6478).

Lecturers, particularly new lecturers, may find it useful to request mid-semester feedback from students to determine if all material has been thoroughly presented. Should there be substantial confusion regarding one or more areas, the lecturer may consider a modification of the syllabus to allow further discussion. If you need assistance concerning mid-semester feedback, you should contact Doris Malig (319-5436).

Audio-Visual Services / Library Services

Audio-visual support is provided by Mr. Greg Stack (Stack@law.edu) (319-6254) and Mr. David Luce (Luce@law.edu) (319-6294). If you need assistance using videotape systems, overhead projectors, Power Point or computer projection devices, please contact Mr. Stack or Mr. Luce directly. They can provide you with an orientation to our law school technology. Most of our classrooms are equipped with state-of-the-art educational technology. Mr. Stack is available to train you in the use of technology to enhance your teaching.

Please note that the library maintains a large collection of law-related educational videotapes. You should feel free to consult with our reference librarians to determine if any of these materials might be helpful to you or your students.

Guest Lecturers

Lecturers may invite guest lecturers to speak to their classes. Instruction of students, however, is the primary responsibility of the lecturer, and therefore, guest lecturers should be used sparingly. The school cannot compensate such guests, but parking in the law school garage can be arranged if the Special Events Office (319-6126) is notified in advance of the event.

Availability of Lecturers outside Class

Students understand that lecturers have additional commitments beyond teaching. However, students greatly appreciate the opportunity to meet with lecturers to discuss class material outside of the classroom. You may want to arrange to arrive early for class, remain for a while beyond class time, or schedule separate meeting times with students in one of the available faculty offices on the fourth floor of the law school.

Students also appreciate clear instructions regarding the appropriate method(s) of contacting you outside of class (*i.e.*, via phone or email). A student may need to inform you of an unexpected absence or request clarification of material. Please provide specific instructions regarding these communications in the course syllabus.

Contacting Students

Every student has a mail-folder located on the first floor of the Law School, adjacent to the locker area. In addition, students have an email account through the University as well as personal email accounts. You may request that all students provide you with an email address that you can use to communicate with them. You can also communicate with students via the course TWEN site and cardinal students. If you need assistance with the course TWEN site, please contact Steve Young in the library (319-6252).

Concerns Regarding Health or Wellbeing of Students

If you have reason to believe that a student is experiencing some type of health or emotional difficulty, please contact Dean Katie Crowley, our Dean of Students (319-6792). Dean Crowley is available to guide students, provide counseling referrals, and monitor ongoing situations. While it is important to be supportive of students, lecturers should not attempt to provide mental health counseling. Please feel free to contact Dean Crowley with any concerns or questions you may have. If you would like to have the Academic Affairs Office contact a student, please notify one of the Academic Deans who will be happy to assist you (319-6478).

Student Evaluations

We are using our on-line course/faculty evaluation system (it is called "CoursEval").

During the last few weeks of each semester, the on-line evaluation will begin and end prior to first day of exams. Despite this open time-frame, for purposes of increasing student participation in this survey, we ask that you set aside 15 minutes during one of your final classes and allow your students to complete their evaluation on their laptops. Prior to the day you select, please notify your students of this day and ask that they bring their laptops to class. Of course, if any student does not bring his or her laptop to class on the day you have designated, he or she still has time to complete the evaluation. The Registrar will be e-mailing your students separately to give them further information on the on-line evaluation and how they log in. The Registrar will also e-mail you prior to the opening of the course evaluation period.

After all semester grades have been posted, the Registrar will give you online access to the

results. The numerical averages of responses to questions on the student evaluations are published. The written comments are not published, but are available to the Dean and to the Academic Deans.

Emergency Closing Procedures

University authorities decide when the school must be closed because of inclement weather or other emergencies. If a decision to close is made in the morning before classes begin, it will be announced on the Law School website (<http://www.law.edu>) and via broadcast media in the D.C. metropolitan area. Decisions to reopen will be disseminated in the same manner. Telephone inquiries may be directed to the University switchboard at 202-319-5000 or the law school switchboard at 202-319-5140.

When the University closes, the law library and all other staff offices will close. The library will reopen as soon as classes resume or, if there are no classes scheduled for the succeeding day, then the law school administration decides that it is feasible to reopen.

If the University is closed due to inclement weather during an examination period, the law school examinations affected will be rescheduled. Lecturers will be kept informed of the reschedule process.

Canceling and Rescheduling Classes

Law School classes will be conducted as scheduled unless the University shuts down because of inclement weather or other emergencies (see above). If a personal emergency makes it necessary to cancel a class, please notify the students as far in advance as possible. Also, please advise the Faculty Receptionist (319-5140) with the cancellation information or leave a voice message if it is before or after office hours.

Aside from unexpected emergencies, lecturers are expected to conduct all classes as scheduled. If you must cancel a class, please contact Doris Malig in the Office of Academic Affairs to discuss re-scheduling. Any cancelled class must be rescheduled. This is necessary to ensure that we are in compliance with ABA requirements concerning the number of class hours offered to students per semester. Once the Office of Academic Affairs has been notified of the cancellation, please advise the faculty receptionist (319-5140) of the cancellation. In order to reschedule a class, please contact the Office of Student Life and Special Events at 319-6126 to reserve a classroom.

Food and Drink Policy; Smoking Policy

The Law School requests your help in enforcing the policies regarding food, beverages, and smoking within the building. The faculty has adopted a policy precluding food in the classrooms. An exception is provided for receptions where food is served by the Law School. Individual students are not to bring food into the classroom and may not eat during class. Beverages are permitted in classrooms. However, no beverages, in any container, are allowed in the moot court rooms or the judge and jury rooms.

Smoking is not allowed anywhere inside the building.

VI. EVALUATING STUDENTS

C. Components of Student Grades

Final Examinations

Unless a course is graded in whole or in part on the basis of a paper, each student should be evaluated based upon a final examination. The examination process is anonymous. All students are assigned an exam number to use as an identifier on all exams. In an effort to maintain anonymity, we ask that you refer students who have questions concerning scheduling of exams or other logistical questions to the Office of Academic Affairs, Suite 343. Please notify Dean Schept or Dean Crowley if a student compromises the anonymity of the examination process prior to the posting of final grades in your course.

The course descriptions in the law school catalogue generally indicate whether courses will be graded on the basis of an exam, a paper, or both. If you choose to evaluate students in a manner different from that described in the catalogue, you should consult with the Associate or an Assistant Dean in Academic Affairs. In addition, you must notify both Dean Schept and the students enrolled in the class no later than the first day of class if you will be using a different evaluation format, particularly if you will be giving a take-home exam rather than a regular, classroom final exam.

Non-Examination Work Product

In any one-semester course, at the lecturer's option, up to 30 percent of the final grade may be based on student work product other than the final examination. In any two-semester course at the lecturer's option, up to 30 percent of the final grade may be based on student work product other than the semester-end examinations.

The student work product that comprises the non-examination portion of the final grade may consist of answers to written problems, research or drafting assignments, periodic quizzes, a mid-semester test, classroom presentations or individual or team exercises such as simulations of interviews, depositions, arguments, hearings, negotiations, or the like.

Any lecturer intending to base a portion of the final grade in the course on student work product other than a final examination must make that election, set forth the criteria for the grade in writing, and

distribute it to the students in the course at or before the first class meeting. The lecturer may add no non-examination grading component criteria after the initial distribution of the criteria to the students. Previously announced non-examination grading criteria may be eliminated or changed by the lecturer so long as the change is made in writing and distributed to the students before the last day of classes.

When the final grades are submitted to Dean Schept, the lecturer must submit a written worksheet or compilation that identifies the non-examination component(s) for each student.

The lecturer should grade the non-examination components of the final grade on an anonymous basis to the extent feasible.

Externship, Simulated Lawyering Skills, Seminar, or Paper Courses

Externship courses, simulated lawyering skills courses, seminars, and courses which satisfy the Writing Requirement (explained below) are exempt from the 30% rule outlined in the previous section. Grades in these courses may be based in whole or in part on student performance in simulations or other activities so long as the student's performance can be assessed in an objective manner and the criteria allows for comparison from one student to another. The Academic Rules require that the lecturer provide the evaluation criteria to students, in writing, at or before the first class meeting.

Class Participation

At the lecturer's option, assessment of classroom performance, which includes participation in class discussions and in-class exercises, may raise or lower a student's grade for the course by a single letter-grade step. A single letter-grade step change is a change from an A to an A+ or A-, from a B+ to an A- or B, etc. No grade of D or F may, however, be created or altered through an addition of or subtraction of a step as provided in this section.

D. Drafting and Proofing Exams

Each lecturer is responsible for drafting his or her own exam. Lecturers should not use questions produced by other professors or questions available in commercial or on-line resources. New exam questions should be written each semester.

The Office of Faculty Support Services is available to assist you in the typing and copying of your exam(s). You can contact Ms. Linda Perez if you need administrative assistance in preparing your exam. Please adhere to the submission deadlines set by Ms. Perez. The end of the semester is a hectic time for the faculty support staff and it is difficult to accommodate last minute submissions or changes. If you use your own secretarial support to prepare an examination, please keep exam documents secure at all times.

It is essential that you review and proofread your examination carefully to ensure that there are no ambiguities or other problems that might affect the administration of the exam. We strongly encourage you to have a colleague or other professor review your examination. It is often useful to write out the answers to the exam you have prepared in order to identify potential problems with the questions and to determine whether the time expectations you have for completion of the exam are realistic. The Office of Academic Affairs can assist you in finding a professor who will consult on exam writing as well as review your exam draft. Please contact Doris Malig (319-5436) for assistance.

E. Administration of Exams & Delivery of Exams to Professors for Grading

The Office of Academic Affairs administers examinations. You do not need to be present while the examination is being administered. You must, however, be available by phone during the period of time that the exam is being administered. Occasionally, questions and issues arise about an exam that only the faculty member can address.

All completed exams will be processed by the Registrar. The Registrar will have completed exams available for your pick-up within 1-2 business days after the exam has been administered.

F. Papers, Writing Requirement

Legal Writing Skills/Upper Division Writing Requirement

The law school faculty has identified legal writing as a critical skill that law students should develop during their education at CUA Law. The faculty has adopted several curricular requirements designed to help students hone their legal writing skills. Students must participate in the Lawyering Skills

Program, a year-long course in legal writing and analysis, during their first year of law school. In addition, the faculty instituted an upper level writing requirement.

Lecturers who teach courses in which students are producing papers that satisfy the upper division writing requirement are expected to i) closely supervise the writing process (ensuring that deadlines are set for: generating a topic, producing an outline, and submitting drafts) and ii) provide significant feedback (written comments, conferences with the student or both) on drafts of written work product. In order for students to improve their writing skills, comprehensive feedback on both the substance and style of their work product is important. Students also need opportunities to incorporate the feedback they receive.

The course descriptions provided in our course catalogue indicate whether students enrolled in a particular course are required to write or have the option of writing a paper(s) which satisfies the upper division writing requirement. If the course description does not mention the upper division writing requirement, then you should assume that any paper(s) written for the course will not count toward the requirement. If you have questions concerning writing requirements, feel free to contact any dean in the Office of Academic Affairs.

Plagiarism

If you have any concerns that a student may have engaged in plagiarism you should consult with one of the Academic Deans. The University Academic Dishonesty Policy defines plagiarism as:

...the act of presenting the work or methodology of another as if it were one's own. It includes quoting, paraphrasing, summarizing or utilizing the published work of others without proper acknowledgment, and, where appropriate, quotation marks. Most frequently, it involves the unacknowledged use of published books or articles in periodicals, magazines, newspapers and electronic media. However, any unacknowledged use of another's words, ideas or electronic processes constitutes plagiarism, including the use of papers written by other students, oral presentations, interviews, radio or TV broadcasts, any published or unpublished materials (including Web-based materials, letters, pamphlets, leaflets, notes or other electronic or print documents), and any unauthorized or inadequately credited use of foreign language, scientific and/or mathematical calculation and/or modeling programs or online services.

The University has plagiarism detection software that is available to lecturers. If you need access to these resources, please contact Steve Young in the law library (319-6252).

G. Grades, Grading and Discretionary Points

Letter Based Grades

The Law School faculty uses a letter based grading system. Lecturers must submit a letter grade for each student. The Registrar will not accept numerical grades. Grades for students are based on the following letter-grade scale:

A+	4.33
A, A-	4.00, 3.67
B+, B, B-	3.33, 3.00, 2.67
C+, C	2.33, 2.00
C-, D	1.67, 1.00
F	Failure
F*	Administrative Failure

The grade of F* should be awarded to students who did not officially withdraw from the course, but who failed to attend and participate in course activities through the last day of classes.

Adjustment of Grades Based on Class Participation

In exam courses, lecturers will be given rosters listing exam identification numbers rather than student names in order to preserve anonymity. Once a lecturer has assigned exam grades s/he submits the anonymous grades to the Registrar. The Registrar will then provide the lecturer with a grade roster identifying students by name so that those professors who wish to reward or penalize students for class participation can do so (as long as the instructor informed students on or before the first day of classes that class participation would be a component of the final grade for the course.) The instructor may raise or lower a student's final grade by a single letter-grade step (i.e. raise grade from B to B+ or lower grade from B to B-). No grade of D or F may be altered a letter-grade step on the basis of class participation.

Standards of Grade Distribution

The faculty has adopted norms for grade distribution, including a mandatory mean and advisory median for classes of 10 students or greater. The mean class grade must be in the 3.0 to 3.30 range for all classes of 10 or more students. All lecturers are required to calculate their own grades, means, and medians. If you have questions you should not hesitate to contact one of the Academic Deans. The Academic Rules regarding grading are reprinted in the Reference Section.

Submission of Grades to Registrar

You will receive a memo from our Registrar toward the end of the semester which will provide you with information about the grading process and deadlines for submitting grades. Grades should be submitted as soon as possible after exams/papers are completed. After the conclusion of the Spring semester, grades for May graduates are normally due approximately one to two days after the end of the examination period. If an emergency arises and it is not possible to submit grades within the prescribed time period, please notify the Registrar immediately. Late submission of grades causes great consternation for students and delays students' abilities to seek employment, obtain tuition reimbursement, secure positions with law reviews, and qualify for scholarships.

In order to award honors at the Law School's commencement ceremony, the grades of graduating students must be submitted at a time designated by the Academic Dean. The Registrar will notify you regarding whether you have graduating students in your class. Extensions cannot be granted for the grades of graduating students. We greatly appreciate your cooperation.

Feedback to Students/Student Review of Exams

The testing process can be a valuable learning experience and lecturers are strongly encouraged to provide exam feedback to students. Such feedback may be in the form of individual conferences, a generally available model answer, publication of one or more of best answers, a general review session open to all students in the course, or written critiques on the exam answer itself. Students should have a reasonable opportunity to review their examinations. Completed exams at the law school are made available to students for review in the Reference Room of the Law Library. Ms. Linda Perez can make arrangements to have your exams picked up and brought to the Law School for placement in the Law

Library Reference Room. Completed exams must be maintained by the Law School for a period of one year.

Grade Changes

Grades in any course are considered final once submitted to the Office of Academic Affairs. The Academic Dean may change an otherwise final grade only on written certification from the lecturer stating either (1) that the final grade reflects an incorrect mathematical computation or recordation or (2) that, in determining the particular exam or paper grade, the lecturer's evaluated the student's work differently from that of all others in the course. (The latter criterion does not contemplate changes in the classroom performance [Rule VII(D)] portion of any final grade).

No final grade will be changed merely to restore a student to good standing, to assure academic credit for the course, or to improve class rank at this institution or any other; nor will a grade be changed because, on review, the lecturer is persuaded the student had a better (or worse) grasp of the course material than the exam or paper evidenced on its face.

In no event may any final grade be changed unless the lecturer's written certification reaches the Academic Dean by the middle of the semester following that for which the grade was entered.

VII. REFERENCE

Faculty Resolution Concerning Syllabi Requirements

RESOLUTION

(Approved, as amended, March 16, 2006)

Expressing the opinion of the Curriculum Committee in regards to uniform format requirements for course syllabi.

WHEREAS, clear and uniform minimum standards for syllabus content and structure will assist students in making course selection and planning;

WHEREAS, in order to provide the students at this school with the ability to make informed decisions in selecting professors and course planning, in order to obtain the best possible legal education, every course should provide a syllabus with such minimum standards;

WHEREAS, such minimum content and structure will assist in the overall course review being conducted through the office of the Associate Dean for Academic Affairs;

Now, therefore, be it **RESOLVED**, every course offered should include a syllabus, that students may use as a guideline for the course, subject to change at the professor's discretion; with the following minimum information:

To the extent practicable, a list of topics and sub-topics to be covered during the semester, stated with sufficient comprehensiveness to communicate with specificity the substantive contents of the course.

1. To the extent practicable, a list of topics and sub-topics to be covered during the semester, stated with sufficient comprehensiveness to communicate with specificity the substantive contents of the course.
2. A listing of required materials and supplemental materials for the course including any items placed on reserve,
3. Explanation of the computation and weighing of all components of the final grade including:
 - writing components;
 - midterm examinations, quizzes, problem submissions;
 - classroom demonstrations and exercises;
 - discretionary points (i.e. class participation)
4. Policy for in-class laptop usage
5. Policy for recording of class lectures
6. Policy with regard to email access to the professor and/or setting up of listserv and TWEN sites.
7. Any course-specific attendance policies

- a. Any other course-specific rules or policies.
 - b. Office hours
 - c. The format of the final exam
- Whether closed book, open book, or modified open book
 - Types of questions, whether essay, short answer, or multiple choice

Now, therefore, be it further **RESOLVED** that each instructor should make the syllabus available to students no later than the first class meeting of the semester and submit a copy to the office of the Associate Dean for Academic Affairs.

Academic Rule IV - Grading and Good Standing

IV. GRADING AND GOOD STANDING

A. Grades:

Grades for all students will be based on the following letter-grade scale: A+, A, A-, B+, B, B-, C+, C, C-, D, F (Failure), F* (Administrative Failure). The grade of F* should be given to students who did not officially withdraw from the course, but who failed to attend and participate in course activities through the last day of classes.

Letter-based grades will be converted to numerical values to calculate grade point averages, to determine class rank, and to determine academic status as follows: A+=4.33; A=4.0; A-=3.67; B+=3.33; B=3.0; B-=2.67; C+=2.33; C=2.0; C-=1.67; D=1.0; F=0; F*=0.

B. Good Standing

To be in good standing students must maintain a cumulative grade point average of at least 2.5.

C. Summer School

Summer school is not a semester. Summer school grades are computed with grades for the succeeding regular semester.

D. Students at Academic Risk

Students who at any time after their first semester of law school have a grade point average below 3.0 will be notified that they are academically at risk. This notification will not appear on the academic transcript.

E. Students with GPA below 3.0 Precluded from Participation on Academic Journals.

Students who have a grade point average below 3.0 will not be allowed to participate as members of student academic journals.

F. Standards of Grade Distribution

1. The faculty acknowledges the importance of applying grading standards consistently to protect the integrity of those standards as a reliable measure of student performance and to assure that students' academic averages and class rankings are truly comparable.

2. In all courses other than clinic courses and courses of fewer than 10 students, the grade distribution shall have a mean falling within a range of 3.00–3.30 and an advisory median of B/B+.

3. In any upper-level course where student enrollment is fewer than 10, the mean grade range above is advisory.

4. Enforcement of Distributional Ranges

a. Faculty members are responsible for calculating and verifying the mean and median grade for each course (excluding delayed examinations and papers) and for including such information in their submission of grades. For purposes of computing the mean and median only, faculty members shall calculate all grades of C, C-, D or F as a 2.0. However, this has no effect on the calculation of an individual student's grade point average. Each student will receive the numerical value of whatever grade he or she earns in a course (i.e., an A+ will be calculated as a 4.33; an A will be calculated as a 4.0; an A- will be calculated as 3.67; a B+ will be calculated as a 3.33; a B will be calculated as a 3.0; a B- will be calculated as 2.67; a C+ as a 2.33; C as 2.0; C- as 1.67; a D as 1.0; and an F as 0). In assessing compliance, the top and bottom of the range is the number taken to two decimal points (e.g., 3.00 and not some fraction subject to being rounded off thereto). Whether a mean and median falls within the published range is to be determined after the addition or subtraction of any discretionary steps.

b. After approval by the Academic Dean, the Registrar shall post the mean and median for all courses.

c. The Academic Dean shall enforce faculty compliance with the standards of grade distributions.

d. If a faculty member submits grades outside the range, the Academic Dean will return them for appropriate adjustment. Grades not adjusted will not be entered into any student's academic record.

e. A faculty member may submit a written request for an exception to this rule, with a detailed written justification. The Academic Dean is permitted to make an exception and approve grades that are not widely divergent pursuant to such a request.

f. Transfer students will be subject to the normal academic standing requirements based on work at the CUA Law. However, transfer students will not be ranked during their attendance and will be ranked at graduation only if they complete two-thirds of the work required for the J.D., or 56 credit hours (58 credit hours for students transferring after the Spring 2017 semester) at CUA Law.

g. The procedures for appealing a failing grade are available at: <http://policies.cua.edu/academicundergrad/appealfailinggrades.cfm>.

Criteria for Evaluating Papers

Developed By -- Professor Sarah Duggin

EVALUATION OF PAPERS

1. Overall Impressions

- **What are your overall impressions of the paper?**
- **Do you find the paper clear and persuasive? Why, or why not?**
- **What is best about the paper? What areas need more work?**

2. Thesis

- **What is the thesis of the paper?**
- **Is the thesis clearly and cogently stated in the introduction?**
- **Does the discussion build throughout the paper in a manner that supports and explains this thesis?**

3. Introduction

- **Does the introduction adequately explain the problem the author addresses in the paper and hook your interest in the problem?**
- **Does the introduction provide a roadmap for the paper?**
- **Does the introduction gracefully transition into the substantive discussion?**

4. Organization

- **Is the organization generally logical and coherent?**
- **In what ways could the author improve the organization?**

5. Substantive Discussion

- **Does the paper adequately address the problem at issue?**
- **Does the discussion explore the topic in depth, or is it superficial?**
- **What are the strongest aspects of the discussion?**
- **How could the author improve the discussion?**
- **Are there particular substantive points that seem questionable?**

6. Analysis

- **How would you evaluate the quality of the analysis set forth in the paper?**
- **Are there any particular points the author address to make the analysis more effective?**

7. Citations

- **Are citations used appropriately throughout the paper? Are there places where additional citations may be needed?**

- **Do the citations conform to the Bluebook? (Note: The author may use either the Practitioners' Notes or the law review format, but the form selected must be used correctly and consistently throughout the paper.)**

8. Grammar, Syntax, Spelling, Word Usage

- **Are there any grammar mistakes?**
- **Does the author arrange words, phrases and sentences appropriately?**
- **Are there spelling mistakes?**
- **Does the author use words precisely?**
- **Does the author use the same term to refer to the same specific concept to ensure clarity and vary other words and expressions to make the discussion more interesting?**

9. Style

- **Is the writing style clear and concise throughout the paper? Are there places where the style could be better? If so, how?**
- **Do paragraphs begin with topic sentences and conclude with appropriate transitions?**

10. Conclusion

- **Does the author use the conclusion section appropriately to provide a brief summary of the point of the paper?**
- **Does the author inappropriately include important substantive points in the conclusion that were not discussed in the main body of the paper?**
- **Does the author appropriately close with some new insight or way of expressing the synthesis of the paper?**