

Penn State Law University Park Academic Handbook 2024-2025

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Penn State Law Academic Handbook 2024-2025

1) Sources of Information and Rules

a) Faculty Statement of Learning Outcomes

- i) The Penn State Law faculty has adopted the following Statement of Learning Outcomes:
 - (1) Students will understand the fundamental principles of Civil and Criminal Procedure, Contracts, Criminal Law, Property, Constitutional Law, and Torts.
 - (2) Students will understand the fundamental principles of advanced topics in law through elective courses.
 - (3) Students will be able to engage in legal analysis, reasoning, and problem solving.
 - (4) Students will be able to perform legal research.
 - (5) Students will be able to communicate effectively orally and in writing regarding legal matters.
 - (6) Students will be able to recognize and resolve ethical issues and discharge professional responsibilities within the legal system.

b) Policy on Course Learning Objectives and Assessments

- i) To help implement the foregoing, Penn State Law faculty members shall provide in the syllabus distributed to students for each course each semester:
 - (1) A statement of course learning objectives; and
 - (2) A statement of the method(s) by which the faculty member will assess student achievement of course learning objectives.

c) Required Courses

- i) First Year – Fall
 - (1) Civil Procedure (4 credits)
 - (2) Criminal Law (3 credits)
 - (3) Applied Legal Analysis and Writing I (3 credits)
 - (4) Legal Research Tools and Strategies (2 credits)
 - (5) Torts (4 credits)
- ii) First Year- Spring
 - (1) Required Professional Development Program that takes place in January of the student's first year. Please see academic calendar for dates.
 - (2) Criminal Procedure (3 credits)
 - (3) Constitutional Law I (3 credits)
 - (4) Contracts (4 credits)
 - (5) Applied Legal Analysis and Writing II (2 credits)
 - (6) Property (4 credits)
- iii) Second or Third Year
 - (1) Professional Responsibility
 - (2) Required Experiential Learning Credits
 - (a) To earn a J.D. degree a student must complete with a grade of least C one or more experiential course(s) totaling at least six credit hours, in addition to the other J.D. Degree Requirements. An experiential course must be a simulation course, a law clinic, or one of our Externships.

(3) Required ABA Standard 303(c) Course

- (a) Curriculum in Race, Law and Equity
- (b) Penn State Law recognizes that educating students about race, bias and cultural humility is essential to their role as lawyers and as articulated by the ABA “their obligation as future lawyers to work to eliminate racism in the legal profession.” Penn State Law is committed to offering students a strong curriculum that includes courses in race, law and equity. In summer 2020, Penn State Law developed a set of concrete action steps to advance diversity, equity, and inclusion at PSL. One step included: “Adding new courses and adding to existing courses opportunities for meaningful engagement with the interface of law, race, and social justice.” In fall 2020, Penn State Law adopted a concentration in Race, Law and Equity.
- (c) In academic year 2020-2021, the faculty diversity committee explored additional curricular options and helped to pilot a course in spring 2022 titled Law & (In)equity where each week during the semester, one professor based or affiliated with Penn State Law led a discussion or lecture on topics that included immigrant exclusion; inequity in military and veterans’ law; racial justice in the criminal justice system, including disparities in law enforcement’s use of force, rate of arrests, stops and frisks, pretrial release, and sentencing; the current state of K-12 desegregation; legal tech and access to justice; and color blindness versus color consciousness in U.S. law, among others. In spring 2022, Law & (In)equity was adopted by the faculty as a permanent course in the curriculum.
- (d) In February 2022, the ABA passed a resolution Standard 303(c) which requires law schools to “provide education to law students on bias, cross-cultural competency, and racism: (1) at the start of the program of legal education, and (2) at least once again before graduation.” The standard continues “For students engaged in law clinics or field placements, the second educational occasion will take place before, concurrently with, or as part of their enrollment in clinical or field placement courses.” In summer 2022, the Associate Dean for Diversity, Equity and Inclusion; Associate Dean for Academic Affairs, and Law Dean developed a proposal for the faculty for compliance with ABA 303(c). The proposal was informed by but not limited to the work of the faculty diversity committee in the prior year and also reviewed by the 2022-2023 curriculum and diversity committees.
- (e) On October 4, 2022, the faculty voted to adopt a curricular requirement for students to complete in order to comply with ABA 303(c). Specifically, students must complete at least one of the following courses as a graduation requirement:
 - 1. Asylum and Refugee Law
 - 2. Children & the Law
 - 3. Comparative Constitutional Law Seminar
 - 4. Critical (Dis)Ability Theory and Carceral Culture
 - 5. Disabilities Law (Law and Individuals with Disabilities)

6. Equal Protection & Civil Rights
 7. Family Law
 8. Higher Education Law Practice
 9. Human Rights, Intersectionality, & the Law
 10. Law & (In)equity
 11. Law and Sexuality
 12. Employment Discrimination
 13. Immigration Law
 14. International Human Rights Seminar
 15. Minority Business Ownership
- (ii) Selected non-law elective courses (e.g., the Restorative Justice Initiative's "Teaching in Corrections" course; "Race and American Politics" in Penn State's Political Science Department, and certain courses in the School of International Affairs, the African American Studies Department, the Women's, Gender, and Sexuality Department, the School of Public Policy, and others with Associate Dean for Academic Affairs approval). To request approval to use a non-law course to meet the ABA 303 (c) course requirement complete the ABA 303 (c) Non-Law Course Approval Form and email to registrar@pennstatelaw.psu.edu.
- (f) This requirement is a J.D. degree requirement, effective as of Fall 2023 and requires earning at least a C in the course.
- (g) Frequently Asked Questions About ABA 303(c)
1. Q1. The new requirement states is a "J.D. requirement and will be effective as of Fall 2023." Will current students be affected by the new requirement?
 - i. No. The requirement will apply starting with first year law students entering in Fall 2023.
 2. Q2. Can students enroll in one of the listed courses and satisfy multiple J.D. requirements? For example, can a seminar course satisfy the 303(c) requirement and the Upper-Level Writing Requirement?
 - i. No. Students who are enrolled in a course that is listed as a 303(c) course must fulfill other graduation requirement with a different course.
 3. Q3. What if a student is accepted into a clinic, externship or field placement program for the following semester but is unable to enroll in a particular 303(c) course at the same time because a class is full?
 - i. Students who are unable to enroll in a particular 303(c) course during registration should work with the Academic Dean to find a solution which in some cases may include enrolling in a different course on the list.
 4. Q4: What grade must a student receive in a course to satisfy the 303(c) requirement?

- i. To satisfy the requirement, a student must receive a grade of C or higher in a graded course and must receive credit in a credit/no credit course.
- 5. Q5: May students take more than one of the listed courses during their time at Penn State Law?
 - i. Yes.

2) The Honor Code (Rev. 5/9/17)

a) <https://pennstatelaw.psu.edu/office-student-services/honor-code>

b) CHAPTER ONE: ADMINISTRATIVE PROVISIONS

i) Purpose and Scope

- (1) The goal of the Honor Code is to safeguard and promote the ideals of honor and integrity by prohibiting lying, cheating, stealing, and protecting academic integrity. Academic integrity includes a commitment by all members of the law school community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the community and compromise the worth of work completed by others.
- (2) The Honor Code does not relieve law students of the obligation to comply with other Penn State policies generally applicable to Penn State student conduct, nor does it relieve law students of the obligation to comply with federal, state, and local regulations and with the jurisdiction of law enforcement authorities.
- (3) Misconduct that may be subject to sanctions under the Honor Code, along with other misconduct, remains subject to the authority of the Dean and Faculty to maintain the educational process, the public reputation and institutional integrity of the law school, and the safety of the Law School Community. Such authority includes, without limitation, (1) the exclusion of a student from law school premises, (2) the imposition of grading sanctions, (3) the reporting of misconduct to law enforcement, bar admission authorities, and others, (4) the imposition of sanctions for misconduct in the law school admissions process, and (5) the imposition of sanctions upon former students who are no longer enrolled at the law school.
- (4) The procedures of this Code apply to all allegations of misconduct described herein.
- (5) An Honor Proceeding may be initiated until the law student's enrollment ends.

c) CHAPTER TWO: VIOLATIONS

- i) Giving or securing any information about the content of an examination except as authorized by the examining professor.
- ii) Consulting or copying from any books, papers, notes, or other materials of any kind during an examination except as authorized by the examining professor.
- iii) Taking more time for completing an examination than is permitted except as authorized by the examining professor or Associate Dean for Academic Affairs (Associate Dean).

- iv) Violating any other rules of Penn State Law or a member of its faculty pertaining to the administration of examinations or the completion of course work.
 - v) Violating any rule set forth by Penn State Law applicable to clinics, to field placements, to the moot court programs or to any legal writing or skills competition recognized or supported by Penn State Law, regardless of whether academic credit is given.
 - vi) Violations of academic integrity. Violations of academic integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. Plagiarism is the act, either intentional or unintentional, of stating or implying that another person's work is your own. To maintain academic integrity and avoid plagiarism, students must adhere to the guidelines for all Penn State students, the guidelines for Penn State Law students, and any more specific requirements supplied by the course instructor.
 - vii) Authorizing the plagiarism of one's work regardless of whether academic credit is given.
 - viii) Removing, concealing, withholding, destroying, mutilating or otherwise abusing any library material or other Penn State Law property without authorization.
 - ix) Taking, using, concealing, withholding, destroying, mutilating, or otherwise abusing the property of another, including, without limitation, books, briefs, class notes, outlines, or any other academic items, without authorization.
 - x) Misrepresenting any material fact in order to gain an unfair academic advantage or a benefit or service to which the student would otherwise not be entitled.
 - xi) Falsely representing class attendance or participation in a course related activity.
 - xii) Misrepresenting the student's academic achievement, record, or other activities in connection with seeking employment, financial aid, scholarships, scholarly awards, or admission into any program at an educational institution.
 - xiii) Disruption or obstruction of Penn State Law teaching, research, administration or disciplinary procedures.
 - xiv) Interfering with the investigation and disposition of any violation or alleged violation of the Honor Code, including but not limited to a knowingly false accusation, a misstatement to the investigating team, an unprivileged failure to testify, perjury, interference with witnesses, or intimidation of witnesses.
 - xv) Failing to comply with a sanction imposed by the Honor Committee.
 - xvi) Alteration, fabrication, or misuse of, or obtaining unauthorized access to Penn State or Penn State Law identification cards, other documents, or computer files or systems.
- d) CHAPTER THREE: RIGHTS OF THE ACCUSED STUDENT
- i) The Accused Student has the right, at their own expense, to secure legal representation for any stage of the Honor Proceeding.
 - ii) 3.1 — Pre-Hearing Rights

- (1) The Accused Student has the right to all evidence, including exculpatory evidence, at least one week prior to the Hearing. Evidence discovered during the week prior to the Hearing shall be immediately disclosed to the Accused Student.
 - (2) The Accused Student has the right to challenge potential Hearing Board members for cause.
 - iii) 3.2 — Hearing Rights
 - (1) The Accused Student has the right to offer any relevant evidence.
 - (2) The Accused Student has the right to call witnesses.
 - (3) The Accused Student has the right to examine the Accuser and other witnesses.
 - (4) The Accused Student has the right to testify or to remain silent during any stage of the hearing.
 - (5) The Accused Student has the right to make a closing argument.
 - iv) 3.3 — Appeal Rights
 - (1) The Accused Student has the right to a copy of the Hearing Report within 7 days after the Hearing.
 - (2) The Accused Student has the right to appeal (see Chapter 7).
- e) CHAPTER FOUR: HONOR COMMITTEE
 - i) 4.1 — Members
 - (1) Eight students, two students per J.D. class and two LL.M. students, who shall be elected by the student body in a manner to be determined by the SBA to serve one-year terms as Honor Code Representatives. The SBA shall select one Representative to serve as Chair.
 - (2) Six tenured faculty members who shall be appointed by the Dean. Faculty serve as many consecutive yearly terms as they, and the Dean, deem appropriate.
- f) CHAPTER FIVE: PROCEDURE FOR HONOR PROCEEDINGS
 - i) 5.1 — Reporting Procedure
 - (1) Any person affiliated with the law school may report a violation by submitting a memorandum to the Associate Dean which shall include: (1) the name of the Accuser; (2) the name of the Accused Student; (3) the alleged violation; (4) the date of the alleged violation (if known); and (5) all facts relevant to the alleged violation, including the name of any person who may know of relevant facts.
 - (2) In the event an instructor determines that any student is or may be responsible for some violation of academic integrity within the meaning of this Honor Code, the instructor shall notify the Associate Dean who shall determine, in consultation with the instructor, whether probable cause exists to accuse the student of a violation or instead to treat the conduct in question as within the instructor's sound grading discretion. In no case is an instructor to impose a sanction on a student who that instructor has not notified of his or her finding on academic integrity and given the opportunity to confer with the instructor regarding that finding.
 - ii) 5.2 — Preliminary Meeting
 - (1) The Associate Dean shall meet with an Accused Student as soon as practicable after receiving a report of an alleged violation.

- (2) The Accused Student and the Associate Dean may resolve the matter by written agreement at any time. Any agreement resulting in the sanction of suspension or expulsion must be approved by the Dean.
- (3) If no agreement is reached, the Associate Dean, in consultation with the Chair, shall determine whether probable cause exists to believe the Honor Code has been violated. If so, a Hearing shall be convened. If not, the case shall be dismissed.
- (4) Notwithstanding Section 5.2.C, a student who does not reach an agreement with the Associate Dean may waive a finding of probable cause, admit to the violation(s), and proceed to Hearing on the issue of sanctions only.
- iii) 5.3 — Hearing Board
 - (1) Upon a finding of probable cause, the Chair shall appoint members of the Hearing Board, schedule the time and place of a Hearing Board proceeding, and notify the Accuser, the Accused Student, and any witnesses to be called. The purpose of the proceeding shall be to determine whether the Accused Student has committed the charged violation of the Honor Code and, if so, to determine the appropriate sanction.
 - (2) The Hearing Board shall consist of five Honor Committee members, three student members and two faculty members, appointed by the Chair. The Associate Dean and Chair shall not serve on a Hearing Board.
 - (3) The Chair shall select one of the faculty members to be President of the Hearing Board.
 - (4) The Associate Dean, or a designee, shall present the case against the Accused Student.
- iv) 5.4 — Pre-Hearing Procedure
 - (1) Prior to the hearing, the Presenter shall distribute the complaint and any other relevant information to the members of the Hearing Board.
 - (2) The Presenter and the Accused Student must provide the President of the Hearing Board with a list of all witnesses that they intend to question at the Hearing.
 - (3) The Associate Dean and the Accused Student must arrange for their witnesses to testify at the Hearing; the Honor Committee shall provide reasonable assistance.
- v) 5.5 — Conduct of the Hearing
 - (1) Only persons involved in the Honor Proceeding may attend.
 - (2) The Associate Dean shall present the case against the Accused Student, including an opportunity for rebuttal.
 - (3) The Accused Student may present his/her case.
 - (4) Witnesses shall be called individually and subject to examination, cross examination and redirect examination by the parties. Hearing Board members may question witnesses.
 - (5) The President of the Hearing Board shall arrange for testimony to be electronically preserved.
 - (6) The President of the Hearing Board shall have the power to rule on procedural matters.

- (7) At the conclusion of testimony, the Hearing Board shall deliberate privately. The Hearing Board may reconvene, together with the parties, to ask additional questions or reexamine witnesses. Only the Hearing Board may recall witnesses. The Hearing Board shall vote upon the factual elements that are essential to a finding of whether the Accused Student violated the Honor Code. A violation is established only if at least four of the five members of the Hearing Board so find.
 - (8) If the Hearing Board does not find that a violation of the Honor Code has occurred, it shall dismiss the charges and immediately notify the Accused Student.
 - (9) If the Hearing Board finds that a violation of the Honor Code has occurred, it shall immediately notify the parties, who shall then be afforded the opportunity to address the issue of the appropriate sanction(s). At the conclusion of this presentation, the Hearing Board shall determine what sanction(s) to impose in accordance with Chapter 6.
 - (10) The Hearing Board shall reconvene for the imposition of the sanction(s).
 - (11) An Honor Case shall be closed when no violation of the Honor Code was found to have occurred; a violation was found to have occurred, and no appeal is requested; the appeal is terminated.
 - (12) Imposition of any sanction(s) shall commence once the case is closed.
 - (13) In the event that the Hearing Board finds a violation of the Honor Code, the President shall prepare the Hearing Report. The Hearing Report shall include a description of both the evidence supporting the finding that the Accused Student violated the Honor Code and any factors the Hearing Board considered in choosing the sanction(s) it imposed.
- vi) 5.6 — Rules of Evidence
- (1) The President of the Hearing Board shall rule on the admissibility of evidence based on relevance and fairness; the Hearing Board shall not be bound by formal rules of evidence.
 - (2) The Hearing Board may draw an adverse inference against an Accused Student who, upon request, fails or refuses to produce relevant real evidence in his/her possession or control.
 - (3) The Hearing Board may draw an adverse inference against the Accused Student for remaining silent during any stage only in determining the appropriate sanction(s) after finding a violation.
- vii) 5.7 — Burden of Persuasion
- (1) The Presenter must prove the facts of the case by clear and convincing evidence. In order to find the Accused Student guilty of an Honor Code Violation, four of the five members of the Hearing Board must be persuaded that (1) the Presenter proved the alleged facts and (2) the conduct proved by the Presenter violates the Honor Code. Following a determination of guilt, the Hearing Board may impose sanctions. Four of the five members of the Hearing Board must approve sanctions that are imposed. When the Hearing Board imposes a sanction of suspension or expulsion, however, all members of the Hearing Board must agree.

g) CHAPTER SIX: SANCTIONS FOR VIOLATIONS

i) 6.1 — Possible Sanctions

- (1) An oral or written reprimand not to be included in the student's record.
- (2) A written reprimand to be included in the student's record.
- (3) Suspension from academic and/or non-academic law school activities for a stated period.
- (4) Expulsion.

h) CHAPTER SEVEN: PROCEDURE FOR APPEALS

i) 7.1 — Appeals

- (1) A written Appeal must be submitted to the Dean within 7 days of the Accused Student's receipt of the Hearing Report. The Appeal must include the reason for review and the remedy sought.
- (2) The Dean has full discretion to consider any materials relevant to the case. The Dean has the power either to remand the case to the Hearing Board for further consideration, or to impose lesser sanctions than those imposed by the Hearing Board, or to affirm the sanction(s) imposed by the Hearing Board. The Dean shall provide a written rationale when remanding a case or imposing a lesser sanction. The Dean shall not have the authority to impose sanctions that are more severe than those imposed by the Hearing Board.

i) CHAPTER EIGHT: DISCLOSURE OF DISPOSITIONS

- i) The Associate Dean shall periodically publish reports on the matters disposed consistent with FERPA.

j) CHAPTER NINE: AMENDMENT PROCESS

- i) Any Penn State law student, faculty, or staff member may propose an amendment to the Honor Code by submitting a written proposal with supporting rationale to the Honor Committee. The Honor Committee will consider all amendment proposals and make recommendations on whether or not to implement them to the Dean. All substantive changes to the Honor Code must be approved by the faculty.

3) Required Upper Level Writing Seminar Course

- a) To earn a J.D. degree a student must complete with a grade of at least C one course designated as an Upper Level Writing Seminar course, in addition to the other J.D. Degree Requirements.
- i) The Upper Level Writing Seminar Requirement may be satisfied through one of the following Upper Level Writing Seminar course options:
 - (1) Successful completion with a grade of C or better of a *Research Seminar* (Courses designated as "ULWR" or "LWSEM") (2 or 3 credits).
 - (2) Successful completion with a grade of C or better of an *Advanced Legal Writing Seminar* (Courses designated as "AULWR") (2 or 3 credits).
 - (3) Successful completion with a grade of C or better of an *Individual Research and Writing Seminar* ("ULWR 996" or "LWSEM 996") (2 or 3 credits).
- ii) A student may not register for more than one *Individual Research and Writing Seminar* (ULWR 996; LWSEM 996). *Individual Research and Writing Seminar* (ULWR 996; LWSEM 996) credits are subject to the Credit Cap for Study Outside the

Classroom. A student must enroll in *Individual Research and Writing Seminar* for at least two and no more than three credits. Students must complete the approval process outlined in the policy Required Upper Level Writing Seminar Course Policy.* The law school Registrar will enroll approved students in this course.

iii) Details regarding each of the Upper Level Writing Seminar course options outlined above can be found in the Required Upper Level Writing Seminar Course Policy.

(a) Current courses meeting the Upper-Level Writing Seminar Requirement:

1. Advanced Corporate Law Seminar
2. AI and the Law (course code ULWR 997 Spring 2022 only)
3. Business Planning for M&A II Seminar
4. Class Actions Seminar
5. Climate Change Law & Policy Law
6. Common Law Reasoning & Statutory Interpretation Seminar
7. Comparative Constitutional Law Seminar
8. COVID-19: Law and Tech Policy (course code ULWR 997 fall 2020 only)
9. Critical (Dis)Ability Theory and Carceral Culture (course code ULWR 997 fall 2024 only)
10. Cybercrime Seminar (course code ULWR 997 fall 2021 only)
11. Election Security and Foreign Interference (course code ULWR 997 fall 2021 only)
12. Election Security Seminar (course code ULWR 997 fall 2020 only)
13. Electronic Evidence Seminar
14. Federal Crimes Seminar
15. Federal Regulatory and Legislative Practice Seminar
16. Food Law
17. Global Privacy and Data Protection (course code ULWR 997 Spring 2022 only)
18. Human Rights, Intersectionality and the Law
19. Intensive Legal Writing and Drafting
20. International Financial Law Seminar
21. International Human Rights Seminar
22. International Investment Law and Investor-State Dispute Settlement (course code ULWR 997 Fall 2024 only)
23. International Tax Policy Seminar (course code ULWR 997 Fall 2022 only)
24. Judicial Decisionmaking (course code ULWR 997 Fall 2022 only)
25. Law of Artistic Persons and Properties Seminar
26. Law of the Police Seminar
27. Minority Business Ownership: The Lawyer's Role in Closing the Minority - White Gap
28. Policy Issues in Corporate Crime Seminar
29. Standards of Review
30. Tax Policy Seminar

- 31. The Law of Protest: Civil Disobedience, Expressive Rights, and Public Order
- 32. The Supreme Court in Comparative Perspective Seminar
- 33. The United Nations and International Law Seminar
 - i. Workers' Compensation Law
- b) Important Note Related to the Honor Code: A student may not earn academic credit more than once for the same or similar work ("double-dipping"). For example, a student may not submit the same or similar work to satisfy the requirements for membership on a law journal and for credit in a Research Seminar (ULWR/LWSEM), Advanced Legal Writing Seminar (AULWR), Individual Research and Writing Seminar (ULWR 996), independent study (LWIND 996/LWINP 996), or any work submitted for credit in one course for credit in another. Law students must comply with Honor Code requirements on academic integrity. See also Penn State Law Honor Code (Section 2, above).
- c) J.D. students in the class of 2018 who satisfactorily completed a seminar ("SEM") course have met this requirement.
- d) Required Upper Level Writing Seminar Course Policy
 - i) Research Seminar (ULWR/LWSEM)
 - (1) to qualify as a Research Seminar, a course must meet the following criteria:
 - (2) *Enrollment*. Enrollment is limited to twenty students to ensure regular interaction between faculty and students and among students in the course.
 - (3) *Instructor*. The instructor must have scholarly expertise in the subject of the course and ordinarily will be a full-time resident or visiting member of the law school faculty.
 - (4) *Content*. The course must provide students an opportunity to conduct research and develop an original thesis in an aspect of a legal topic to which students have already been exposed in the first-year curriculum or a prerequisite course.
 - (5) *Written Work*. A student's grade must be based on: a) a paper requiring original legal research and writing of a minimum of 10 pages (exclusive of notes) in length per credit, or the equivalent (e.g., written work product of comparable length spread over several shorter papers); and b) at the instructor's discretion, student participation and/or presentation that is different from that which is ordinarily expected in other courses. If students are required to produce a single paper, students are expected to work on the paper throughout the semester and to submit for faculty assessment a thesis proposal, outline, rough draft and a final paper, each of which must meet the stated expectations of the instructor as to content, form, and timeliness. If students are required to produce multiple papers, student effort and faculty assessment must be similarly rigorous.
- e) Advanced Legal Writing Seminar (AULWR)
 - i) To qualify as an Advanced Legal Writing Seminar, a course must meet the following criteria:
 - (1) *Enrollment*. Enrollment is limited to twenty students to ensure regular interaction between faculty and students and among students in the course.

- (2) *Instructor*: The instructor must have scholarly or professional expertise in legal writing and ordinarily will be a full-time resident or visiting member of the law school faculty.
 - (3) *Content*. The course must provide students an opportunity to refine legal writing skills previously acquired in the first year legal writing and research courses through written exercises and assessments.
 - (4) *Written Work*. A student's grade must be based on written work: (a) for a two credit class, five written exercises that require a written work product assessed by the faculty member of at least five double-spaced pages each; or (b) for a three credit class, a minimum of seven written exercises assessed by the faculty member that require a work product of at least 5 double-spaced pages each, or the equivalent.
- f) *Individual Research and Writing Seminar (ULWR 996/LWSEM 996)*
- i) To satisfy the upper level writing requirement through an Individual Research and Writing Seminar, the student must prepare a course proposal which states the student's and supervising professor's goals and expectations for the course and describes the research and writing project or projects to be undertaken. The student must obtain the agreement of a faculty member to supervise the proposed course. A resident law faculty member with scholarly or professional expertise relevant to the proposed project may supervise an Individual Research and Writing Seminar course. Adjuncts, affiliate law faculty, and professors from other units of the University may not supervise.
 - ii) The student and faculty supervisor must submit a proposal for an Individual Research and Writing Seminar course to the Associate Dean for Academic Affairs for approval as a one-semester course, which shall be approved provided the course offers a student a research and writing experience through regular weekly meetings between the faculty supervisor and the student, and which provides deadlines for and faculty assessment of an outline, drafts and final versions of one or more research and writing projects which together are at least 10 pages per credit in length and which are analogous in rigor and scope to those required for a Research Seminar (see D under Research Seminar above). The law school Registrar will enroll students in this course upon Associate Dean approval. Because this course satisfies a graduation requirement, the expectation is that the regular weekly meetings will involve substantial opportunities for learning between professor and student including discussion of appropriate readings relevant to the research and writing topic, much like the regular Research Seminar and unlike the primarily independent work a student conducts during an Independent Study . Template for Individual Research and Writing Seminar Proposal (ULWR 996).

4) Regulations Governing Papers Submitted for Course Credit

- a) A paper submitted in a Seminar or an Independent Study or any other paper submitted in partial or full satisfaction of a course requirement is due no later than the last day of regularly scheduled classes for the semester.

- b) A paper or papers submitted in a Seminar must total at least ten double spaced, typed pages per credit, excluding footnotes, with the maximum length to be set by the course professor.
- c) All papers must have margins of one inch at the top and bottom and on the right-hand edge and one and one-half inches on the left-hand side.
- d) Citations shall conform to "The Bluebook".
- e) An original manuscript, whether in hard copy or electronic copy, must be submitted. Photocopies or other reproductions are not acceptable.
- f) The final grade in a Seminar will be based on attendance and on oral classroom work different in both kind and degree from that ordinarily expected in other courses, in addition to the quality of the paper or papers.
- g) A major academic purpose of a Seminar, Independent Study, or other paper written to satisfy credit requirements is to develop and test the student's research and writing skills. The following rules regarding the preparation and use of such papers should be interpreted with this purpose in mind. Each course professor may issue instructions or interpretive guidelines to supplement these rules.
- h) Plagiarism or other dishonesty or deception in a Seminar paper or in any other written work submitted for credit is not tolerated. Anyone guilty of such conduct may receive grade sanctions and/or be denied credit for the course, and may be subject to such other sanctions as might be imposed under the Honor Code.
- i) A student shall not receive excessive assistance or make excessive use of the work of someone else in preparing a paper, regardless of whether he or she gives credit to the person who renders assistance or whose work is used.
- j) Except as provided hereinafter, all research, writing and other work of the student used in the preparation of a paper shall be done by him or her during the current semester and solely for the purpose of satisfying the course requirement for which the paper is to be submitted. A student may prepare a paper with the additional purpose of offering it for publication in a law review or journal (other than to fulfill membership duties) or entering it in a writing competition. A student who desires to use work in preparing a paper that he or she did before the semester or for another purpose or to prepare a paper with a second purpose other than those mentioned above shall submit a request to the course professor stating all relevant facts and asking for an exception. The course professor may grant an exception when to do so is not inconsistent with the academic goal stated in the first sentence of paragraph 6.
- k) A course professor may take into account any violation of the rules in paragraphs (B) and (C) when grading a paper. It is assumed that the course professor will make whatever inquiry is needed to assure that a deduction is warranted. The course professor shall award a grade of F if he or she deems the violation egregious. The award of a low grade and denial of course credit is not punishment and shall not preclude disciplinary sanctions appropriate for violations of these rules.
- l) These explanatory notes are intended to provide guidance in interpreting and applying the rules on plagiarism and other improprieties; they are not meant to be conclusive.
 - i) *For the law school's definition of "plagiarism" see Honor Code Section 2.1.F.*

- ii) *What constitutes receiving "excessive assistance" or "making excessive use of the work of someone else" is a matter for the course professor to decide and communicate in a timely manner to the students. Unless the course professor gives different instructions, the ideas formulated by the Academic Rules Committee to define "excessiveness" should be followed. In pertinent part those ideas appear below.*
- iii) *The words "excessive assistance" should be construed with reference to the academic purpose of the paper requirement-to develop the student's research and writing skills and to test his or her developed skills. The rules contemplate that a student may receive some counsel and suggestions from other people, e.g., another student, a typist, the course professor, so long as the paper is, in both the pedagogical and literary senses, the work of the student. For example, it would not be excessive for a student (i) to engage in general discussions about the topic while working on the paper; (ii) to have someone else read and generally criticize a draft, or (iii) to follow suggestions of a typist or proofreader for correcting errors of spelling, grammar, syntax, or citation form so long as the student understands the errors and agrees with the corrections. On the other hand, it would be excessive for a student (i) to allow someone else to make basic decisions regarding scope of the research, organization, and analysis of materials and conclusions, (ii) to use a major rewrite of the student's work done by someone else, or (iii) to give a carelessly prepared draft to a typist, counting on the typist to produce a technically correct and literate final version.*
- iv) *What constitutes "making excessive use of the work of someone else" has reference to the use of books, articles, unpublished manuscripts, research notes, and other existing work done by someone else. Even if the student gives full and unambiguous credit to his or her sources, avoiding problems of plagiarism, dishonesty, and deception, it would be "excessive use" for a student to do such things as (i) basing a paper largely on one or two published or unpublished sources, slavishly using their research or organization and analyses, (ii) using many lengthy quotations from the works of others, or (iii) writing substantial parts of the paper by slavishly paraphrasing the language of other works.*
- v) *Course professors and students should view preparation of a paper as a valuable learning and testing opportunity. A course professor should not issue unduly restrictive instructions that limit the pedagogic worth of the experience. A student should not adopt a quibbling approach to the rules.*

5) Juris Doctor (J.D.) Degree Requirements

- a) The J.D. program at Penn State Law is a three-year, six-semester course of study offered in University Park, Pennsylvania. The first-year curriculum and certain upper-level courses are required; all other courses are elective. For the full list of degree requirements, see J.D. Degree Requirements.
- b) To earn a J.D. degree a student must:
 - i) Earn at least 88 credits, including all first-year required courses. The maximum number of credits permitted per semester is 17.

- ii) Be in residence for six semesters. To be in residence, the student must enroll in at least 12 credits, at full tuition, and not work more than 20 hours per week during the semester. Credits earned through the Semester in Washington Program, the Semester in Harrisburg Program, the Externships Everywhere Program, and authorized Penn State Law semester-long study abroad programs may be used to fulfill this requirement. Credits earned during the summer months may not be used to fulfill this requirement.
- iii) Complete with a grade of at least C one course designated as an Upper Level Writing Seminar course.
- iv) Complete with a grade of at least C the course in Professional Responsibility.
- v) Complete with a grade of at least a C one or more experiential course(s) totaling at least six credit hours.
- vi) Complete the Professional Development program that takes place in January of your first year. Please see academic calendar for dates of the program.
- vii) Starting with the Class of 2026, complete with a grade of at least a C one course approved by the faculty to comply with ABA 303(c).
- c) Each student is responsible for fulfilling the above graduation requirements. Students should track their academic record and progress using their Degree Audit (Academic Requirements report), and should seek clarification as needed from the faculty, deans, registrar and other administrative personnel.
 - (1) Degree Audit (Academic Requirements Report)
 - (a) Your Degree Audit (Academic Requirements report) is available in your *Student Services Center* in LionPath. You can use your Degree Audit (Academic Requirements report) along with your J.D. Requirements information to ensure you are staying on track to meet your graduation requirements.
 - (b) For more detailed assistance with your Degree Audit/Academic Requirements report, use these videos and documents:
 - (i) Running a Degree Audit (video) – Running a Degree Audit Doc
 - (ii) Interpreting a Degree Audit (video) – Interpreting a Degree Audit Doc
 - (c) Please note that these videos and documents were generally written to apply to all cohorts of students at Penn State. Therefore, some of the information may not apply specifically to Penn State Law students.
- d) Semesters of Residence
 - i) "Resident" semesters are fall and spring. (Summer is not considered a semester of "residence.")
 - ii) "Resident" semesters are also characterized as semesters of full-time enrollment, which is 12+ credits. (Summer is not considered a semester of "residence," even if the student is enrolled in 12+ credits during the summer.)
 - iii) Students who begin at Penn State's law school in our full-time program must be in residence for 6 semesters.
 - iv) Students who transfer from another institution to Penn State's law school must be in residence for 4 semesters.

- v) More detailed information on residency may be found here: [Earning Credits from Another ABA-Accredited Law School.](#)
- e) **Earning Credits from Another ABA-Accredited Law School**
 - i) Ordinarily, it is expected that all full-time J.D. students will maintain full-time resident status during their six semesters at the law school. However, any student may apply toward their J.D. a maximum of 6 credits of non-required upper-level coursework offered at another ABA-accredited law school upon prior written approval of the [Associate Dean for Academic Affairs](#). In a rare case, the student may seek an Academic Dean's approval to waive the 6 credit limit by demonstrating a compelling reason. Circumstances reasonably foreseeable to the student, such as the desire to seek employment elsewhere, to relocate to be closer to a significant other, or to lower the costs associated with attending the Law School, do not meet the standard. Law School required courses typically must be completed at Penn State Law. Additionally, students may not transfer credits from online courses offered by another law school, with the exception that for synchronous online courses offered by another law school to be taken during Spring Semester 2022, students may apply for permission to transfer credits from the Associate Dean for Academic Affairs.
 - ii) Penn State law students attending another institution will be enrolled in VISAW 903 by the law school registrar's office. VISAW 903 provides the following benefits to the student: if applicable, financial aid can be awarded and processed, various enrollment reporting processes (i.e. health insurance, loan deferment) will report the student enrolled, and the student's Penn State Access Account will remain active. Penn State assesses a \$50 flat fee for VISAW 903; this fee is in addition to any fees assessed by the other institution.
 - iii) To receive credit for any course work completed at another law school, the student must receive a grade that corresponds to at least a C. Any credits earned at another law school are included on the student's transcript by reference only, and no attempt is made to convert grades to Penn State Law equivalents. Except for students who transfer into the second year, no credit will be awarded for a course taken on a Pass-Fail or similar basis when the student had the option of receiving a number or letter grade for the course.
 - iv) It is the responsibility of the student to have an official transcript from the law school they attended sent to the [law school registrar's office](#). If the transcript is not received by the law school registrar in a timely manner, the VISAW 903 credits will convert to a [NG \(no grade\)](#) and eventually to an F.
- f) **[Penn State University Course Credits](#)**
 - i) Subject to the generally applicable rules and exclusions below, J.D. students who are not enrolled in a joint degree program may apply up to twelve credits of Penn State University graduate level courses (500 and above course numbers), and/or Penn State University advanced undergraduate courses (400-499 course numbers) that are related to the student's legal career objective with prior approval of the [Associate Dean for Academic Affairs](#).
 - ii) J.D. students enrolled in an approved joint degree program are subject to the specific rules of that program.

- iii) Advanced undergraduate (400-499) and graduate (500 and higher) course credits are co-curricular credits subject to caps on co-curricular credits set forth in the Student Academic Handbook, Co-curricular Credit Rules.
- iv) Students seeking approval should email the Associate Dean for Academic Affairs. Included in the email should be an explanation of how the course(s) are related to the student's career objective, forwarded permission from the course instructor, and a current course description for the course(s) being requested.
- v) *Generally Applicable Rules and Exclusions*
 - (1) No credit splitting. Students may not apply less than all the credits earned in a single course toward the total number of credits permitted under this rule.
 - (2) Credits for graduate level courses that a law student earned prior to admission to the J.D. program will not count toward the J.D. degree.
 - (3) Credits will count toward the J.D. degree only if the student earns a grade of at least a B. Grades will appear on the student's transcript; however, grades for graduate courses are not calculated into a student's GPA.
 - (4) To count toward the J.D., courses must be taken at Penn State University Park or via World Campus. Credits earned through distance education (defined as through either World Campus or via the remote section of a Penn State Law course offered via synchronous audiovisual communication) will count as distance education credits under ABA Standard 306 Distance Education and state bar eligibility rules. The maximum number of credits permitted to count toward the J.D. degree under ABA Standard 306 is 15.
 - (5) Advanced undergraduate and graduate level credits for individual studies or supervised research will not count toward the J.D. or LL.M. degree.
- g) Academic Standing Rules
 - i) Standard.
 - (1) To maintain good academic standing, each student must:
 - (a) Earn a semester grade point average of at least 2.0 at the end of each semester, except for the first semester of the first year;
 - (b) Earn a cumulative grade point average of at least 2.0 at the end of each semester, except for the first semester of the first year;
 - (c) In the first semester of the first year, earn grades below C in no more than 9 credits.
 - (d) Receive no more than 2 Fs during the student's law school career.
 - (e) Maintenance of good academic standing is a prerequisite to continuation at the law school and for graduation.
 - (f) A first-year student who receives an F in Applied Legal Analysis and Writing I may not enroll in Applied Legal Analysis Writing II and must repeat Applied Legal Analysis and Writing I the following academic year.
 - (g) Students with cumulative or semester GPA's under or equal to 2.70 but not subject to dismissal under the current Academic Standing Rule (requiring a cumulative and semester GPA of at least 2.0 for continued good standing) will be notified by the Associate Dean for Academic Success that they are in good

standing, but subject to fulfillment of the conditions of the Enhanced Academic Support Program.

ii) Enhanced Academic Support Program

- (1) At the conclusion of each semester, students with cumulative or semester GPA's under or equal to 2.70 but not subject to dismissal under the current Academic Standing Rule (requiring a cumulative and semester GPA of at least 2.0 for continued good standing) will be notified by the Associate Dean for Academic Success that they are in good standing, but subject to fulfillment of the conditions of the Enhanced Academic Support Program as described below.
- (2) Students in the Enhanced Academic Support Program must:
 - (a) As a condition to eligibility to register and schedule courses in each of the remaining semesters, obtain approval from the Associate Dean for Academic Success of their proposed course schedule.
 - (b) Obtain prior, written permission of Associate Dean for Academic Success to
 - (i) assume a leadership position in student government/student organizations;
 - (ii) engage in employment; or
 - (iii) enroll in any semester away program including Externships Everywhere and Semester in Washington.
 - (c) In courses where faculty permit, review their exams from the previous semester and then meet with the Associate Dean for Academic Success to discuss the common feedback received on his or her work.
 - (d) Participate in academic support programs that the Associate Dean for Academic Success deems appropriate which will typically include *mandatory* tutoring and workshops designed to improve academic performance.
 - (e) Enroll in and satisfactorily complete BAREX 900: Fundamental Skills for the Bar Exam in Spring of the third year.
- (3) The Enhanced Academic Support Program will end if the student achieves a 2.70 cumulative GPA at the end of any semester. A student who fails to satisfy any of these conditions shall be subject to dismissal under the procedure set forth in Academic Standing Rules.

iii) Procedure.

- (1) Notice to Student. As soon as practicable after grades are due each semester, the Associate Dean for Academic Affairs shall notify a student in writing that he or she failed to meet the minimum standard of academic performance.
- (2) Petition for Reinstatement to Good Standing. The student may submit to the Associate Dean for Academic Affairs as chair of the Academic Rules Committee a written petition seeking reinstatement to good standing within 5 business days after the student receives notice. A student may request an extension of the five day period upon written request to the Associate Dean for Academic Affairs delivered before expiration of the five day period. A student may include as part of the petition a written personal statement and written statements from faculty

members or other persons whose views may be relevant on the issue of grounds for reinstatement to good standing.

- (3) Effect of Failure to Submit a Petition. A student who does not submit a written petition seeking reinstatement within the five day period (or an authorized longer period) will be dismissed from the law school as of the last date for submission of a petition.
 - (4) Right to Hearing. A student may request a hearing before the Academic Rules Committee in the petition. If so requested, the Academic Rules Committee shall schedule a hearing as soon as practicable following receipt of the student's petition. The purpose of the hearing is to permit the student to make a statement based on issues raised in the written petition and to answer questions of the Academic Rules Committee. The student must appear alone. Counsel, witnesses or other observers are not permitted.
- iv) Presumption Based on Academic Performance.
- (1) To merit reinstatement to good standing, the student must present evidence sufficient to overcome the presumption that arises from the student's academic performance that:
 - (2) The student is unable or unwilling to undertake the discipline of study to succeed in law school and the legal profession; or
 - (3) The student's failure to meet the minimum standards of academic performance was substantially attributable to inability or unwillingness to meet minimum academic standards and not to disabling circumstances which the student reasonably could not have anticipated or rectified. (In no case will employment during the semester be considered a disabling circumstance).
- v) Finality.
- (1) The decision of the Academic Rules Committee on a petition for reinstatement is final and not appealable to the Academic Rules Committee for reconsideration.
- vi) Effect of Dismissal.
- (1) The transcript of a student dismissed for failure to maintain minimum academic standards under this rule will show that the student was dismissed on academic grounds. ABA Standard 501(c) applies to students dismissed on academic grounds who subsequently seek admission to another law school.
- h) Academic Advising
- i) All law students are assigned a full-time faculty member as an academic advisor. Your academic advisor information is available on LionPATH in your Student Services Center. Faculty who are away on sabbatical or other leave for a semester or more will receive no 1L advisees. That faculty member's 2L and 3L advisees will be temporarily assigned to other faculty. When the faculty member returns, they will reestablish their relationship with their advisees in coordination with the faculty who substituted for them during their leave. Advisees of faculty members who retire or otherwise leave PSL permanently will be reassigned to other faculty.
 - ii) The Associate Dean for Academic Affairs is available to advise any student.
 - (1) The Academic Affairs Office coordinates academic planning, scheduling, student academic support, and the development and maintenance of academic policies.

- (i) Academic Affairs Office
- (ii) The Pennsylvania State University
Penn State Law
Lewis Katz Building
University Park, PA 16802

- a. Jud Mathews, Associate Dean for Academic Affairs
E-mail: jcm41@psu.edu

- b. Rachel Arnold, Registrar
E-mail: rxf25@psu.edu
Phone: (814) 863-9938

iii) In addition, the [Office for Academic Success](#) offers a [tutoring program](#)* for first-year law students.

(1) Office for Academic Success

- (a) The Associate Dean for Academic Success helps students identify and strengthen their academic abilities and provides assistance to students facing the challenges of a rigorous legal education. Through collaboration with administrators, faculty and students, the Office for Academic Success assists students in developing and enhancing the critical skills necessary for success in law school, on the bar exam, and in the legal profession. Dean Elkin is available to all students for personal academic counseling and study plan assessments. Students at all levels of academic performance can benefit from feedback on practice exams, study plans, time management, course selection, or study group effectiveness.

- (b) Request a Tutor

- (i) Tutoring services are provided at no cost to students. Tutors are second- and third-year law students who have demonstrated a high level of competence in the curriculum. They are compensated by the Law School. The tutoring program is not designed for course review; students are encouraged to request a tutor only for areas they find particularly daunting despite their best efforts.

- (c) All students experiencing difficulty are expected to take a multi-pronged approach to address areas of concern. Students are encouraged to meet with their professors, talk with class colleagues, participate in a study group, and attend regularly scheduled faculty conducted workshops in addition to requesting the assistance of a tutor.

iv) [Planning Your Upper Level Courses](#)

- (1) This information is intended to offer some general advice to you as you are planning and selecting courses for your second and third years of law school. Many factors are relevant to your selection of upper level course work, including your interest in developing professional knowledge and skills regardless of whether you also specialize in a particular field of law, developing expertise in a

specialized field, and passing a bar exam. In addition to considering the suggestions below, you should not hesitate to contact your faculty advisors or other members of the faculty for more personalized guidance.

- (2) Developing General Knowledge and Skills:
- (3) Consider the following courses because they are valuable in most any field of practice: Administrative Law, Basic Federal Income Taxation, Corporations, Evidence, Remedies, and Sales.
- (4) You should also consider courses that will enhance your professional skills. There are many such courses offered in our curriculum, including live-client clinics and classroom-based skills courses.
- (5) Developing Expertise in a Specialty Field (more details below):
 - (a) Many students are interested in specializing in a particular field of law, and the law school offers opportunity to specialize in many different fields. When considering whether and how best to do so, we encourage you to seek advice from faculty members who have particular expertise in the specialty field of interest to you. Additionally, you should familiarize yourself with the course recommendations from our electives course list.
 - (6) You may also want to consider graduate level course offerings available throughout the University, which might be relevant to your field. All Penn State Law students — not just those pursuing joint degrees — are permitted to apply up to 12 credits of graduate course work towards the Penn State Law degree.
- v) Specialized Fields of Study may be a useful tool if you are looking to speak with faculty in a specific area of expertise.
 - (1) Specialized Fields of Study & Concentrations
 - (a) Penn State Law students gain core knowledge and basic skills in the first-year curriculum and students in their second and third year have the option to concentrate their studies in one or more of the law school's 21 specialized fields of study. LL.M. students can take courses in any of our specialized fields of study during their one-year program.
 - (b) Students may earn Concentration recognition in the Specialized Fields of Study below. J.D. students must earn a minimum of 12 credits and LL.M. students a minimum of 9 credits. A minimum grade of 'C' is required for each course being used toward a Concentration.
 - (c) Upon graduation and verification of completion, students will receive a document of recognition. Students may earn multiple Concentrations. Students must submit their Concentration Declaration Application by the last day of the semester prior to their graduation.
 - (d) The deadlines for the 2024/2025 academic year are below:
 - (e) Fall Graduates - Concentration Declaration Application must be submitted by 12/5/2024.
Spring Graduates - Concentration Declaration Application must be submitted by 04/28/2025.
 - (f) Approved courses for each Concentration are available on each of the Specialized Fields of Study pages below. Students must request approval from

the Penn State Law Associate Dean for Academic Affairs to count any course not listed as an approved course on the Specialized fields of Study pages by emailing the Course Exception Form to registrar@pennstatelaw.psu.edu.

1. Administrative Law and the Regulatory State
2. Advocacy and Litigation
3. Antitrust and Competition Law
4. Arbitration, Mediation, and Negotiation
5. Arts, Sports, and Entertainment Law
6. Banking and Financial Regulation
7. Commercial Law
8. Corporate Law and Practice
9. Constitutional Law and Civil Rights
10. Criminal Law
11. Energy and Environmental Law
12. Families, Children, and the Law
13. Health Law
14. Immigration and Migration
15. Intellectual Property
16. International, Foreign, and Comparative Law
17. Labor and Employment Law
18. Law, Science, and Technology
19. National Security, Military, and Veterans
20. Public Interest Law
21. Race, Law, and Equity
22. Taxation

vi) Preparing for a Bar Exam:

- (1) Dean Elkin is a nationally recognized expert in bar exam preparation. He is the author of several books and articles on bar exam preparation and teaches *Fundamental Skills for the Bar Examination* each spring semester. The summer after graduation is filled with intense studying for the bar exam and Dean Elkin meets with students *every day* to help them prepare for the most important exam in a lawyer's lifetime. Dean Elkin also provides one-on-one counseling to design a bar study plan and discuss best practices for bar exam success.
- (2) While you will most likely take a bar prep course after graduation, preparing for the bar exam remains an important factor in selecting courses for every student. However, its importance varies from student to student. While no particular characteristic can determine a student's success on a bar exam, experience suggests that a student with a cumulative rank in the bottom 35% of the class, and/or an LSAT score of 154 or lower, is at greater risk of failing a bar exam than are other students.
 - (a) Consequently, students with one or more of these characteristics are advised to seriously consider enrolling in electives covering subject matters that will be tested on the bar exams they intend to take after graduation.

- (b) For the national and state components of bar exams, visit www.ncbex.org, which includes information on multi-state testing as well as links to states' bar examination websites.
- (c) Visit www.pabarexam.org for information on the Pennsylvania Bar Exam.
- (d) Additional Bar Exam Information and Bar Review Courses
- (e) Information About Bar Admission and Examination
 - (i) Every U.S. jurisdiction has a unique set of rules, requirements, and criteria for admission to its bar. PSL students are responsible for researching and understanding the licensure requirements of the jurisdictions in which they plan to practice and communicate with the Board of Law Examiners (BOLE) to resolve any questions related to bar admissions. You will find directories of the various BOLE [here](#).
- (f) General Overview of Bar Admissions
 - (i) Bar admissions is made-up of four component parts:
 1. Timely completion of an application form.
 2. Passing the bar examination.
 3. Passing the character and fitness inquiry.
 4. Successfully completing other requirements in your jurisdiction.
- (g) Bar Application Forms
 - (i) Bar application deadlines are listed in the National Conference of Board Examiners (NCBE) Bar Admissions Guide. In that guide, you will find a jurisdiction-by-jurisdiction snapshot of bar admission requirements.
- (h) The Bar Examination
 - (i) The Uniform Bar Examination (UBE)
 1. The UBE is administered in 39 U.S. states and the District of Columbia. You may find comprehensive information about the UBE [here](#).
 - (ii) Next Generation Bar Examination (NextGen)
 1. The NextGen bar exam will first be made available to US jurisdictions with the July 2026 bar exam. As jurisdictions announce whether they intend to first administer the new exam in July 2026, February or July 2027, or February or July 2028, the National Conference of Bar Examiners will update its list of participating jurisdictions to reflect these announcements.
 - (iii) State-Specific Bar Exams
 1. Several states including California, Delaware, Florida, Georgia, and Virginia use only a portion of the UBE. These jurisdictions also test state-specific law, usually in essay format. You will find information about these and other state-specific bar exams [here](#).
- (i) PSL Bar Review Courses
 - (i) Dean Elkin teaches Fundamental Skills for the Bar Exam each spring to graduating J.D. students. He also offers a 10-week summer bar review course soon after commencement as a supplement to commercial bar review courses (see below). His course and related materials are free of charge and may be attended in-person or via Zoom.

- (j) Character and Fitness to Practice Law Inquiry
 - (i) Every jurisdiction has a character and fitness requirement. The Pennsylvania standard is illustrative:
 - 1. “The character and fitness standards require that an applicant to the bar be one whose record of conduct justifies the trust of clients, adversaries, courts and others. The hallmark of such a person is honesty, especially in connection with the application for admission to the bar. Persons with a record showing a deficiency in honesty, trustworthiness, diligence or reliability may not be recommended for admission.”
 - (ii) Character and fitness inquiries typically include, criminal or civil offenses, litigation in which you were a named party, driving records, employment terminations, dishonesty/lack of candor, misconduct, academic discipline failure to meet financial obligations, or substance abuse. Many jurisdictions require full disclosure even in cases where a record has been expunged. The inquiry will also include a form to be completed by PSL investigating whether any disclosures made to the bar were also made during the law school admission process, as well as any misconduct and/or discipline that may have occurred during your enrollment here. A failure to respond to a character and fitness inquiry truthfully, accurately, and completely is commonly deemed a character and fitness violation in and of itself and may be more detrimental to bar admission prospects than the undisclosed or inaccurately disclosed underlying conduct. If you have questions about information to be disclosed on your character and fitness form or need to amend your law school application to include information previously omitted, please contact Dean Elkin.
- (k) Additional Requirements
- (l) Most jurisdictions require a passing score on the Multistate Professional Responsibility Exam. Several states have additional requirements for admission. New York, for example, requires an additional exam and 50 hours of pro bono work.
- (m) FAQ’s
 - (i) What is a Law School Certificate or Deans Certification form?
 - 1. Most states require a certificate from your law school dean attesting to the fact that you have graduated from law school. These forms can be found online at the various state bar websites. You should download the form and turn it to the Registrar's Office. If the bar also requires that we submit a copy of your law school application, please request this at the time of the submission of your bar form.
 - (ii) What do I do if an official transcript is required as part of the Bar Examination Application Process?
 - 1. Information regarding how to obtain a Penn State academic transcript can be found on the University Registrar website.

- (iii) Can I get a loan to pay for bar exam expenses and living expenses during the bar study period?
 - 1. Yes, see the Law School's information on student loans.
- (iv) What do I do if fingerprints are required as part of the Bar Examination Application Process?
 - 1. As part of the character and fitness investigation, some jurisdictions require fingerprints from applicants. IdentoGO is the official state contractor for fingerprinting in Pennsylvania. If you are sitting for a bar exam in another jurisdiction, please verify that the BOLE will accept IdentiGO fingerprinting.
- (v) How do I Apply for Disability Accommodations on the Bar Exam?
 - 1. This directory provides information about the process for seeking bar examination accommodations for each state, including links to forms, deadlines, and additional information about the bar application process, and sample cases.
- (vi) Should I take a Commercial Bar Review Course?
 - 1. Students are strongly encouraged to take a commercial bar review course to properly prepare for successful completion of the bar exam. It is extremely difficult to pass the exam without a bar review course. The law school does not recommend any particular commercial course and the links below are provided to students only as a matter of convenience. Providing this information does not constitute an endorsement of any programs or products by PSL.
 - a. BARBRI
 - b. Kaplan Bar Review
 - c. Themis Bar Review

6) Required Experiential Learning Credits

- a) To earn a J.D. degree a student must complete with a grade of least C one or more experiential course(s) totaling at least six credit hours, in addition to the other J.D. Degree Requirements. An experiential course must be a simulation course, a law clinic, or one of our Externships.
- b) The following courses satisfy the Experiential Credits graduation requirement:
 - i) Civil Pre-Trial Practice and Advocacy
 - ii) Constitutional Negotiations (EXPR 997 code offered Spring 2024 ONLY)
 - iii) Contract Drafting
 - iv) Externships
 - v) Handling Cases in the Real World
 - vi) Higher Education Law Practice
 - vii) Human Rights, Intersectionality, & the Law (EXPR 997 code offered Spring 2021 ONLY)
 - viii) Indigent Criminal Justice Trial Simulation
 - ix) Litigation & Business Transactions
 - x) Litigation Skills: Cross-Examination, Direct-Examination, and Deposition

- xi) Preparation Practicum (EXPR 997 code offered Spring 2024 ONLY)
- xii) Mediation of Environmental and Public Conflicts
- xiii) National Security Law II (Leadership in Crisis Simulation)
- xiv) National Security Practice (EXPR 997 code offered Spring 2024 ONLY)
- xv) Negotiation and Dispute Resolution Design
- xvi) Renewable Energy Law & Energy Justice
- xvii) Representing the Entrepreneur
- xviii) Representing the Professional Athlete
- xix) Research and Writing for Judicial Clerkships (Formerly Judicial Opinion Writing)
- xx) Researching Administrative Law
- xxi) Strategic Legal Research
- xxii) Street Law (course code EXPR 937 only)
- xxiii) The Modern In-House Counsel
- xxiv) Trial Advocacy (formerly Advocacy I)
- xxv) Winning Written Advocacy
- c) In-House Law Clinics and Practicum
 - (1) Note: There is no limit on the number of courses a student can take from the above list, except where co-curricular credit rules apply to Externships and In-House Law Clinics and Practicum. Students learn by experience in Penn State Law's legal clinic programs. Under the guidance of clinical faculty, J.D., S.I.A., and LL.M., students earn academic credit while engaging in all aspects of the legal process, from legislative advocacy to client representation. Corresponding skills training courses give students a knowledge base on which to build their professional experiences.
 - (a) Summary of Clinical Programs (see appendix)
- d) Externships
 - i) Externships Program Manual (see appendix)
 - (1) Under the guidance of an experienced supervisor, second- and third-year students can step out of the classroom and gain practical experience working in a legal office in one of Penn State Law's externship programs. General externships allow students to continue taking courses while working with federal judges, state or federal government agencies, and public interest or nonprofit organizations.
 - ii) Semester Externship Programs
 - (a) Semester in Washington Program
 - 1. Legal Externship in Washington, D.C.
 - a. Penn State Law students who participate in the John C. Keeney Semester in Washington Program spend one semester during the third year of law school in Washington, D.C., externing at an approved federal government agency, nonprofit organization or public interest group. The legal externship experience provides advanced study in federal law, and serves as a capstone experience for students interested in federal practice.

- b. In the program, students attend a weekly seminar on federal regulatory and legislative practice, and work approximately 32 hours per week at an approved externship. Students are encouraged to identify externships related to their prior studies at the law school and their future career goals.
 - c. The program is facilitated on-site by Stanley Brand, a Distinguished Fellow in Law and Government at the Law School and a prominent Washington attorney. Mr. Brand previously served as general counsel to the United States House of Representatives, and was the chief legal officer responsible for representing the House, its members, officers and employees in connection with legal procedures and challenges to the conduct of their official activities. After leaving the House, Mr. Brand has had a succession of high profile, political and public corruption cases and clients, including former White House Aide George Stephanopoulos in the Whitewater investigation. The weekly seminar course meets in Mr. Brand's office building in downtown Washington, D.C.
 - d. Potential externships placements include:
 - i. AARP Legal Counsel for the Elderly
 - ii. American Bar Association, Government Affairs Office
 - iii. American Health Lawyers Association
 - iv. Department of the Interior, Office of Civil Rights
 - v. Department of Justice
 - vi. Department of State
 - vii. Department of Treasury
 - viii. Environmental Protection Agency—Environmental Appeals Board
 - ix. Equal Employment Opportunity Commission
 - x. Executive Office for Immigration Review—Arlington Immigration Court
 - xi. Federal Communications Commission's Public Safety and Homeland Security Bureau
 - xii. Federal Communications Commission's International Bureau
 - xiii. House Committee on Ways and Means
 - xiv. Lawyers' Committee for Civil Rights Under Law
 - xv. National Labor Relations Board
 - xvi. Project Vote
 - xvii. Public Defender Service for the District of Columbia
 - xviii. Securities and Exchange Commission
 - xix. U.S. Office of Special Counsel
 - xx. U.S. Attorney's Office for the District of Columbia
 - xxi. U.S. China Economic Review and Security Commission
2. Students interested in applying for the Semester in Washington Program must meet the program eligibility requirements and submit

an application and other required materials. For more information, contact Professor Gopal Balachandran.

(b) Externships Everywhere

1. At Penn State Law, you can extern practically anywhere.
2. In addition to a wide variety of traditional externships, students at Penn State Law have the opportunity to gain critical legal experience by completing externships around the world.
3. Penn State Law's exclusive Externships Everywhere program opens the door to a nearly limitless array of externship possibilities across the country and around the world by offering law students the opportunity to step out of the classroom for a semester and gain practical experience working in a legal office in practically any location around the world.
4. The program provides second- and third-year law students the opportunity to spend a semester away from University Park, working and learning under the remote supervision of Penn State Law faculty. Participating students will earn up to 12 credits for working at an approved externship with a state or federal judge, government agency, public interest/nonprofit organization, business, or law firm. Plus, participants may have the opportunity to earn up to three more credits through independent study or digital learning, with administrative approval.
5. The Career Services Office can help students identify externship opportunities and students may also propose their own externships, which are subject to the approval of their faculty supervisor and the associate dean for academic affairs.
6. Complete details and eligibility requirements are available in the course description. For more information, contact Professor Gopal Balachandran at gzb39@psu.edu.

(c) International Justice Externship

1. As part of our Externships Everywhere program, Penn State Law's International Justice Externship offers students an opportunity to pursue advanced international study and gain legal experience in a global setting. Working side-by-side with prosecutors at the Mechanism for International Criminal Tribunals (MICT) and the International Criminal Court (ICC), both located in The Hague, Netherlands, students participate in some of the most significant international criminal cases being prosecuted today.
2. Educational benefits of the externship include:
 - a. Hands on instruction in international criminal law
 - b. Exposure to different legal cultures
 - c. Instruction in the management of large complex trials
 - d. Instruction in alternative approaches to the introduction of trial evidence.

3. Students with a commitment to international criminal law and/or human rights are encouraged to apply for this semester-long program (fall or spring). Students interested in the International Justice Externship should consult the MICT [website](#) or the ICC [website](#), which explain the ICC's and the MICT's internal application process.
4. Students interested in applying for the International Justice Externship must comply with all Externships Everywhere program rules.

iii) General Externship Program

- (1) To apply for the General Externship Program, students need to log-in to Law Lion Careers, click on the OCI and Job Listings tab, select OCI, filter by Round and then select the "Spring 2024 Externship Recruitment" Round from the drop down menu. Students can then select individual employers and submit the required materials. Learn more about the general externship program in this recorded info session. General externships allow students to continue taking courses while working with federal judges, state or federal government agencies, and private, public interest or nonprofit organizations.

(a) Federal Judicial Placements

1. Each year the judges of the [United States District Court for the Middle District of Pennsylvania](#), [United States District Court for the Western District of Pennsylvania](#) and the [Third Circuit Court of Appeals](#) accept Penn State Law students to participate in chamber activities through the Federal Judicial Placement program. Students work directly with the judges and their full-time clerks, and observe the work of the Court.
2. Most federal judicial placements begin in the spring semester of a student's second year and continue in the fall of the third year. The placement with the Third Circuit Court of Appeals is for third-year students.
3. Penn State Law students have participated in the Federal Judicial Placement Program with the following chambers:
 - a. U.S. Court of Appeals for the Third Circuit Judge D. Brooks Smith
 - b. U.S. District Court Judge Matthew Brann
 - c. U.S. District Court Judge Christopher C. Conner
 - d. U.S. District Court Judge Yvette Kane
 - e. U.S. District Court Judge Sylvia Rambo
 - f. U.S. District Court Judge John E. Jones
 - g. U.S. District Court Judge Kim Gibson
 - h. U.S. District Court Magistrate Judge William Arbuckle
 - i. U.S. District Court Magistrate Judge Martin C. Carlson
 - j. U.S. District Court Magistrate Judge Susan Schwab
4. Students interested in applying for the Federal Judicial Placement Program should review the information below prior to the application and interview season, and contact the [Career Services Office](#).
5. Learning about federal judicial placements

- a. Federal judicial placements begin in the spring semester of a student's 2L (second year) and continue in the fall of their 3L (third year); however, there are some opportunities for federal judicial placements for only 3L students.
 - b. Students interested in learning more about the court can go to the website for the United States District Court for the Middle District of Pennsylvania.
6. Applying for federal judicial placements
- a. The required materials include a cover letter, résumé, writing sample and transcript. Transfer students will need to create a grade sheet in place of a transcript. Cover letters should be addressed to the Judges, not the Law Clerks. Also, students should note that the inside address and the salutation differ from one another in a letter to a judge.
 - b. Students having difficulty using Law Lion Careers should contact the Career Services Office.
 - c. CSO will notify you by e-mail if you are selected for one or more interviews with the Judges' Law Clerks. You must then log in and schedule the interview time(s). Signing up for time slots is on a first-come, first-served basis.

(b) Federal Government Placements

- 1. Penn State Law students extern with federal government agencies, judicial chambers, and public defender and prosecutor offices. Students participate in all aspects of civil and criminal litigation, draft legislation, prepare testimony and attend administrative proceedings, and work directly with federal judges and law clerks in observing trials, oral arguments and the work of the court.
- 2. Federal government placements include:
 - a. U.S. Army War College
 - b. U.S. Attorney's Office for the Middle District of Pennsylvania (in Harrisburg and Williamsport)
 - c. Office of the Federal Public Defender (Harrisburg, PA)
 - d. U.S. Court of Appeals for the Third Circuit Judge D. Brooks Smith
 - e. U.S. District Court Judge Matthew Brann
 - f. U.S. District Court Judge Christopher C. Conner
 - g. U.S. District Court Judge John E. Jones
 - h. U.S. District Court Judge Yvette Kane
 - i. U.S. District Court Judge Sylvia Rambo
 - j. U.S. District Court Magistrate Judge William Arbuckle (in State College and Williamsport)
 - k. U.S. District Court Magistrate Judge Martin C. Carlson
 - l. U.S. District Court Judge Susan Schwab
- 3. Students interested in placements with federal judges should apply through the Federal Judicial Placement Program. Students interested

in placements with federal government agencies or organizations focused on federal legislative practice may want to consider the Semester in Washington Program.

(c) State Government Placements

1. Administrative Law and Litigation Placements
2. Pennsylvania Civil Service Commission
Pennsylvania Human Relations Commission
Pennsylvania Public Utility Commission
3. Criminal Placements
4. Pennsylvania County Public Defender Offices
Pennsylvania District Attorney Offices
5. Judicial Placements
6. Pennsylvania Supreme Court
Pennsylvania Commonwealth Court
Pennsylvania Court of Common Pleas (Blair, Centre, Clinton, Cumberland, Dauphin, Union/Snyder Counties)
7. Legislation Placement
8. Pennsylvania Legislative Reference Bureau
9. State Cabinet Level Agency Placements
10. Office of General Counsel:
 - i. Pennsylvania Department of Aging
Pennsylvania Department of Agriculture
Pennsylvania Department of Banking
Pennsylvania Department of Community & Economic Affairs
Pennsylvania Department of Conservation & Natural Resources
Pennsylvania Department of Environmental Protection
Pennsylvania Department of Health
Pennsylvania Department of Public Welfare
Pennsylvania Department of State
11. Pennsylvania Office of Attorney General
12. Antitrust Division
Appeals and Legal Services Division
Consumer Protection Division
Health Care Division
Tax Litigation Division
Torts Division

(d) Public Interest and Nonprofit Placements

1. Public interest and nonprofit placements available to Penn State Law students include:
 - a. Centre Safe (Bellefonte, PA)
 - b. Community Justice Project
 - c. The Law Offices of Women in Need (Chambersburg, PA)
 - d. Legislative Reference Bureau

- e. MidPenn Legal Services (in Carlisle, Clearfield, Gettysburg, Lancaster, State College, and Williamsport)
- (e) Penn State University Placements
 - 1. Penn State University — Office of General Counsel
 - Penn State University — Office of Athletic Compliance
 - Penn State University — Office of Gift Planning
 - Penn State University — Office of Physical Plant — (Construction)
 - Penn State University — Office of Physical Plant — (Real Estate)
 - Penn State University — Office of Global Programs
 - Penn State University — Office of Sexual Misconduct Prevention & Response
 - Penn State University — Milton S. Hershey Medical Center
 - Penn State University — Student Legal Services
- (f) New Externship Proposal Application (Contact Director of Externships for more info)
- iv) The Summer Externship Program
 - (a) More information will be provided soon.

7) International Law Practice & Extracurricular Activities

- a) Students eager to put the theories and skills they build through the [International Curriculum](#) into practice can participate in experiential programs, summer opportunities, and post-graduate fellowships. Students work in law firms with a multinational practice, NGOs, and government organizations. The Career Planning & Development Office and faculty members work with students to identify practice experiences.
- i) International Curriculum
 - (1) International and Transnational Law Courses
 - (a) Asylum and Refugee Law
 - (b) Dynamics of International Economic Order: Law, Politics, and Power (SIA)
 - (c) Energy, International Security, and the Global Economy (SIA)
 - (d) European Union Law Seminar
 - (e) Grand Strategies of Established and Rising Powers (SIA)
 - (f) Immigration Law
 - (g) International Commercial Arbitration
 - (h) International Criminal Law
 - (i) International Environmental Negotiations (SIA)
 - (j) International Financial Law Seminar
 - (k) International Law
 - (l) International Litigation and Arbitration
 - (m) International Human Rights Seminar
 - (n) Multinational Corporations
 - (o) The Supreme Court in Comparative Perspective Seminar
 - ii) Course offerings vary from semester to semester.

- iii) In addition to the courses listed above, the School of International Affairs (SIA) offers a wide selection of internationally focused courses that may be of interest to J.D. and LL.M. students. The full list of SIA electives is available [here](#).
- b) Student experiences
 - i) Students can get International human rights and criminal prosecution experience through the International Justice Externship Program or by working with a government organization such as the Department of State or an international development organization during the Semester in Washington program.
 - ii) International Justice Externship
 - (1) As part of our Externships Everywhere program, Penn State Law's International Justice Externship offers students an opportunity to pursue advanced international study and gain legal experience in a global setting. Working side-by-side with prosecutors at the Mechanism for International Criminal Tribunals (MICT) and the International Criminal Court (ICC), both located in The Hague, Netherlands, students participate in some of the most significant international criminal cases being prosecuted today.
 - (2) Educational benefits of the externship include:
 - (a) Hands on instruction in international criminal law
 - (b) Exposure to different legal cultures
 - (c) Instruction in the management of large complex trials
 - (d) Instruction in alternative approaches to the introduction of trial evidence.
 - (3) Students with a commitment to international criminal law and/or human rights are encouraged to apply for this semester-long program (fall or spring). Students interested in the International Justice Externship should consult the MICT [website](#) or the ICC [website](#), which explain the ICC's and the MICT's internal application process.
 - (4) Students interested in applying for the International Justice Externship must comply with all Externships Everywhere program rules.
 - iii) Students looking for work experience in developing countries can participate in the International Sustainable Development Projects clinic.
 - (a) International Sustainable Development Projects Clinic
 - (i) Through this first-of-its-kind clinic, law students collaborate with organizations (educational, nonprofit, for-profit) on a wide variety of matters rooted in humanitarian engineering and global health projects, and socially responsible business ventures. At its inception, the core mission of the Clinic was to support interdisciplinary teams brought together by Penn State's Humanitarian Engineering and Social Entrepreneurship program (HESE), to develop, design, and implement humanitarian projects in the "Global South." HESE strives to create "appropriate technology"-based solutions to compelling problems facing communities in developing countries. The Clinic has supported HESE's efforts to implement these solutions and transform them into sustainable and scalable ventures for profit as well as capacity building, education, empowerment, and improving health.

- (ii) The Clinic's collaborations have required legal research and analysis, drafting opinion letters and transactional legal documents, direct client representation, negotiation, and even diplomacy – based on foreign, international, and domestic law. Past Clinic projects have involved legal issues in Kenya, Ethiopia, Ecuador, Honduras, Brazil, and the United States. Under the direction of Professor Jeff Erickson, students will explore complex topics from across the legal spectrum in a multi-disciplinary setting. Participation in the clinic is a one-semester commitment. A second-semester advanced clinic experience is also available as approved by Professor Erickson.
- c) Graduate Fellowships
 - i) Graduating law students are eligible to participate in the University Traineeship Program at the International Court of Justice, The Hague, Netherlands, Fulbright Fellowships, and can identify other opportunities through the International Law Students Association.
 - ii) University Traineeship Program at the International Court of Justice, The Hague, Netherlands
 - (a) Eligibility: Recent Penn State Law graduates and 3L students
 - (b) Description: Penn State is one of a select group of top law schools that has been invited by ICJ to nominate candidates for this prestigious program. This 9-month clerkship appointment extends from September through May. Clerks work directly with members of the ICJ assisting with drafting various documents and opinions and researching the wide variety of legal issues presented to the Court. Additional information about the ICJ can be found at www.icj-cij.org/.
 - (c) Qualifications: Applicants should have excellent academic records, some familiarity the field of international law, and, excellent command of at least one of the ICJ's official languages (English or French) and a very good working knowledge of the other.
 - (d) How to Apply: Interested applicants should send the following application documents electronically to Brenda Johnson (blj10@psu.edu). Application materials are due mid-January.
 - (i) Curriculum vitae
 - (ii) Writing sample (no more than 15 typewritten pages)
 - (iii) Letter of interest that highlights the applicant's relevant background, reasons for pursuing the traineeship, and level of French
 - (iv) Law school transcript
 - (v) Name of a faculty member who supports your nomination.
 - (e) A faculty committee will select top candidates from all applicants for nomination by the Law School to the Court. The Court will make the final selection of clerks. Any questions about the program or application should be directed to Stephen Barnes, assistant dean of graduate and international programs, at sgb14@psu.edu.

8) Joint Degree Programs - Interdisciplinary study at Penn State

- a) Customize your legal education with rigorous courses or joint degree options.
 - i) Penn State Law students can customize their legal education by applying up to 12 course credits from any graduate discipline toward their J.D. requirements.
- b) Penn State Law offers several established joint degree programs so that they may earn a J.D. and a masters or Ph.D. at Penn State at the same time.
- c) Established Joint Degree Programs
 - i) These joint degree programs generally allow students to complete a J.D. and master's or Ph.D. on an accelerated timeframe. Opportunities include:
 - (1) School of International Affairs:
 - (a) J.D./Master of International Affairs (M.I.A.)
 - (2) Smeal College of Business:
 - (a) J.D./Master of Business Administration (M.B.A.)
 - (3) Donald P. Bellisario College of Communications:
 - (a) J.D./Master of Arts (M.A.) in Media Studies
 - (4) College of Education:
 - (a) J.D./Master of Arts (M.A.) in Educational Theory and Policy
 - (b) J.D./Doctor of Educational Theory and Policy (Ph.D.)
 - (c) J.D./Master of Education (M.Ed.) in Higher Education
 - (d) J.D./Doctor of Higher Education (Ph.D./D.Ed.)
 - (e) J.D./Master of Educational Leadership (M.Ed.)
 - (f) J.D./Doctor of Educational Leadership (Ph.D./D.Ed.)
 - (5) College of Health and Human Development:
 - (a) J.D./Master of Health Administration (M.H.A.)
 - (6) College of the Liberal Arts:
 - (a) J.D./Master of Science (M.S.) in Human Resources and Employment Relations
 - (7) College of Medicine:
 - (a) J.D./Master of Public Health (M.P.H.)
- d) Further Interdisciplinary Opportunities
 - i) For further information about opportunities to study in a law-related area of interest to you, please contact the Penn State Law Admissions Office at admissions@pennstatelaw.psu.edu

9) Distance Education

- a) If you choose to enroll in a course being taught via Distance Education, please note that these credits will be applied against the 15 credit maximum allowed for distance education by the American Bar Association (ABA). See ABA Standard 306(e). Penn State Law courses being taught via Distance Education will show "Instruction Mode: Distance Education" on the Schedule of Classes. These courses are also listed in the semester Timely Registration News.
- b) Note: Courses taken with Dickinson Law Professors via our synchronous audiovisual system are counted as Distance Education under this ABA Standard, and therefore, are applied against the 15 credit maximum allowed.

10) Co-Curricular Credit Rules

- a) The co-curricular credit rules below are effective fall 2023 for all students.
 - i) Credit Caps for Certain Elective Courses
(Note: Courses with the code 'EXPR' are not counted as co-curricular credits)
 - ii) Students may enroll in no more than:
 - (1) 12 credits for externships, not including the externship portions of the Semester in Washington Program, or the Externships Everywhere Program.
 - (2) With the approval of the Associate Dean for Academic Affairs and subject to the 18 credit maximum cap set forth in Section B below, a student may enroll in and earn credit for more than 12 credits for externships under compelling circumstances.
 - (3) 18 credits for in-house clinical courses.
 - (4) 6 credits for courses offered by law schools other than Penn State Law, when approved to visit away by the Associate Dean for Academic Affairs.
 - (5) 12 credits for Penn State University advanced undergraduate (400-499) and graduate-level (500 and higher) courses, subject to the generally applicable rules and exclusions set forth in the Student Academic Handbook. J.D. students enrolled in an approved joint degree program or 3+3 program are subject to the specific rules of that program.
 - (6) 4 credits for Independent Study courses. A student may register for no more than two Independent Study courses during law school, and no more than one Independent Study course per semester. Graduate level Individual Studies (596) credits will not be applied to the J.D. degree.
 - (7) 3 credits for Individual Research and Writing Seminar course.
 - (8) 6 credits for law review or journal membership.
 - (9) 4 credits for Moot Court Board membership and VIS competition.
 - (10) 6 credits for membership on a mock trial competition team.
- b) Penn State University Credits
 - i) Subject to the generally applicable rules and exclusions below, J.D. students who are not enrolled in a joint degree program may apply up to twelve credits of Penn State University graduate level courses (500 and above course numbers), and/or Penn State University advanced undergraduate courses (400-499 course numbers) that are related to the student's legal career objective with prior approval of the Associate Dean for Academic Affairs.
 - ii) J.D. students enrolled in an approved joint degree program are subject to the specific rules of that program.
 - iii) Advanced undergraduate (400-499) and graduate (500 and higher) course credits are co-curricular credits subject to caps on co-curricular credits set forth in the Student Academic Handbook, Co-curricular Credit Rules.
 - iv) Students seeking approval should email the Associate Dean for Academic Affairs. Included in the email should be an explanation of how the course(s) are related to the student's career objective, forwarded permission from the course instructor, and a current course description for the course(s) being requested.

- v) Generally Applicable Rules and Exclusions
 - (1) No credit splitting. Students may not apply less than all the credits earned in a single course toward the total number of credits permitted under this rule.
 - (2) Credits for graduate level courses that a law student earned prior to admission to the J.D. program will not count toward the J.D. degree.
 - (3) Credits will count toward the J.D. degree only if the student earns a grade of at least a B. Grades will appear on the student's transcript; however, grades for graduate courses are not calculated into a student's GPA.
 - (4) To count toward the J.D., courses must be taken at Penn State University Park or via World Campus. Credits earned through distance education (defined as through either World Campus or via the remote section of a Penn State Law course offered via synchronous audiovisual communication) will count as distance education credits under ABA Standard 306 Distance Education and state bar eligibility rules. The maximum number of credits permitted to count toward the J.D. degree under ABA Standard 306 is 15.
 - (5) Advanced undergraduate and graduate level credits for individual studies or supervised research will not count toward the J.D. or LL.M. degree.
- c) Independent Study Credit Rules
 - i) A student may take one Independent Study (LWIND 996) course per semester.
 - ii) An Independent Study course may be for one, two or three credits.
 - iii) An Independent Study course does not satisfy the Seminar requirement for graduation.
 - iv) A student may register for no more than two Independent Study courses for a maximum of four (4) credits.
 - v) A student may take an Independent Study only from a Supervising Professor. A Supervising Professor must be a resident law faculty member, an emeritus faculty member, or (with Associate Dean for Academic Affairs approval) an affiliate faculty member with a JD. Adjunct professors are not within this definition. Graduate level Individual Studies (596) credits will not be applied to the J.D. degree
 - vi) Before a student may register for an Independent Study course, the student must submit a written course proposal to the Supervising Professor. The course proposal must state the student's goals for the course and propose a thesis for the research paper the student will produce as part of the course. The Supervising Professor must approve the course proposal.
 - vii) Each Supervising Professor sets his or her standards and expectations each student must satisfy for course credit. A Supervising Professor may not award credit for an Independent Study unless the student produces a written research paper that reflects learning and achievement that merit award of course credit. Normally, to meet this standard, a student should expect to produce at least twenty double-spaced letter size pages of high quality legal scholarship for each credit awarded for the course.
 - viii) Note: A student may not earn academic credit more than once for the same or similar work ("double-dipping"). For example, a student may not submit the same or similar work to satisfy the requirements for membership on a law journal and for

credit in a seminar course or independent study. See Penn State Law Honor Code Appendix 12 (defining “plagiarism” as including “the re-submission of work originally completed for another course . . .”).

11) Scholarly Journals at Penn State Law

a) The Law School hosts three scholarly journals:

i) Penn State Law Review

- (1) The Penn State Law Review (PSLR) is a student-run journal that publishes three times a year and serves the legal community by presenting analysis and commentary on relevant topics. Each issue contains articles by leading professors, judges, and practitioners from around the country. In addition, PSLR features student-written material in its issues. The student-written material takes the form of comments, which PSLR’s associate editors compose during their first year of membership. Beyond the four printed issues, PSLR organizes an annual symposium, hosts scholarly dialogues for authors with forthcoming or recently published articles to discuss their contributions, and maintains the Penn Statim, which serves as an online companion providing access to published and original content.
- (2) Founded in 1897 as The Forum and published until 2003 as The Dickinson Law Review, PSLR is one of the oldest legal journals in the nation. PSLR is held in high esteem by the legal community and is the flagship publication of Penn State Law. PSLR is ranked among the top 6.5 percent of all legal journals throughout the country and competes with other top publications for submissions. Its articles and student-written comments are regularly cited in court opinions, legal journals, treatises, and casebooks.
- (3) PSLR is composed of an editorial board, senior editors (third-year students), and associate editors (second-year students), with membership limited to 15 percent of each class. PSLR selects its members based upon first-year academic performance and an annual intra-journal writing competition that commences after spring semester grades are released.
- (4) PSLR is financed through subscriptions, advertising revenues, and a modest school subsidy.
- (5) Please contact PSLR’s Editor in Chief, Drew Weglarz, via e-mail with additional questions.
- (6) Visit the Penn State Law Review external website for more information.

ii) Penn State Journal of Law and International Affairs

- (1) The Penn State Journal of Law & International Affairs (JLIA) is a student-edited, interdisciplinary, peer-reviewed journal, jointly published by Penn State Law and School of International Affairs.
- (2) The Journal publishes twice a year and includes scholarly articles and student comments focusing on developments of international law and current issues.
- (3) The Journal promotes academic and public discourse at the intersection of law and international affairs, featuring contributions in the areas of public and private international law, international relations, comparative law and politics,

geography, economics, history, and policy issues in the various sciences. We cover a range of timely topics including but not limited to: global economy, international crimes, human rights, counter-terrorism, international trade, intellectual property, sports and entertainment law. We promise to publish a diverse range of articles on current international law issues and developments.

(4) All JLIA issues are available online and indexed by LEXIS and Westlaw.

iii) Arbitration Law Review

(1) The Arbitration Law Review is a student-edited publication done in a law review format. Each editorial board produces a stand-alone book rather than a number of issues that are eventually assembled in a collective volume. The Arbitration Law Review covers domestic U.S. developments in arbitration, but periodically addresses transborder developments. The Review publishes scholarly articles delivered at an annual symposium, as well as student pieces on recent case law and legislative enactments, along with book reviews.

(2) The U.S. Supreme Court continues to show substantial interest in the law of arbitration and to favor this form of adjudication. State and federal courts generally embrace arbitration and the federal policy favoring arbitration. Additionally, arbitration has become critical to global commerce. The Review fulfills the need for the professional discussion of developments in these areas.

(3) Interim Associate Dean for Diversity, Equity, Inclusion & Belonging and Professor of Clinical Law Jill C. Engle is the faculty advisor.

- b) Students are selected for journal membership at the end of their first year of legal study on the basis of academic performance and achievement in the annual Writing Competition, held in May. For more information on eligibility and membership requirements for the scholarly journals, contact the editor-in-chief listed on each journal's website, and visit the Writing Competition Group in CANVAS.
- c) Transfer students are eligible for membership in the scholarly journals. For more information, transfer students should review the Collective Policy on Transfer Students, and request a copy of the Transfer Student Instructions for the writing competition from the Admissions Office.
- d) Joint degree students are eligible for membership on a scholarly journal and may participate in the writing competition. However, J.D./M.B.A. joint degree students must defer law journal membership while enrolled in full time MBA coursework, which normally occurs in the year following the 1L J.D. year.
- e) The *Penn State Environmental Law Review* was published from 1992 to 2011, and provided a forum for articles in the traditional realm of environmental law, as well as risk assessment, toxicology and epidemiology.
- f) The *Penn State International Law Review* was published from 1982 to 2011, and included articles on public and private international law written by foreign and domestic government officials, legal scholars and private practitioners.

12) Credit Hours for Coursework

- a) Definitions (to Comply with ABA Standard 310)

- i) A “credit hour” is (1) an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for final exams) or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in subpart (1) of this definition for other academic activities as established by Penn State Law, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours. The law school defines an “hour” for classroom or direct faculty instruction as fifty minutes, as required by ABA Interpretation 310-1. Faculty will determine the number of hours required for each unit of credit; at a minimum, students must complete 42.5 hours for 1 credit; 85 hours for 2 credits, 127.5 hours for 3 credits; and 170 hours for 4 credits.
 - ii) This credit hour definition will be used as the standard in the faculty’s review of the law school’s curriculum, the course approval process, and the ongoing management of the school’s academic program. Accordingly, all new course proposals must include a justification for the number of credits to be awarded that includes out-of-class work (see Sec. B below), as well as the time to be spent in class sessions. Because pedagogical goals and student assessments vary depending on the nature of the course –whether a traditional exam course, an experiential learning course, or a paper course, to name a few examples -- there will necessarily be some flexibility built into the application of this policy. In addition, this policy applies to all academic activities for which the law school awards credit, including in-house clinics, field placements, externships, independent studies, and co-curricular activities such as the law journals, the appellate moot court program, and the mock trial program.
- b) Student Work Outside the Classroom
- i) Per Section A.1 above, students are expected to devote at least two hours to out-of-class work for each in-class hour scheduled for the course. Out-of-class work may include such activities as reading assignments, case briefing, written assignments other than examinations, solving problem sets, participating in out-of-class simulations and role-playing exercises that help students develop lawyering competencies, research assignments, posting to an online discussion board, conferences with the instructor, and other work that assists in comprehension of course content such as outlining and studying for examinations.

13) Drop-Add

- a) A student may not drop or add a course after the expiration of the drop/add period except with the permission of the Associate Dean for Academic Affairs.
- b) The Associate Dean for Academic Affairs may permit a student to drop a course after expiration of the normal, one-week drop-add period and before the final work product for the course is due (either the examination date or the date when the final paper or similar product is to be submitted) if the student demonstrates, in writing and in the judgment of the Associate Dean, adequate justification for dropping the course. Examples of adequate justification include:

- i) hardship, especially if at the close of the normal drop-add period the circumstances or the events precipitating the hardship were unknown to and could not have been reasonably anticipated by the student; and
- ii) uncertainty from the reasonable perspective of the student, continuing until the time when application to drop the course is filed, as to whether the student needs the course credit to meet usual academic requirements necessary for that student to complete his or her studies in ordinary course (e.g., the student took the course only because he or she was uncertain as to whether he or she might win a position on a law review or on an appellate or trial team for which credit is awarded upon successful completion of a competition.) The Associate Dean should make a prompt decision on any request to drop a course and should, in ordinary course, ascertain whether the course professor has reason to object.
- c) Note: If a late drop, or add, is approved, please note that the university charge is \$6 per transaction. For example, a person who drops one course and adds another would be charged for two separate transactions.

14) Pass-Fail Rules

- a) Students may elect to take a course Pass-Fail during the first three weeks of the semester. The following rules apply to Pass-Fail courses:
- b) Students may not elect to take Professional Responsibility or courses meeting the graduation writing requirement Pass-Fail. Experiential Credit courses may be taken Pass-Fail, if designated by the professor. Courses graded credit/no credit are not pass/fail courses under this policy.
- c) A student may take only one course (maximum of 4 credits) Pass-Fail during their entire J.D. program. Note: Fundamental Skills for the Bar Examination (BAREX 900) is graded on a pass/fail basis, but does not count against the one pass/fail course a student may take.
- d) A student who receives a grade below C+ in a Pass-Fail course, including in Fundamental Skills for the Bar Examination (BAREX 900), will have the letter grade actually earned entered on the transcript and used for all purposes. A student who earns a grade of C+ or higher will have a "P" entered on the transcript; the course is then ignored in the computation of grade point averages; the actual letter grade is not provided to the student. Students electing pass/fail grading may not elect to receive the course letter grade earned after the semester pass/fail election period is past.
- e) In addition to Fundamental Skills for the Bar Examination (BAREX 900), only courses designated "Pass-Fail eligible" by the professor, as listed in the registration materials, may be elected Pass-Fail.

15) Auditing a Course

- a) Permission to audit a course must be granted by the Associate Dean for Academic Affairs.
- b) The student must seek approval from the course instructor to audit a course. This approval should be shared with the Associate Dean for Academic Affairs.
- c) The deadline for requesting a course be added/changed to an audit is the semester drop/add deadline published on the Academic Calendar.

- d) The course will appear on the student's schedule as though it has been scheduled for credit.
- e) The course will appear on the student's transcript with the grading symbol "AUS" if attendance was regular or "AUU" if the attendance was unsatisfactory.
- f) No credit is earned, and the grade-point average is not affected.
- g) Audit credits are charged at the normal per credit tuition rate.
- h) Credits for a course being audited are not counted in determining the following:
 - i) enrollment status (full-time or part-time)
 - ii) calculating semester standing
 - iii) financial aid status
 - iv) full-time status for international students for reporting to SEVIS (Student Exchange Visitor Information System) under federal requirements.

16) Non-Law Students in Law School Classes

- a) Enrollment (including audit) and attendance in a law school class is limited to law students, with these exceptions:
 - i) School of International Affairs Students, with the approval of the law professor, the director of the School of International Affairs, and the student's SIA academic advisor;
 - ii) Other PSU graduate students with the approval of the law professor and the law school Associate Dean for Academic Affairs;
 - iii) Students enrolled in PSU approved Integrated Undergraduate-Graduate degree programs with the approval of the law professor and the law school Associate Dean for Academic Affairs. Note: the law course will only be applied to the graduate degree program and transcript;
 - iv) Persons not already enrolled in a PSU academic program who register to audit a law school course with the approval of the law professor and the law school Associate Dean for Academic Affairs. (Auditors are charged law school tuition).

17) Class Attendance

- a) Prompt and regular course attendance is required of all students. Consistent with American Bar Association accreditation standards, individual faculty members shall establish, announce, and implement a policy designed to ensure regular and prompt attendance for each course. The policy shall be made known in writing to all students enrolled in the course by no later than the end of the drop-add period. With notice to students, faculty members may modify their methods for monitoring promptness and attendance during the semester. The faculty reserves the right to cancel the registration of a student who fails to comply with the requirement of regular class attendance.
- b) PLEASE NOTE that viewing a class recording is not a substitute for class attendance and preparation, which still is required for all class sessions (unless excused by the professor on an exceptional basis for good reason) and in order to remain in good academic standing with the law school. The law school's class recording policy is intended to enhance your learning experience, not to substitute for regular class attendance and preparation.

18) Final Exam Information

- a) Please review the following information each semester in preparation for final exams.
 - i) Final Exam Schedules:
 - (1) [Fall 2024 Final Exam Schedule](#)
 - (2) [Spring 2025 Final Exam Schedule](#)
 - b) [Exam IDs](#)
 - i) Exam IDs for fall 2024 are available on your exam dashboard [here](#).
IMPORTANT!
 - ii) You must obtain your Exam ID prior to sitting for your exams. Your Exam ID will be used as the only identifier on your exam materials. Placing the Exam ID on the exam is your responsibility. Accordingly, if you place your name on your exam or answer sheet(s), you will have waived the right to have your exam anonymously graded.
 - iii) You will receive a new Exam ID each semester for mid-terms and final exams.
 - c) [Final Exam Regulations](#) (J.D. and LL.M.)
 - i) General Regulations: Giving or receiving unauthorized assistance, failure to stop writing or typing when time is called, use of unauthorized materials or devices, violating Law School regulations or in any other manner practicing dishonesty during or in connection with an exam is a violation of the [Penn State Law Honor Code](#) and may result in the student's expulsion from the Law School. In addition, faculty may assign a grade of F or another grade-based sanction for dishonest behavior in connection with an exam. Personal headphones, including noise canceling, are not permitted. The Law School provides ear plugs upon request. Students shall be provided with scratch paper at the time of the exam
 - ii) [Mobile Devices](#). The use of mobile devices (cell phones, smart watches, fitness trackers etc.) is prohibited during law school exams. If you bring a mobile device (other than those specifically authorized by the professor) into an exam, you must turn it off completely, they may not be on vibrate mode and store it with your other belongings in the front of the room (see below about personal belongings). If you need to be reached during an exam due to a family emergency, please provide your family member the following list of contacts to call:

Student Services:	(814) 867-1261
Registrar:	(814) 863-9938

If we receive an emergency call for you, a staff member will escort you from the exam to a private office so you may address the emergency.
- d) [Calculators](#). If you are permitted to use a calculator during an exam, you must use an "old-fashioned" calculator that has no other function and cannot be connected to the internet. You may not use a calculator application on a cell phone or any other electronic device.
- e) [Dictionaries](#). If you are permitted by your professor to use a dictionary, you may use a traditional paper English language and/or translation dictionary or you may use a foreign language translating dictionary in an electronic form, provided it has no memory capacity, contains no other functions besides language translation, and does not connect

to the internet. You may not use a dictionary application on a cell phone or any other electronic device. Students are responsible for making sure that any electronic devices they use comply with these guidelines.

- f) Personal Belongings. All backpacks, bags, books, and materials not otherwise permitted during an examination must be stored in the front of the classroom.
- g) Leaving the Exam Room. If you need to leave the exam room at any time during the exam (for a restroom break or otherwise), you must be absolutely certain that you do not carry a cell phone or similar electronic device with you out of the exam room.
- h) Anonymous Grading: Exam IDs are assigned to J.D. and LL.M. students for use on exams to assure students anonymity in the grading process. Until grades are delivered by the faculty member to the Office of the Registrar, students may not reveal an Exam ID to any person. Students are responsible for obtaining Exam IDs prior to the exam. Exam IDs will be used as the only identifier on exam materials, and placing the Exam ID on the exam is the student's responsibility. Accordingly, students who place their names on exams or answer sheet(s) will have waived the right to have their exam anonymously graded. To preserve student anonymity, the Office for Student Services is responsible for distributing, proctoring, and collecting exams for students who have received a disability-based exam accommodation.
- i) Computer Use Required for Exams: Students are required to use a single laptop computer for in-classroom exams. Desktops, all-in-ones, or other types of computers or tablets are not permitted. No additional computers/tablets, second or external monitors/screens, or other secondary electronic data storage or transmitting devices are permitted for scheduled, in-classroom exams. A student may use an external keyboard and/or mouse in a scheduled, in-classroom exam, provided it is not loud when in use or otherwise distracting to other students. If a complaint is received by an exam proctor or IIT staff about the noise being made by an external keyboard, the student must stop using that keyboard and may request one from IIT if their laptop keyboard is not working. When typing a take-home exam outside of the building, either laptops or desktops may be used. All computers must be compatible with the EXAM4 software. All students must be familiar with and comply with the Computer Exam Procedures.
- j) Exam Schedule and Rescheduling an Exam: Administration of final exams other than at the scheduled time is permitted only to accommodate students with direct conflict exams (exams scheduled the same day and time) or for other compelling reasons.
 - i) Conflict Exams: Students with direct conflict exams (exams scheduled the same day and time) will have one of their exams rescheduled for the next available exam time on the student's schedule.
 - ii) Other Compelling Reasons: Students who encounter a compelling reason to reschedule an exam, for example, an acute illness, accident or a family emergency, should contact the Associate Dean for Academic Affairs who will reschedule an exam in consultation with the faculty member in appropriate cases. Students should NOT contact their Professor to request rescheduling of an exam.
 - (1) The law school Registrar schedules all make-up exams.
- k) Late Arriving Students: Students arriving late for an exam (after the exam time as begun) should be immediately directed to the Law School Registrar's office. There will be

signage posted regarding this on the exam room doors when the exam has started. No student should be permitted to enter the exam room late.

I) Final Exam Computer Procedures

- i) These procedures apply for the Fall 2024 Semester. You must read and follow all directions.
- ii) Any violation of any exam administration rules given before or at the time of exams will constitute a violation of the Honor Code.
- iii) All scheduled final exams will be administered in person, in the designated classroom in the Lewis Katz Building. Students should arrive 20-30 minutes prior to exam start time to get set up and situated.
- iv) Computer Use: Students who will use their computer for a scheduled, in-classroom exam, are permitted to use a single laptop computer with current EXAM4 software. Desktops, all-in-ones, or other types of computers or tablets are not permitted. No additional computers/tablets, second or external monitors/screens, or other secondary electronic data storage or transmitting devices are permitted for scheduled, in-classroom exams.
- v) A student may use an external keyboard and/or mouse in a scheduled, in-classroom exam, provided it is not loud when in use or otherwise distracting to other students. If a complaint is received by an exam proctor or IIT staff about the noise being made by an external keyboard, the student must stop using that keyboard and may request one from IIT if their laptop keyboard is not working.
- vi) Students who begin an exam using their computer may switch to handwriting at any time, but they must keep their computer on and in the exam software until time is called. They should seek the assistance of IIT to ensure both the typed and the written portions of their exams are submitted. Students also have the option to handwrite their scheduled, in-classroom exams using bluebooks provided in the exam room.
- vii) When typing a take-home exam outside of the building, either laptops or desktops may be used. All computers must be compatible with the EXAM4 software.
- viii) Note that each exam will have its own rules and procedures for taking the exam. You must follow the rules designated by your professor.
- ix) Once you have downloaded the software, you are required to take a practice exam all the way through the exam submission process to verify the software is working properly. Do not type anything in your practice exam that you wish to review later because exam files are encrypted and cannot be viewed from the software after exiting the exam.
- x) EXAM4 information
 - (1) See EXAM4.com for information on currently supported Microsoft and Apple computer Operating Systems (OS): <https://exam4.com/support>
 - (2) *Please note: You must be logged into a user account that has full administrative rights to your device in order to run Exam4.*

Please note that the following operating systems and hardware configurations are NOT supported:

- (a) Beta OS versions
- (b) Apple iDevices (iPad, iPhone, etc.)
- (c) Windows (RT, IoT, Mobile, Team & S versions)
- (d) Windows 10 SL (non-English Editions)
- (e) Surface devices that do not have Windows 10 or 11 Home, Pro, Education or Enterprise version
- (f) Windows computers with ARM processors (i.e., Snapdragon)
- (g) Linux
- (h) Chromebooks
- (i) Android devices
- (j) Virtual operating systems (VMs)
- (k) Anything else not specifically listed as supported on the EXAM4 website
- xi) The exam software employs robust measures for the preservation of data in the event of a hardware or software failure, and thus minimizes the risk of loss, but does not remove it entirely.
- xii) Students who have serious doubts about their laptop's reliability should consider purchasing a new laptop or borrow from a friend or family member.
- m) My Exam Dashboard
 - i) Video demo of the Dashboard and EXAM4 download procedure (opens in new tab)
 - ii) This page provides your exam number for this semester, links to download the software, a record of whether you have downloaded the software and uploaded a practice exam, information on your upcoming exam schedule, and a record of your uploaded exam answers, along with FAQ and video demonstrations.
 - iii) Fall update coming soon: Exam schedule and modes: <https://pennstatelaw.psu.edu/spring-2024-final-exam-schedule>
 - iv) Penn State Law's Honor Code (see section 2 of this document).
- n) Grading Deadlines are available on the semester academic calendars.
- o) Anonymous Grading: Exam IDs are assigned to J.D. and LL.M. students for use on exams to assure students anonymity in the grading process. Until grades are delivered by the faculty member to the Office of the Registrar, students may not reveal an Exam ID to any person. Students are responsible for obtaining Exam IDs prior to the exam. Exam IDs will be used as the only identifier on exam materials, and placing the Exam ID on the exam is the student's responsibility. Accordingly, students who place their names on exams or answer sheet(s) will have waived the right to have their exam anonymously graded. To preserve student anonymity, the Office for Student Services is responsible for distributing, proctoring, and collecting exams for students who have received a disability-based exam accommodation.

19) Grading Systems

- a) J.D. Grading System
 - i) Grades are assigned to Juris Doctor candidates on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below.

A	(4.00)
A-	(3.67)
B+	(3.33)
B	(3.00)
B-	(2.67)
C+	(2.33)
C	(2.00)
D	(1.00)
F	(0.00)
CR	Credit
NC	No Credit

Deferred Grades (DF)

No Grade Reported (NG)

- ii) Juris Doctor candidates may earn a limited number of credits on a pass/fail basis. Successful completion of such courses is indicated by the letter P. Some courses are offered only on a credit/no-credit basis. Successful completion of such courses is indicated by the code CR. Unsuccessful completion is indicated by the code NC.

A	(4.00)
A-	(3.67)
B+	(3.33)
B	(3.00)
B-	(2.67)
C+	(2.33)
C	(2.00)
D	(1.00)
F	(0.00)
CR	Credit
NC	No Credit

Deferred Grades (DF)

No Grade Reported (NG)

b) S.J.D. Course Grading System

- i) The following courses are graded with an 'R' (Research) for successful progress or completion: SJD 902 Research Methods Seminar, SJD 903 SJD Dissertation and SJD 904 SJD Candidacy. No GPA is calculated for these courses. The 'R' (Research) grade

remains on the student transcript as the final evaluation of the course. If the faculty advisor determines that the candidate is not maintaining successful progress toward degree completion, an 'F' (Failure) may be assigned.

Deferred Grades (DF)

No Grade Reported (NG)

20) Grading Norms

a) J.D. Grading Norms

- i) The Law faculty had established this grading norm for all J.D. students in: (1) all required courses; (2) electives with an enrollment of 30 or more; and (3) seminars and electives with an enrollment of 29 or fewer, as follows:

1. All required courses:	Median = B. Mean = 2.9-3.1. Expect 15% A and A-. Expect 15% C+ and below. Expect 3-7% D and below.
2. Elective classroom courses (30+):	Median = B. Mean = 2.9-3.2. Expect 15% A and A-. Expect 15% C+ and below.
3. Seminars, small classes, etc.	Median = B+. Mean = 3.0-3.6. No expectations.

- ii) These norms are suggested guidelines as opposed to rigid requirements.

b) LL.M. Grading Norm

- i) The Law faculty has established this grading norm for LL.M. students. A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. A (EXCELLENT) indicates exceptional achievement; B (GOOD) indicates substantial achievement; C (SATISFACTORY) indicates acceptable but substandard achievement; D (POOR) indicates inadequate achievement; and F (FAILURE) indicates work unworthy of any credit, and suggests that the student may not be capable of succeeding in LL.M. study.

c) MLS/CLS Grading Norm

- i) The Law faculty has established these grading norms for MLS/CLS students. A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. Grades in the "A" range (EXCELLENT) indicate exceptional achievement; grades in the "B" range (GOOD) indicate substantial achievement; grades in the "C"

range (SATISFACTORY) indicate acceptable but substandard achievement; “D” grades (POOR) indicate inadequate achievement; and “F” grades (FAILURE) indicate work unworthy of any credit, and suggest that the student may not be capable of succeeding in the MLS/CLS program.

21) Grade Appeals

- a) Grounds for Grade Appeals
 - i) Grading is the exclusive responsibility of each faculty member. Absent a calculation error or other mistake by the professor which the professor determines justifies submission of a grade change, grades are final. There are no grounds for appeal of a grade by a student except upon evidence of misconduct on the part of the faculty member, consisting of: i) assignment of a grade on some basis other than the faculty member’s assessment of the student’s performance in the course; ii) assignment of a grade by arbitrary or capricious application of standards different than those applied to other students in the course; or iii) assignment of a grade under standards that are a substantial and unreasonable departure from the instructor’s initially articulated standards.
- b) Informal Resolution
 - i) A student who wishes to question their grade may opt to first raise the matter with the instructor. A student is not required to take advantage of this option; however, if they do, it is expected that the instructor will respond to the student’s concerns. If the student and the instructor agree on a grade change, the instructor should complete a change of grade form in compliance with Penn State Law and Penn State University protocols.
- c) Grade Mediation
 - i) If the issue is not resolved informally, the student may request grade mediation from the associate dean for academic affairs. If the instructor consents to the mediation, the associate dean for academic affairs will review the issue, will act as mediator in at least one meeting with the student and instructor, and will take other appropriate action to seek resolution.
- d) Formal Grade Adjudication
 - i) If the instructor does not consent to grade mediation or if grade mediation by the associate dean for academic affairs does not resolve the issue, the student may seek formal grade adjudication. To request a formal grade adjudication, the student must submit a grade adjudication petition to the associate dean for academic affairs. The petition can be submitted any time during the semester but no later than ten weeks after the last day of the semester (i.e., the last day of final exams). The basis for a grade adjudication petition is limited to cases in which a grade assignment is based on faculty misconduct as outlined here at i), ii), or iii), and therefore, the petition must present clear evidence that the assignment of the grade was based upon at least one of those, rather than the academic judgment of the instructor.
 - ii) The associate dean for academic affairs will seek any additional information needed from the instructor, the student, or others and review the petition to determine whether the instructor’s assignment of the grade is based on faculty misconduct as

outlined here at i), ii), or iii). Individuals contacted to provide additional information must respond within ten business days.

(1) No Faculty Misconduct

- (a) If the associate dean for academic affairs determines that the assignment of the grade was not based on faculty misconduct, they will notify the student and the grade will stand. The adjudication process is thus concluded, and no other appeal will be considered.

(2) Faculty Misconduct

- (a) If the associate dean for academic affairs concludes that the assignment of the grade is based on faculty misconduct as outlined above at i), ii), or iii), they will determine a course of action that may include a recommendation for the determination of an amended grade. The associate dean for academic affairs will then notify the student and the instructor and provide them with a brief summary of the reasons for the recommended course of action.
 - iii) The student and the instructor have ten business days to respond to the course of action recommended by the associate dean for academic affairs following a finding that the grade was based on faculty misconduct. If both accept the recommended course of action, the student and the instructor should implement the recommended course of action. If this leads to a change in the student's grade, the instructor should complete a change of grade form in compliance with Penn State Law and Penn State University protocols.
 - iv) If either the student or the instructor does not accept the recommended course of action from the associate dean for academic affairs, they may appeal the determination within ten business days. The dean will appoint a committee of three faculty members with appropriate expertise to determine a grade. This committee will be composed of faculty members at the same or higher rank as the instructor. This committee may be a standing committee appointed at the start of the academic year or an ad hoc committee if no standing committee has been appointed. The associate dean for academic affairs will then transmit the grade to the Registrar, and the adjudication process is concluded.
- e) Faculty Advisor
- i) At any time during the grade appeals process, the student may choose a faculty advisor to assist in preparing and presenting their claims.

22) Class Ranking

- a) When is Class Rank Calculated?
 - i) The ranking procedure is run fall and spring semesters after final grading is completed. Credits earned at Penn State Law over the summer are included in the fall procedure; there is no separate summer ranking procedure.
 - ii) The general time frame for the ranking procedure is:
 - (1) Fall Semester
 - (a) Late January
 - (2) Spring Semester
 - (a) Late May to early June

b) Full-Time Student Ranking

i) Students admitted starting in Fall 2023:

- (1) The numerical class rank for the top 25 students in each JD class will be computed at the end of each semester based on cumulative GPAs and listed on the transcripts of students in the top 25. A chart with decile ranges up to 50% will be posted on the Penn State Law website. The rank for students in the bottom 50% of each JD class will not be published.

The class with which each student is ranked shall be determined by the total cumulative number of law credits (900 level) the student has earned (Units Toward GPA) at the time semester ranks are calculated, employing the following rules:

- (a) 10 — 32 total credits earned (Units Toward GPA) ranked with the first-year class
 - (b) 33 — 56 total credits earned (Units Toward GPA) ranked with the second-year class
 - (c) 57+ total credits earned (Units Toward GPA) ranked with the third-year class
- (2) The student can determine total cumulative credits earned by reviewing their course credit information in the Student Services Center in LionPath. In the Term Summary section under the Academics tab, Units Toward GPA, combine credits "taken" and credits in "progress" to determine which class he or she will be included in for ranking.
- (3) Ranking information is considered part of the student's permanent academic record and therefore will not be removed from the academic transcript.

ii) Students admitted prior to the Fall 2023:

Each student enrolling in the law school's full-time J.D. program as a first year and beyond, shall receive a semester rank and cumulative rank relative to his or her classmates at the end of each semester (fall and spring) in which the student completes at least one offering from the law school's curriculum. Students enrolled in an approved joint degree program must complete at least one course offering from the JD curriculum in the semester in which ranking taking place.

- (1) The class with which each student is ranked shall be determined by the total cumulative number of law credits (900 level) the student has earned (Units Toward GPA) at the time semester ranks are calculated, employing the following rules:
- (a) 10 — 32 total credits earned (Units Toward GPA) ranked with the first-year class
 - (b) 33 — 56 total credits earned (Units Toward GPA) ranked with the second-year class
 - (c) 57+ total credits earned (Units Toward GPA) ranked with the third-year class
- (2) The student can determine total cumulative credits earned by reviewing their course credit information in the Student Services Center in LionPath. In the Term Summary section under the Academics tab, Units Toward GPA, combine credits "taken" and credits in "progress" to determine which class he or she will be included in for ranking.

- (3) Semester and cumulative ranks, as they are earned, will appear on the student's academic transcript. Ranking information is considered part of the student's permanent academic record and therefore will not be removed from the academic transcript.
- c) Transfer Student Ranking
- i) Students who enroll in the law school's full-time J.D. program as transfer students (including students transferring from Dickinson Law) can determine their percentage rank among their classmates by using a percentile chart. A Percentile Ranking Chart will be published each semester (fall and spring) on the law school's website after the final semester ranking procedure runs. The chart will identify the cumulative GPA cut-offs associated with percentage ranks in the class for the semester based on the cumulative rankings of full-time students in each class for that semester. For example, it might show that a 3.68 or better is associated with a rank in the top 5% of the second-year class, that a 3.57 or better is associated with a rank in the top 10% of the class, etc.
 - ii) Each student enrolling in the law school's full-time J.D. program as a transfer student (including students transferring from Dickinson Law) shall also receive a semester rank relative to his or her classmates at the end of each semester (fall and spring) in which the student completes at least one offering from the law school's curriculum.
 - iii) At the time ranks are calculated, the class with which each student is ranked shall be determined by the total cumulative number of law credits (900 level) the student has earned (Units Toward GPA) at Penn State Law plus the advanced standing credits accepted by Penn State Law when the student transferred. The following are the credit ranges defining each class for ranking:
 - (1) 10 - 32 total credits earned (Units Toward GPA) ranked with the first-year class
 - (2) 33 - 56 total credits earned (Units Toward GPA) ranked with the second-year class
 - (3) 57+ total credits earned (Units Toward GPA) ranked with the third-year class
 - iv) The student can determine total cumulative credits earned by reviewing their course credit information in the Student Services Center in LionPath. In the Term Summary section under the Academics tab, Units Toward GPA, combine credits "taken" and credits in "progress" to determine which class he or she will be included in for ranking.
 - v) Semester ranks will appear on the student's academic transcript. Ranking information is considered part of the student's permanent academic record and therefore will not be removed from the academic transcript.
- d) LL.M. and Visitor Ranking
- i) LL.M. students and students visiting Penn State Law do not have a semester or cumulative ranking assigned.
- e) Non-Law School Credits Earned and Class Ranking
- i) Semester and cumulative GPAs account only for grades received by students in courses offered in the law school's curriculum (900 level). However, credits received in courses that are not offered in the law school's curriculum, may, in some cases, be applied to the total number of credits needed for graduation from the law school.

23) Honors, Woolsack and CALI Awards

a) Academic Honors*

- i) Academic Honors are awarded as follows: cum laude to graduates who rank in the top 30 percent of the graduating class, magna cum laude to those who rank in the top 15 percent and summa cum laude to those who rank in the top 5 percent of their class. Please refer to Class Ranking for information about how the law school calculates rank in class, and the number of graded credits a student must earn to be ranked in a particular class.
- ii) Students who rank in the top 30 percent (cum laude), 15 percent (magna cum laude) and 5 percent (summa cum laude) of the graduating class based on rank after five semesters will be listed provisionally as honors recipients in the commencement program at Spring commencement. However, final awarding of honors is based on rank in the graduating class after six semesters, determined after Spring commencement.
- iii) Final honors will appear on the diploma and transcript. Provisional honors will not appear on the transcript or diploma and students who are recognized for provisional honors but do not earn final honors should not represent that their degree was earned with academic honor.

b) Woolsack Honor Society

- i) The Woolsack Honor Society was founded in 1920 for the purpose of recognizing academic excellence. It was reestablished in 1981. Membership in the Society is extended to: 1) Students who rank in the top fifteen percent of the graduating class after 5 semesters; and 2) Students who do not qualify for membership after 5 semesters but who rank in the top 15 percent of the graduating class after six semesters.
- ii) Students who qualify for membership in Woolsack Honor Society based on class rank after five semesters are notified by the Dean in February before Spring commencement. Students who qualify after six semesters are notified after Spring commencement.
- iii) The notation “Woolsack Honor Society” will appear on the transcript for all students who qualify for membership.
- iv) Fall members' names are listed in the commencement program and are recognized during the spring commencement ceremony.
- v) Once inducted, membership is permanent.

c) Honors and Woolsack - Transfer Students

- i) Academic Honors eligibility applies to students that have completed Penn State’s first year J.D. curriculum. Woolsack honors require at least 5 semesters of enrollment at Penn State and a cumulative rank in class. Transfer students will not receive a cumulative rank in class as grades from their prior law school cannot be calculated toward a Penn State Law class rank. Therefore, students transferring into Penn State Law will not be eligible for Academic Honors or Woolsack.

d) CALI Awards

- i) The “CALI award” is given to the J.D. student with the highest grade in a class, as determined by the Penn State Law professor. Awardees receive a printed certificate,

- which includes a permanent URL VirtualAward that the student can link to from their online resumés or biographies. The Penn State Law Registrar places the CALI Award certificates in the Katz Building student mail folders approximately one month after final grading is completed each semester. In the spring semester, CALI Award certificates for graduating 3L students are mailed to their diploma mailing address, or permanent address if there is no diploma mailing address listed in the student's *Student Services Center* in LionPath.
- e) *Prior to February, 2020, the academic honors policy was:
- i) Academic Honors are awarded as follows: cum laude to graduates who rank in the top 10 percent of the graduating class, magna cum laude to those who rank in the top 5 percent and summa cum laude to those who rank in the top 2 percent of their class. Please refer to Class Ranking for information about how the law school calculates rank in class, and the number of graded credits a student must earn to be ranked in a particular class.
 - ii) Students who rank in the top 10 percent (cum laude), 5 percent (magna cum laude) and 2 percent (summa cum laude) of the graduating class based on rank after five semesters will be listed provisionally as honors recipients in the commencement program at Spring commencement. However, final awarding of honors is based on rank in the graduating class after six semesters, determined after Spring commencement.
 - iii) Any graduate of Penn State Law prior to February 2020 was subject to this policy, and not the current honors policy explained one above.

24) Withdrawal Policies

- a) Involuntary Withdrawal
 - i) A student will be deemed to have withdrawn from the Law School if, (1) After the initial registration, the student fails to register for any subsequent year for which the student is eligible to register or gives written notice to the Associate Dean for Academic Affairs of election to withdraw; (2) During a school term for which he or she is registered, he or she is absent from all scheduled classes for a continuous two-week period without having informed the Associate Dean in writing that his or her absence is attributable to cause; or (3) He or she fails to appear for any scheduled final examination in any course and also fails, within one week thereafter, to inform the Associate Dean in writing of the reason for his or her failure to appear for such examination.
- b) Voluntary Withdrawal
 - i) A student who has withdrawn voluntarily will not be entitled to return as a matter of course at a later date; such privilege may be granted prior to his or her withdrawal or afterward.
 - ii) Any student contemplating voluntary withdrawal and desiring the privilege of returning at a later date may apply in writing to the Associate Dean for Academic Affairs for permission to withdraw with the privilege of later return, and the student may postpone final decision on withdrawal until his or her request is acted upon. The

Associate Dean may grant or deny the request or refer it to the Admissions Committee for decision.

- c) Any student who withdraws voluntarily without first obtaining written permission to withdraw from the school with the privilege of later return and who later seeks permission shall be required to make application for readmission to the Admissions Committee, whose decision shall be final to the same extent as its decision on applications for original admissions.
- d) *Students must submit their petitions for withdrawal by no later than 11:59 p.m. on the last day of law school classes for the term.*

25) Address Update

- a) It is critical that students keep their permanent, local and emergency addresses updated. Students may review and update their address information on LionPATH in the Student Services Center.
- b) Prior students must notify the University Registrar's Office of addresses changes, via the Address Correction Form.

26) Transcripts

- a) Information regarding how to obtain a Penn State academic transcript can be found on the University Registrar website.
- b) Please note important End of Semester Transcript information.

27) Academic Verification

- a) An academic verification provides proof of enrollment, student status, and graduation, it does not provide specific course or grade information. More information regarding academic verifications is available from the University Registrar. Academic verifications are available free of charge for currently enrolled students.

28) Degree Audit (Academic Requirements Report)

- a) Your Degree Audit (Academic Requirements report) is available in your *Student Services Center* in LionPath. You can use your Degree Audit (Academic Requirements report) along with your J.D. Requirements information to ensure you are staying on track to meet your graduation requirements.
- b) For more detailed assistance with your Degree Audit/Academic Requirements report, use these videos and documents:
 - i) Running a Degree Audit (video) – Running a Degree Audit Doc
 - ii) Interpreting a Degree Audit (video) – Interpreting a Degree Audit Doc
- c) Please note that these videos and documents were generally written to apply to all cohorts of students at Penn State. Therefore, some of the information may not apply specifically to Penn State Law students.

29) Employment While Enrolled

- a) Because law school course work requires full-time application, students are cautioned not to place excessive reliance on employment for financial support. First-year students

are strongly advised to refrain from any employment. All students are forbidden from working more than twenty hours per week during the fall and spring semesters. By registering for classes each semester, students certify compliance with this throughout the semester. Under the Academic Standing Rules, the Rules Committee will not consider employment during the semester as an excuse for poor academic performance.

30) Student Certification to Practice

- a) Pennsylvania Bar Admission Rule 321 and similar rules in other states authorize appearances in court under certain circumstances by students who have completed three semesters of law school. Those rules typically require that the Associate Dean for Academic Affairs certify students as being of good character and competent legal ability and as being adequately trained to perform as a certified legal intern.
- b) Students seeking certification in Pennsylvania should obtain the proper form and instructions on completing the form from the Pennsylvania Board of Law Examiners website (pabarexam.org). From the Board of Law Examiners homepage, select "Application Information" from the menu on the left side of the screen. Then select the link to "Application for Rule 321 and 322." A student seeking certification in another state should consult the appropriate student practice rule and meet with the Associate Dean for Academic Affairs to effect compliance with that rule.
- c) Upon completing the Pennsylvania Application for Certification, students should submit the form to the Registrar's Office for certification of good standing and eligibility. Once the form is Certified by the Registrar, the student should submit it to the Prothonotary of the Supreme Court of Pennsylvania.
- d) To enable a student to serve as a legal intern following second-year fall semester examinations, the school will tentatively presume that the student has successfully completed three semesters at the end of examinations for the third semester. Should this presumption be overcome by the student's performance in the third semester, the school will withdraw the student's certification. Students who have taken courses on a part-time basis will be considered, for certification purposes, to have completed the equivalent of three semesters when they have completed 43 credit hours.

31) Accommodations for Students with Disabilities

- a) STATEMENT OF POLICY
 - i) Penn State Law is fully committed to (a) making its programs available to all qualified individuals, regardless of disability and (b) making reasonable accommodations for persons with disabilities. The Student Disability Resources (SDR) office, located on the campus of Penn State-University Park is the designated university office that obtains and files disability-related documents and develops plans for the provision of reasonable accommodations. Student Disability Resources will send written notification regarding recommended accommodations to the law school's Office of Student Services. SDR may be contacted at 814-863-1807 or edaccessibility@psu.edu.

- ii) Accommodations for disabilities are granted and administered solely by the Office of Student Services. Faculty members are not authorized to grant or deny disability accommodations*. (*The faculty member's role is explained in detail below):
- iii) Any student requesting accommodations because of a disability must meet with the office of Student Disability Resources (SDR) office to request the accommodation. The meeting should normally occur within the first two weeks of the student's first semester in law school, or, in the case of a disability which is discovered after the student has begun law school, within two weeks of the student's discovery of the disability, and in no event shall the meeting occur later than is necessary to permit an adequate period of time for consideration of the request under these procedures before the time for which the accommodation is sought.
- iv) After the initial meeting, SDR will inform the Office of Student Services that the individual has provided the required documentation and propose specific accommodations for the student.
- v) Any student requesting an accommodation must present appropriate documentation, from a qualified professional, establishing (a) that the disability exists and (b) that the requested accommodation is necessary to provide the student with the opportunity to achieve or participate in the program to the same extent as a similarly-situated person without a disability. The documentation should be provided to SDR. The following requirements apply to documentation of disabilities:
 - (1) The documentation should reflect functional limitations that are currently impacting the student as determined by the appropriate professional who is qualified to evaluate the functional impact of the disability and render conclusions about the need for accommodations.
 - (2) Student Disability Resources has not adopted a documentation currency requirement, but documentation will only be accepted if it reflects the present-day status of the student's functional limitations.
 - (3) Student Disability Resources may waive documentation requirements for a student whose disability is readily apparent or obvious (e.g., paralysis, total blindness, deafness).
 - (4) For students whose disabilities or need for accommodations are not readily apparent, Student Disability Resources has established disability-specific criteria highlighting functional areas of impact that must be met in order for a student to receive services.
 - (5) Links to the disability-specific documentation guidelines can be found below. Examples of documentation that may meet Student Disability Resources' guidelines include, but are not limited to:
 - (a) Neuropsychological evaluations
 - (b) Psychoeducational evaluations
 - (c) Medical evaluations
 - (d) Physiological assessments
 - (e) Audiograms
 - (6) Please note that recent secondary school documentation, such as Individualized Education Programs (IEPs) or Section 504 Plans, may assist in Student Disability

Resources' determination for services, but their sole submission may not meet Penn State's Student Disability Resources documentation requirements.

- vi) If a student does not have comprehensive disability documentation available for submission, Student Disability Resources provides verification forms for all disabilities to facilitate the documentation process. Many of the forms can be used independently to document the functional limitations associated with a disability or they can be used to supplement current documentation.
 - vii) Some verification forms, where noted, cannot be submitted alone and must accompany additional documentation as indicated. Any documentation submitted, including a completed verification form, must meet Student Disability Resources' disability-specific guidelines for acceptance.
 - viii) Student Disability Resources reserves the right to determine whether submitted documentation supports the need for reasonable accommodations based on the functional impact of the disability in the college environment.
- b) DETERMINATION OF APPROPRIATE ACCOMMODATION
- i) Once documentation has been submitted as described above and approved, the Assistant Dean for Student Services will receive from the requesting student an approved classroom and/or exam accommodation plan. The student will submit to each applicable faculty member their approved classroom accommodation plan.
 - ii) A faculty member who is notified of an accommodation which is available to a student in the faculty member's course or program may inform the Office of Student Services of special circumstances which the faculty member believes make the accommodation unreasonable or inappropriate. The Office of Student Services in consultation with the Associate Dean for Academic Affairs and SDR shall consider such information and, where consistent with ADA standards, suspend or modify the established accommodation for the particular situation involved.
- c) CONFIDENTIALITY
- i) No details regarding the nature of any student's documented disability shall be made available to any person except for the information described immediately above. The law school will make best efforts to conceal the identity of any student who is receiving a exam accommodation to any professors or other persons. However, the law school may reveal the identity of a student receiving an accommodation when it is not reasonably feasible to maintain confidentiality. Instances in which a professor or other staff member working with a professor may be made aware of the student's name, the requested services, and the fact that the requested services are being made in order to accommodate a documented disability include but are not limited to:
 - (1) Accommodations for non-degree seeking students;
 - (2) Classroom accommodations;
 - (3) Accommodations for formative assessments delivered through electronic means; and
 - (4) Final exam accommodations delivered through electronic means.

d) EXAMINATIONS

- i) Faculty members shall ensure that our disability accommodation policies are followed where applicable, including the application of these policies to midterms and quizzes. Where a disabled student is entitled to an accommodation on a midterm and/or quiz or series of quizzes, the Office of Student Services shall perform its normal functions (including exam administration) regarding such accommodations. Where a disabled student is entitled to an ADA accommodation on an online midterm and/or quiz or series of quizzes, the faculty support staff shall consult with the Office of Student Services to coordinate such accommodations and to ensure anonymity is preserved. Student Services will coordinate student disability accommodations for final examinations.

e) RECERTIFICATION IN SUBSEQUENT SEMESTERS

- i) Each student shall, at the beginning of each academic semester, provide the Office of Student Services and applicable faculty members with an approved classroom and/or exam accommodation plan.

32) Reporting and Other Requirements:

- a) <https://pennstatelaw.psu.edu/office-student-services/policies-procedures-and-resources>

b) Emergency Preparedness

c) Alcohol Policy

- i) Possession, Use, and Distribution of Alcoholic Beverages

- (1) In general, the use, possession and distribution of alcoholic beverages are prohibited upon the property of The Pennsylvania State University, including Penn State Law, unless specifically authorized.

- (<http://guru.psu.edu/policies/AD18.html>).

- (2) Where such use, possession, and distribution are permitted, strict compliance with the laws of the Commonwealth of Pennsylvania is required. The laws of the Commonwealth of Pennsylvania are published as the "Liquor Code," PL90, April 12, 1951, and the Liquor Control Board Regulations.

- (3) Please read, "Guidelines on the use of Penn State Law Student Bar Association (SBA) Fees to be used for the Purchase of Alcohol" policy. (see appendix)

- (4) Policy AD18 requires that a request form be submitted in order to possess/use alcoholic beverages for activities on the property of The Pennsylvania State University. Please note that the form should be submitted at least one month prior to your event.

d) Automobiles, Parking, and Bicycles

- i) Parking is centralized at University Park. Please follow the directions for registering your car, the parking policies, and obtaining a permit at the Transportation Services website. Please note that there is a fee for parking at UP. The amount varies, depending on the lot to which you are assigned. There is a shuttle service for those students in Graduate Housing, as well as from the commuter lots.

- ii) Bicycles

- (1) If who wish to bike to campus, please follow the instructions on the Bicycle Regulations website.
- e) Clery Act Crime Statistics and Information
 - f) Immunization Requirements
 - i) Penn State policy requires full time, degree-seeking students accepted to Penn State to provide documentation of immunization against Measles, Mumps, and Rubella (MMR). Students living in University-owned housing are required by the Commonwealth of Pennsylvania to either be immunized against meningococcal disease or to complete a waiver of exemption.
 - ii) You may complete your immunization documentation on the University Health Services Immunization Requirements web page.
 - g) Inclement Weather Policy
 - i) Penn State Law follows the closure/delay decisions made by Penn State for the University Park campus. So, if Penn State's University Park campus is closed or delayed, the law school will also be closed or delayed accordingly.
 - ii) In the event Penn State delays the opening of the University Park campus, classes scheduled to start prior to the delayed start time will be canceled for that day. So, for example, if the opening is delayed until 10:00 a.m., all law school classes scheduled to start before 10:00 a.m. will be canceled. Classes beginning at or after the delayed start time will continue as scheduled, unless otherwise announced via email.
 - iii) Students, faculty and staff who have signed up for PSUALERT will receive notifications via that service. If you haven't already, you should sign up online for PSUALERT.
 - h) Student Ethics and Professionalism
 - i) The hallmark of an enlightened and effective system of justice is adherence to standards of professional responsibility and civility. Integrity and courtesy are indispensable to the practice of law. The conduct of law students and lawyers should at all times exhibit professional integrity and personal courtesy in the fullest sense of those terms.
 - ii) Members of the Law School community should conduct themselves in a manner that preserves the dignity and honor of the Law School and the legal profession, where courtesy and civility are observed as a matter of course. It is expected that all members of the Law School community will adhere to these principles (adapted from the Pennsylvania Code of Civility), which do not in any way supplant or displace the Law School's Honor Code.
 - iii) As a member of Penn State Law, I pledge:
 - (1) To treat all members of the Law School community in a civil, professional and courteous manner at all times.
 - (2) To speak and write in a civil and respectful manner in all communications.
 - (3) Not to engage in any conduct that diminishes the dignity or decorum of the Law School environment.
 - (4) Not to bring the profession into disrepute by making unfounded accusations of impropriety or personal attacks upon others and, absent good cause, not to attribute improper motive or conduct to others.

- (5) To refrain from acting upon or manifesting racial, gender or other bias or prejudice toward others.
- (6) Not to misrepresent, mischaracterize, misquote or miscite facts or authorities in any oral or written communication.
- (7) As I begin the study of law, I acknowledge and accept that the legal profession is built upon the highest ethical and professional standards and that my Law School study not only embraces the academic substance of the law, but also requires a sincere commitment to professionalism.
- iv) Related Resources: The Penn State Law Honor Code (detailed above)
 - i) Nondiscrimination and Harassment Policies and Complaint Process
 - j) PSU Code of Conduct
 - k) PSU Principles
 - l) Sexual Assault and Domestic Violence Victim Resources
- m) Smoking Policy
 - i) University Park
 - (1) Smoking is permitted only in designated smoking areas. Please refer to the Penn State policy on smoking for more information.
- n) Student Complaint Resolution Policy (Rev. 10/2011)
 - i) Law Student Complaint Resolution Policy
 - (1) Preface
 - (a) As an American Bar Association (ABA) accredited law school, Penn State Law is subject to the ABA Standards and Rules of Procedure for Approval of Law Schools. Any law student may bring a formal complaint to the law school's administration of a significant problem that directly implicates the law school's program of legal education and its compliance with ABA Standards by following the steps described below.
 - (2) Procedure for Submitting Complaints
 - (a) Complaints must be submitted in writing to the Associate Dean of Academic and Student Affairs.
 - (b) The writing should describe in detail the behavior, program, process or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s).
 - (c) The administrator to whom the complaint is addressed shall acknowledge the complaint within three business days of receipt.
 - (3) Procedure for Resolving Complaints
 - (a) Within ten business days of acknowledgement of the complaint, the administrator to whom the complaint was addressed, or his or her designee, shall either meet with the complaining student or provide a substantive response to the complaint in writing.
 - (b) In this meeting or writing, the student shall be provided with information about what steps are being taken by the law school to address or further investigate the complaint.

- (c) Within ten business days of completing its investigation, the law school shall communicate its findings and, if appropriate, its intended actions to the complaining student.
 - (4) Procedure for Appeals
 - (a) If a student is dissatisfied with the outcome or resolution of the law school's investigation, that student has a right to appeal to the Dean.
 - (b) The appeal must be submitted in writing within ten business days after communication to the student of the findings of the investigation.
 - (c) The Dean's decision shall be communicated to the student within ten business days and shall be final.
 - (5) Maintenance of Records
 - (a) A copy of the complaint and resolution shall be maintained in a confidential manner in the Office of the Assistant Dean of Academic and Student Affairs.
- o) Mental Health and Substance Abuse Resources
 - i) National Suicide Prevention Hotline: 800.784.2433
 - (1) Several recent studies indicate that law students are at a high risk for chemical dependency. The reasons most often given by law students for substance use are "to relax or relieve tension" and to "get away from problems." These reasons suggest that some law students develop behavior patterns that will become problematic later in legal practice. The quality of professional legal services is affected by attorneys who are impaired as a result of the abuse of alcohol or other drugs. Reports indicate that 50 to 75 percent of major attorney disciplinary cases nationwide involve chemical dependency.
 - ii) Resources for Law Students:
 - (1) Counseling and Psychological Services (CAPS)
 - (a) CAPS works with thousands of Penn State students per year in group therapy, individual counseling, crisis intervention, and psychiatric services as well as providing prevention, outreach, and consultation services for the University community. CAPS is located on the 5th floor of the Student Health Center.
 - i. Crisis Information
 - ii. Emergencies: 911
 - iii. CAPS Main #: (814) 863-0395
 - iv. Centre County CAN HELP: 1-800-643-5432
 - (2) Pennsylvania Lawyers Concerned for Lawyers
 - (a) Lawyers Concerned for Lawyers of Pennsylvania, Inc. (LCL) is an assistance program which offers confidential help to law students, lawyers, judges, and their family members. LCL has NO connection or communication with the Disciplinary Board, Judicial Conduct Board, Board of Law Examiners, or the Pennsylvania Bar Association regarding the identity of those they help. LCL is a comprehensive assistance program designed to meet the unique needs of law students, lawyers, judges and their family members who are struggling not only with alcohol and drug related problems but also with stress, anxiety, depression, gambling and other emotional and mental health issues.
 - (3) ABA's Substance Abuse and Mental Health Toolkit

- (4) Penn State Health Promotion and Wellness
- (5) Lawyers with Depression
- (6) A Law Student's Guide to Being a Happy, Healthy and Honorable Lawyer
- (7) National Institute of Mental Health
- (8) Depression and Bipolar Support Alliance
- (9) National Eating Disorders Association
- p) Student Organization Transportation Policy (July 2007)
 - i) Transportation to SBA and Other Student Organization Events
 - (1) The Office for Student Services will assist student organizations seeking to arrange transportation for students attending approved events off-campus. Student organizations will be responsible for the cost of transportation, but pre-payments for transportation may be made by a representative from the Office for Student Services, who will use a University purchasing card. Please have all dates, times, and number of travelers finalized before making an appointment to arrange transportation. Your appointment should be made at least three weeks prior to the event. These types of payments will not be permitted using a purchasing card unless your organization has the funds currently available or budgeted. Currently, the daily rate for school bus or similar mode of transportation is approximately \$500; the cost for each motor-coach charter bus is approximately \$900.
 - (2) Student organizations may also reserve one of the vans by contacting the Student Services office. The mini-van is currently available on Friday, Saturday, and Sunday and holds seven (7) people total. You must provide a student driver who is over 21 and on the Law School payroll. The maxi-van holds fifteen (15) people total, and is also available for student use. You must provide a driver who is over 25, on the Law School payroll, and certified via an on-line test.
 - ii) Transportation Between Campuses
 - (1) Arrangements for travel between UP and Carlisle for Law School events will be made, paid for, or otherwise reimbursed according to the schedule below. Other reasonable requests for transportation will be considered. However, in keeping with the Law School's policy of not sponsoring activities that include the consumption of alcohol as a major focus, transportation generally will not be provided when alcohol is a central aspect of the event.
 - (a) Commencement
 - (b) Orientation
 - (c) Barrister's Ball
 - (d) Spring Soiree
 - (2) All DSL community members are encouraged and expected to observe basic principles of safety and responsible behavior when consuming alcohol.
 - (3) Alcohol related offenses such as DUI, public intoxication, and open container citations must be disclosed when you apply to take the bar exam, and may raise serious issues about your character and fitness to practice law.
- q) Student Travel Policy
 - i) Student Travel Support

- (1) A limited travel budget is available to assist students who wish to travel to attend appropriate out-of-town events (e.g., legal conferences, national organization meetings, etc.). Students planning to travel on Penn State Law-sponsored or student organization-sponsored business must receive pre-approval by the Office of Student Services. Students seeking financial support for travel must provide the following at least three weeks prior to departure:
 - (a) A budget of total expected costs (registration fees, travel, hotel, meals, etc.);
 - (b) A conference/program agenda;
 - (c) A statement explaining the relevancy to legal studies;
 - (d) Funding received from other sources (e.g., grants, fee waivers, etc.);
 - (e) How much funding is requested; and
 - (f) How your attendance will benefit you and the law school community.
- (2) Requests will be considered on a case-by-case basis after careful evaluation of the factors listed above on a first-come, first-served basis until the funds are exhausted for that academic year. Travelers are accountable for spending University monies, which requires that the traveler demonstrate integrity and expect all travel expenses to be scrutinized. The personal safety of the traveler, the wise use of traveler's time and the practical aspects of the itinerary are to be considered in determining travel plans. It is the traveler's responsibility to (1) Clearly state business purpose of trip; (2) Avoid impropriety or extravagance; (3) Understand and comply with University policies; (4) Assure that clearly documented, accurate and reasonable expenses are submitted within 60 days of trip completion, including the Travel Support Form available online; and (5) Certify that the traveler will not receive duplicate reimbursements for same travel expense (no double-dipping).
- ii) All student travelers must submit a completed "Emergency Contact & Health Form" available online prior to departure.

33) LL.M. Program

- a) Penn State Law trains international lawyers for the global marketplace. Our LL.M. program is designed to train students to think, communicate, and practice as international legal experts with the confidence to practice anywhere in the world.
- b) Penn State University is consistently ranked among the top research and teaching institutions in the world according to the Times Higher Education and the Institute of International Education. Home to more than 44,000 students and 5,000 international scholars, University Park offers a diverse intellectual community and vast opportunities for LL.M. students to engage in scholarly activities within the Law School and throughout the University community, which is in one of the safest towns in the United States.

34) LL.M. Academic Handbook

- a) Degree. The degree Legum Magister (Master of Laws or LL.M.) shall be awarded to those students who complete the study of law in the LL.M. program of the Pennsylvania State University.

- b) Eligibility for Admissions. To be eligible for admission to the Penn State Law LL.M. program:
- i) Requisite education. An applicant must:
 - (1) have received an LL.B. degree in law from an accredited institution outside of the United States, and provide an official transcript of that degree (a certified translation);
 - (2) have completed, while resident in a country other than the United States, a university-based legal or other degree [education] that is required to take the equivalent of the bar examination in that foreign country, and produce an official transcript certifying satisfactory completion of that degree [education] status;
 - (3) be licensed to practice law in a foreign country; or
 - (4) the equivalent of a., b., and/or c. above as determined by the Assistant Dean of Graduate and International Programs in consultation with the Penn State Law Associate Dean for Academic Affairs.
 - ii) Language capacity.
 - (1) The applicant must take and submit the results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) test.
 - (a) The minimum score on the TOEFL shall be 88 (internet-based test) or 575 (paper-based test) or the equivalent.
 - (b) The minimum score on the IELTS shall be 6.5.
 - (2) An applicant with scores below the minimum listed above (II.2.i) may be eligible for admission if the applicant obtains suitable language training or provides otherwise acceptable evidence of proficiency in English prior to enrolling at Penn State Law.
 - (3) International applicants may be exempt from the TOEFL/IELTS requirement if they have received a baccalaureate or master's degree from an educational institution in a country where English is both the language of instruction and the only official or native language. Countries that qualify an applicant for exemption include Australia, Belize, British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales. The Assistant Dean of Graduate and International Programs may also waive the TOEFL/IELTS requirement for an international applicant who has undertaken significant undergraduate or graduate study in English.
 - iii) Character and fitness. The applicant must answer the following questions and make full disclosure of facts where appropriate upon application to the LL.M. program:
 - (1) Have you ever been arrested or charged with a crime other than a minor traffic violation? If yes, please explain.
 - (2) Have you ever been subject to discipline or dismissal from any college, university or place of employment or bar or legal licensing authority? If yes, please explain.
 - (a) The applicant should complete the Penn State Law LL.M. application and admissions procedures.

- c) Length of Study. Students will enroll in the LL.M. program on a full-time basis. Students enrolled in the program on a full-time basis will generally be expected to complete the requirements of the degree in one academic year.
 - i) Full Time Status
 - (1) The LL.M. degree program is a full time course of study. Full time status for law students in Fall or Spring semester is 12 credits. International LL.M. students who want to study in Summer must comply with ISSA requirements. All LL.M. students must be enrolled as full-time students throughout each semester in which the student enrolls.
 - (2) In exceptional cases, the Associate Dean for Academic Affairs may permit an LL.M. student to be enrolled in fewer than 12 credits (Fall or Spring) if the LL.M. student demonstrates, in writing and in the judgment of the Associate Dean, adequate justification for a course load lower than full time. Examples of adequate justification include: 1. Hardship, especially if at the close of the normal drop-add period the circumstances or the events precipitating the hardship were unknown to and could not have been reasonably anticipated by the student. (Academic unpreparedness or difficulty with the demands of full time law study do not constitute adequate justification); 2. A U.S. citizen or permanent resident who is employed full time and for whom part time enrollment in LL.M. study is the only feasible option.
 - ii) All LL.M. students who are granted permission to enroll in less than a full time credit load must enroll in at least six credits each semester (Fall and Spring), and, must complete all LL.M. degree requirements within 24 months after the date the student commences LL.M. study.
 - iii) All LL.M. students who do not maintain full time status without obtaining prior approval from the law school and ISSA will be reported in SEVIS as a violation, and the student's SEVIS record will be terminated for "unauthorized drop below full course level."
 - iv) LL.M. students are subject to the law school academic rule governing dropping courses after the drop-add deadline, and all other rules as set forth in the LL.M. Academic Handbook and the Student Academic Handbook.
- d) Graduation Requirements. In order to fulfill the requirements for the LL.M. degree, students must satisfy the following criteria:
 - i) Credit Requirements. Students must earn at least 24 credits.
 - ii) Academic Standing.
 - (1) Academic Rules. Unless otherwise stated here, and where relevant to the academic program of the LL.M. degree, LL.M. students are subject to the rules outlined in the J.D. Student Academic Handbook.
 - (2) Good Standing. Students must maintain good academic standing. Good academic standing requires regular course attendance and participation, as well as maintaining a semester and cumulative grade-point equivalent of at least a 2.0 (C).
 - (3) Evaluation of Academic Standing. Academic standing for LL.M. students is evaluated throughout the student's program of study. If a student fails to achieve

a grade average of at least C in the first semester, or excessively fails to attend class, or fails to submit assigned work without excuse, the Penn State Law Associate Dean for Academic Affairs will notify the student in writing that he or she is no longer in good academic standing and afford the student an opportunity to be heard as to whether he or she is able or willing to undertake the study necessary to complete the LL.M. degree program. The Law School's Associate Dean for Academic Affairs, in consultation with the Assistant Dean of Graduate and International Programs, will determine whether the student may continue in the LL.M. program or whether probation or dismissal from the program is appropriate. The student may appeal an adverse decision to the Dean of the Law School.

- iii) Required Courses. Students must earn credit in the following required courses: Introduction to the United States Legal System and LL.M. Legal Analysis Writing and Research
 - (1) The Assistant Dean of Graduate and International Programs may waive one or both of the course requirements where students have satisfactorily completed equivalent courses at another U.S. law program or in a common law country.
- iv) Graduate level courses: LL.M. students may enroll in one Penn State University graduate level course (500 and above course numbers) per semester. Enrolling in additional graduate level courses, or 400 level courses may be done only with permission of the Law School's Associate Dean for Academic Affairs.
- v) Independent study: LL.M. students may take independent study courses for up to 3 credits in any one semester, and no more than a total of 4 credits during the two semesters of the LL.M. program.
 - (1) Note: You can track your degree progress by using your personal Degree Audit (Academic Requirements report), in LionPath, in combination with the information here. Learn more here, Degree Audit (Academic Requirement report).
- e) Honor Code. LL.M. students are subject to the Penn State University Code of Conduct and the Penn State Law Honor Code.
- f) LL.M. Grading System
 - i) Pass/Fail Courses — LL.M. students may not take classes on a pass/fail basis
 - ii) Class Ranking — LL.M. students will not be ranked.
 - iii) Grade Point Average - LL.M. students will have a GPA calculated effective with the spring 2021 semester. GPA inquiries for students prior to that semester should be directed to the Assistant Dean for Graduate and International Programs.
- g) LL.M. Grading Norm
 - i) The Law faculty has established this grading norm for LL.M. students. A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. A (EXCELLENT) indicates exceptional achievement; B (GOOD) indicates substantial achievement; C (SATISFACTORY) indicates acceptable but substandard achievement; D (POOR) indicates inadequate achievement; and F (FAILURE) indicates work unworthy of any credit, and suggests that the student may not be capable of succeeding in LL.M. study.

- i) **Anonymous Grading:** Exam IDs are assigned to J.D. and LL.M. students for use on exams to assure students anonymity in the grading process. Until grades are delivered by the faculty member to the Office of the Registrar, students may not reveal an Exam ID to any person. Students are responsible for obtaining Exam IDs prior to the exam. Exam IDs will be used as the only identifier on exam materials, and placing the Exam ID on the exam is the student's responsibility. Accordingly, students who place their names on exams or answer sheet(s) will have waived the right to have their exam anonymously graded. To preserve student anonymity, the Office for Student Services is responsible for distributing, proctoring, and collecting exams for students who have received a disability-based exam accommodation.
- j) **Computer Use Required for Exams:** Students are required to use a single laptop computer for in-classroom exams. Desktops, all-in-ones, or other types of computers or tablets are not permitted. No additional computers/tablets, second or external monitors/screens, or other secondary electronic data storage or transmitting devices are permitted for scheduled, in-classroom exams. A student may use an external keyboard and/or mouse in a scheduled, in-classroom exam, provided it is not loud when in use or otherwise distracting to other students. If a complaint is received by an exam proctor or IIT staff about the noise being made by an external keyboard, the student must stop using that keyboard and may request one from IIT if their laptop keyboard is not working. When typing a take-home exam outside of the building, either laptops or desktops may be used. All computers must be compatible with the EXAM4 software. All students must be familiar with and comply with the Computer Exam Procedures.
- k) **Exam Schedule and Rescheduling an Exam:** Administration of final exams other than at the scheduled time is permitted only to accommodate students with direct conflict exams (exams scheduled the same day and time) or for other compelling reasons.
 - i) **Conflict Exams:** Students with direct conflict exams (exams scheduled the same day and time) will have one of their exams rescheduled for the next available exam time on the student's schedule.
 - ii) **Other Compelling Reasons:** Students who encounter a compelling reason to reschedule an exam, for example, an acute illness, accident or a family emergency, should contact the Associate Dean for Academic Affairs who will reschedule an exam in consultation with the faculty member in appropriate cases. Students should NOT contact their Professor to request rescheduling of an exam.
 - iii) The law school Registrar schedules all make-up exams.
- l) **Late Arriving Students:** Students arriving late for an exam (after the exam time as begun) should be immediately directed to the Law School Registrar's office. There will be signage posted regarding this on the exam room doors when the exam has started. No student should be permitted to enter the exam room late.

