



**2021-2022**  
**Student Handbook**  
**and Academic Catalog**

# Academic Catalog and Student Handbook

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## **Accreditation; Statement Regarding ABA Approval**

### **University Accreditation and Licensure**

Elon University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Bachelor's and Master's degrees, the Doctor of Physical Therapy degree, and the Juris Doctor degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Elon University.

Pursuant to N.C. Gen. Stat. 116-15, Elon University and its School of Law are exempt from the provisions of licensure by the Board of Governors of the University of North Carolina.

### **Statement Regarding ABA Approval**

Elon University School of Law joined the nation's 200 American Bar Association-approved law schools on June 9, 2008. On June 10, 2011, Elon University School of Law received full accreditation by the American Bar Association. The approval came from the Council of the ABA Section of Legal Education and Admissions to the Bar. Elon Law's ABA full approval was achieved at the earliest possible date under accreditation guidelines, certifying that the school is in full compliance with all ABA standards for the approval of law schools.

The Section of Legal Education and Admissions to the Bar may be contacted at 321 North Clark Street, Chicago, IL 60610 or by phone at (312) 988-6738.

## **I. Student Rights & Responsibilities**

### **School of Law Vision Statement**

Creating a national model of engaged learning in legal education.

### **School of Law Mission Statement**

Elon's law school will:

1. Complement and strengthen the University's existing programs, particularly those omrelate to the arts and sciences, experiential education, technology and its application, international studies and programs, business, leadership, and public service;
2. Be a national leader in examining and addressing opportunities and problems in the legal profession and legal education through research, public service and innovation;
3. Provide a distinctive program of legal education that will develop exceptionally educated, well-motivated, technologically savvy, internationally aware, and effective lawyer-leaders for whom there will be a continuing need;
4. Help meet the national and regional demand for legal education in times of great demand, and compete successfully for excellent, well-motivated law students in times of diminished demand; and
5. Be positioned qualitatively within the University as a synergistic center of excellence that helps generate resources of talent, energy, commitment, information, credibility, and capital that will assist Elon in implementing stable, continuous improvements to each and every one of the University's integral components.

### **Non-discrimination Statement**

Elon University and its School of Law do not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status (collectively, "Protected Categories") in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs. Consistent with our non-discrimination statement, the university does not tolerate discrimination or harassment of employees, students, or other individuals associated with the University, including, but not limited to, vendors, contractors, and guests, on the basis of any of these Protected Categories.

Any person associated with the University who fails to comply fully with this policy will be properly disciplined. Any employment agency, vendor, or contractor used by the University will be informed of this policy.

This policy applies to, but is not limited to, recruitment, employment, promotion, demotion, transfer, position advertising, reduction in force, termination, rates of pay, and selection for training.

### **School of Law Statement on Personal and Professional Responsibility**

Members of the Law School community are expected to conduct themselves in ways that will reflect credit upon themselves, the School of Law, the University, and the legal profession. Students aspiring to the Bar are required to behave appropriately, to respect the rights and privileges of others, and to abide by the law and by the regulations of the University and Law School. State Bar associations place the burden on their applicants to prove the applicant has the necessary

qualifications, fitness, trustworthiness, and good moral character required of an attorney, and the obligations associated with meeting this burden apply for the duration of the student's time at the Law School.

Students whose conduct does not violate the Honor Code but nevertheless interferes with the academic environment, casts serious doubt on the judgment or maturity of a student, or subjects the Law School to potential embarrassment will be counseled by the Office of Student and Professional Life. Where student conduct may threaten members of the Law School community, visitors, or school property, or seriously interfere with the educational mission of the Law School, the Office of Student and Professional Life will investigate and, if necessary, impose sanctions on the offending student according to the Law School's Student Personal and Professional Responsibility Policy. As a condition to continuing as an Elon Law student, each student entering Elon Law agrees to be bound by this policy by signing an agreement. Students should familiarize themselves with the provisions of the policy. The Policy can be found at <https://www.elon.edu/u/law/wp-content/uploads/sites/996/2019/07/Personal-Responsibility-Policy-FINAL-Jan2018.pdf>.

## **Honor Code**

The Elon University School of Law Honor Code, initially adopted in February 2009 and as subsequently amended, applies to all Elon Law students. Its jurisdiction extends to all law school-related endeavors undertaken by students enrolled in Elon Law, as well as when an Elon Law student identifies as an Elon Law student. As a condition to continuing as an Elon Law student, each student entering Elon Law agrees to be bound by this Code by signing an agreement. Students should familiarize themselves with the provisions of the Honor Code. The text and an Honor Code Violation Report Form are available at <https://www.elon.edu/u/law/wp-content/uploads/sites/996/2019/07/Elon-Law-Honor-Code.pdf>.

The implementation and success of the Honor Code rests with every law student. The Code prohibits: (a) Academic Dishonesty, (b) Stealing, (c) Vandalism, (d) Lying, (e) Plagiarism, (f) Technology Violations, (g) Obtaining an Unfair Advantage, and (h) Abusing the Code. If a student is unsure of the scope of this Code or its applicability to a particular activity, it is the responsibility of the student to seek guidance from the Honor Council. The Honor Council is responsible for the administration of the procedures in the Code and for its interpretation.

## **Financial Responsibilities**

Financial registration is an important aspect of registering for law school, and it is considered complete only when all charges are paid or when the Bursar's Office has approved deferred payment arrangements. Students who plan to use financial aid funds to complete registration must make sure that those funds will cover the entire balance.

If a student is not financially registered by the first week of classes, that student will not be allowed to attend classes and may be removed from classes by the Registrar.

## **Classroom Responsibilities**

### *Attendance, Preparation, and Class Participation*

The Law School administers a policy requiring that a student maintain regular and punctual class attendance in all courses in which the student is registered, including externships, clinical courses,

and class meetings for residencies. Faculty members will give students written notice of the course attendance policies before or during the first week of class. These policies may include, but are not limited to: treating late arrivals, early departures, and/or lack of preparation as absences; imposing grade or point reductions for absences, including assigning a failing grade or involuntarily withdrawing a student from the course; and any other policies that a professor deems appropriate to create a rigorous and professional classroom environment.

In case of illness or emergency, students should notify their instructors directly. A student may notify the faculty member directly of a planned absence and should refer to individual faculty members regarding any policy that may apply. In the case of prolonged illness or incapacity, the student should contact the Office of Career and Student Development.

### *Inclement Weather*

In case of inclement weather, call 336-278-2423 for scheduling changes. Changes will also be posted on the Elon Law website and sent to you via e-mail as soon as possible after decisions about such scheduling changes are made.

In case of inclement weather, the status of classes and operating schedules for law school facilities, offices, and departments will be announced via email and the Law School web site. Students are encouraged to check their emails and the web site frequently for updates, schedule changes, and closures. Students may also access important bulletins by calling the Elon Law severe weather hotline at 336-278-2423. In addition, students may receive important weather-related messages via the E-Alert cell phone text messaging system. Students, faculty, and staff are encouraged to sign up for the E-Alert Notification system at <https://www.elon.edu/u/fa/police/emergency/e-alert/>. Local TV and radio stations also broadcast information concerning class cancellations or campus closure, but these sources are not as reliable or accurate as the E-Alert system.

### *Dress Code*

The professional nature of the school should be considered in matters of attire. Students should dress and groom themselves in a manner consistent with, and which will best reflect, the professional aspect of their enrollment and the professional nature of the Law School. Certain courses, such as Trial Practice and Procedure, and some events will require students to dress in courtroom attire. First-year students will receive information about courtroom attire during the August term.

### *Recording Classes*

Generally, students are not allowed to record classes and, under no circumstances, may a student record a class without the permission of the professor teaching the course.

### *Guests in Classrooms*

The Law School is committed to a community-centered and safe facility for law students, faculty, and staff. The building is a controlled-access facility. Students, employees, and visitors enter the Law School through the main entrance on the first floor and may be asked to present their university identification cards or other appropriate identification. A security desk located at this



entrance is staffed by a security guard whenever the building is open. Visitors are asked to check in at the security desk.

Faculty may invite guest presenters to participate in class occasionally. Students may invite adult guests to sit in on a class, with the permission of the faculty member.

### **The Law Library**

The Elon Law Library strives to be a welcoming place for all members of the Elon Law community. It is a resource for your educational and personal growth throughout your time at Elon Law School. The Law Library recognizes the close relationship between a positive environment and its use by patrons. This concept relies on having as few impediments as possible for patrons using the library facility and its services. Thus, both food and drink are allowed in the library. Students are encouraged to make themselves at home, within reason, remembering that they are sharing the facilities with their classmates, alumni, and other members of the practicing bar.

Library Hours are posted on the Library website and on the bulletin board outside the library doors. A complete description of the library services available to students is on the library website.

The Elon Law Library provides materials in multiple formats to accommodate patron preferences. In addition to online databases, Elon Law School students can access material in either digital format or paper (hardcopy). The lending rules vary by format.

#### *Borrowing Hardcopy Material*

Students may borrow library material on their Phoenix cards for loan periods ranging from 4 hours to 3 weeks, based on the type of material being borrowed. To make material readily available to all students, overdue fines are charged for material not returned in a timely manner. The fines are assessed as follows, and payment is expected by the end of the trimester.

Reserve materials:	\$ .50/hour
Up to a maximum:	\$20.00/item

Non-Reserve materials:	\$ .25/day for first 10 days
After 10 days fine increases to:	\$ .50 per day, up to a maximum \$20.00/item
Recalled material which is not returned will incur an additional \$.25 per fine period (hour or day).	

#### *Lost and Damaged Materials*

If an item is damaged or not returned within 45 days of the time it becomes overdue (or 3 days in the case of Reserve material), the Law Library declares the material lost and charges the borrower a \$40.00 processing fee (which includes the outstanding fine), plus current replacement cost, whether or not the item is repurchased.

Lost InterLibrary Loan (ILL) material is billed a minimum charge of \$250.00 or the lending library's bill plus \$40.00, whichever is greater.

### **Student Contact Information**

A student must provide a current local mailing address, telephone number, and emergency contact information to the Registrar, and has a continuing responsibility to keep this information updated. Except as otherwise provided, any requirement of adequate notice is deemed met if an official communication is sent to the most recent address provided to the Registrar's office. Any notices to

or correspondence with a student that are provided by e-mail will be provided to the student's official Law School e-mail address.

Students may also provide additional contact information to the Office of the Registrar, such as a current work address or work telephone number. For the student's convenience this information may be used by the Law School administration when contacting the student. However, the use of this additional contact information is optional for the Law School administration in any given instance and does not relieve students of the obligations of (a) keeping a current local mailing address, telephone number, and emergency contact on file, and (b) checking the student's official Law School e-mail account for official communications.

Students are deemed to have received notice of any ruling, decision, policy change, rule, requirement, schedules of classes and examinations, and any other official decision if (1) notice is sent to the last known United States mail address provided by the student to the Registrar's Office or (2) if the notice is sent to the student's official Law School e-mail account. Students are expected to read their Law School e-mails by using the e-mail system provided to them by the Law School.

### **Information Sources**

Members of the Law School community must be familiar with policies and other notices that may affect them. The Law School disseminates information on its policies through a number of means and provides individual notice to students as appropriate. Students are urged to check the information sources listed below on a frequent basis.

#### *OnTrack System*

Elon OnTrack is a secure site that allows students, faculty members, and staff to access and maintain information that pertains to Elon University, including class schedules, grades, and financial aid information. To fully utilize Elon OnTrack, a person must have an active username and password for OnTrack. A student experiencing problems with OnTrack should contact the computer support help desk at 336-278-5200 to receive or reset log-in information.

#### *Law School E-mail Account*

Each incoming law student is given an e-mail account through Elon University. The Law School administration and faculty will communicate with students only through their Elon e-mail addresses; personal e-mail addresses from commercial e-mail providers will not be used.

The faculty and administration will rely on e-mail as a means of communication, and students should regularly check their assigned Elon e-mail accounts. Students experiencing difficulty with their e-mail accounts should contact Technology Services. The Law School will not use text messages to contact students.

#### *Mailboxes*

For some printed materials, physical distribution of hard copies is more appropriate than electronic distribution. For this reason, each incoming law student is assigned a numbered mailbox, on the second floor of the Law School. Students are encouraged to check mailboxes daily for important information and communications. Questions about the student mailboxes may be directed to the Registrar.

### *Bulletin Boards*

Three bulletin boards are located on the upper floor of the Law School near the student lockers. Student organizations and individual students may post announcements on these three boards. Class and official Law School activity announcements take priority for space on the boards. There is also a bulletin board outside the law library. Students may use the white board in the Commons for informal messages and reminders.

### *Law School Website*

Changes in policies, inclement weather announcements, and other news is posted on the Law School website, <https://www.elon.edu/u/law/>.

## **Employment While Attending Law School**

The Law School requires students enrolled full time to devote substantially all of their working hours to the study of law.

Students may not accept any employment during their first year of law school. In rare circumstances and with advance permission from the Office of Career and Student Development (OCSD), a first-year student may work at the circulation desk in the Law Library during the Spring trimester of their first year.

In the second and third year, students may not have paid employment more than twenty hours per week during the academic year. Second and third year students should seek approval from the Office of Career and Student Development before starting any employment, by completing an Employment Permission Form for 2L and 3L Students. Students should also inform the OCSD of any employment outside the Law School, as this office regularly compiles employment statistics. A student may work limited hours at the Law School while on Residency, subject to approval by OCSD after their residency schedule has been finalized.

## **Additional Student Rights and Responsibilities**

### *Student Complaints*

As an ABA-accredited law school, Elon University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at [https://www.americanbar.org/groups/legal\\_education/resources/standards/](https://www.americanbar.org/groups/legal_education/resources/standards/). Any student at the law school who wishes to bring a formal complaint or concern to the administration of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should submit their complaint in writing to the Office of Career and Student Development (OCSD). The complaint may be emailed to [Studentaffairs@elon.edu](mailto:Studentaffairs@elon.edu) or submitted in person, and it must be signed by the complainant.

When a formal written complaint has been received, the Assistant Dean of Career and Student Development shall investigate it as soon as possible, but no later than 30 calendar days after the filing of the written complaint. The Assistant Dean of Career and Student Development shall attempt to resolve the complaint, if possible, within the 30 calendar day period. If resolution is not possible, the Assistant Dean of Career and Student Development may refer the matter to the

appropriate administrator, administrative body, or an administrative official designated by the Dean of the Law School (the “Dean’s designate”).

If referral of the complaint is made as described above, the administrator, administrative body, or Dean’s designate shall attempt to resolve the complaint as soon as possible, but in no event later than 30 calendar days after referral.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions, to the complainant.

If the complainant is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The complainant should submit written comments in a timely manner, but in no case more than 14 days after communication of the findings of the investigation, to the Dean of the Law School. The Dean’s decision shall be communicated to the complainant and the investigator(s) within 30 calendar days and shall be final.

The Law School shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner by the Assistant Dean of Career and Student Development.

Please note that this handbook contains separate sections pertaining specifically to Title IX and sexual misconduct complaints, and those complaints that may fall within the Elon Law Honor Code and student personal responsibility policy. Jurisdiction over a student complaint may overlap and may not be exclusive to one Elon Law policy.

### *Sexual Misconduct and Interpersonal Violence (Title IX)*

Elon University strives to provide a safe environment for the campus community and support the institution’s educational mission at all times. Elon University does not tolerate acts of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or gender-based discrimination. All members of our community are expected to conduct themselves in a manner that reflects personal integrity and a respect for others.

Elon University recognizes the serious and negative impacts sexual and interpersonal violence and harassment have on individuals and the University community. To that end, the University endeavors to eliminate and prevent them and address their effects. The University’s policy outlines how the University receives, investigates, responds to, and resolves complaints of sexual misconduct, interpersonal violence, and sex and/or gender based discrimination and harassment as defined there, whether occurring on or off campus regardless of whether the Responding Party, as defined in the policy, is a student, faculty member, staff, or third party.

Students, staff, and faculty are strongly encouraged to report any and all instances of sexual harassment, sexual and/or interpersonal violence, and gender-based discrimination to Elon University Campus Safety and Police or the Title IX Coordinator. Additional reporting choices, including a list of confidential options, can be found in <https://www.elon.edu/u/title-ix/>. When an allegation of sexual misconduct and interpersonal violence is brought to the attention of an appropriate university official, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and its effects on the victim and community are remedied, including sanctions when a responding party is found to have violated the policy.

Elon community members may access the full Title IX policy at <http://elon.smartcatalogiq.com/2020-2021/Student-handbook/Title-IX-and-Sexual-Misconduct-Policy>.

The University has designated the following person(s) as Title IX Officer(s) to coordinate compliance and handle inquiries regarding this nondiscrimination policy.

**Title IX Coordinator:** Molly Zlock, J.D., Director of HR Compliance, Equal Opportunity and Title IX, 336- 278-5787, [mzlock@elon.edu](mailto:mzlock@elon.edu), 2067 Campus Box, Elon, NC 27244

**Deputy Title IX Coordinator for the Law School:** Melissa Duncan, Assistant Dean of Career & Student Development, 336-278-9256, [mduncan6@elon.edu](mailto:mduncan6@elon.edu), Law School Room 110C, 2005 Campus Box, Elon, NC 27244

Additional information about reporting and resources are available in the *Elon University Student Handbook* as well as the following websites:

- Confidential Support and Advocacy (Safe Line)  
<https://www.elon.edu/u/health-wellness/violence-response/get-help-now/confidential-support-and-advocacy/>
- Incidents of Bias, Discrimination, Harassment and Hate  
<https://www.elon.edu/u/bias-response/>
- Sexual Violence, Relationship Violence and Stalking  
<https://www.elon.edu/u/health-wellness/violence-response/>
- Campus Safety and Police  
<https://www.elon.edu/u/bft/police/>

#### *Student Access to Files*

Elon University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. This Act protects the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints alleging failures by the institution to comply with FERPA.

Under the provisions of FERPA, students have the right to withhold the disclosure of Directory Information, defined as:

- (1) Name, address, telephone number, dates of attendance, class, and electronic e-mail address.
- (2) Previous institution(s) attended, major field of study, awards, honors (including Dean's list), degree(s) conferred (including dates).
- (3) Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and the date and place of birth.

Students should consider very carefully the consequences of any decision to withhold Directory Information; any future requests for such information from non-institutional persons or organizations will be refused. Students who wish to withhold Directory Information should contact the Office of the Registrar. The institution will honor requests to withhold the information but cannot assume responsibility to contact students for subsequent permission to release the information. The institution assumes no liability for honoring instructions that information be withheld.

FERPA also affords students certain rights to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the Office of Career and Student Development, Registrar's Office, or other appropriate official a request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom to address the request.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health and counseling staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing assigned tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may make disclosure to parents and other parties based on provisions of FERPA, listed in the Federal Register, Volume 73, No. 237, December 9, 2008. These disclosures are made at the discretion of University officials.

(4) The right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

A copy of Elon University's FERPA Policy and a Notification of Student Rights can be found at the end of this Student Handbook.

Questions about student records and FERPA may be directed to the Office of Career and Student Development or the Registrar's office. Health and counseling records are not covered by FERPA and can only be released with signed permission, except as allowed by law. Students wishing to release their health or counseling records should contact the R.N. Ellington Health and Counseling Center at 336-278-7230.

Students may request transcripts at:

<https://www.elon.edu/u/law/academics/registrar/transcript-requests/>. It may take up to a week to produce a transcript. All Law School transcripts reflect the student's complete Law School academic record. No transcripts will be issued without the written authorization of the student. No transcript is issued for a student who has an outstanding financial obligation to the University.

### *Disability Resources*

The Law School and Elon University are committed to the principle of equal opportunity. One of the ways we express that commitment is in our efforts to accommodate qualified students with disabilities as they face the challenges of university life. Faculty, staff, administrators, and students work together to find approaches and accommodations that enable students to benefit from the wide variety of programs and activities on campus.

The Law School's Director of Academic and Administrative Services works with the Koenigsberger Learning Center to arrive at the most suitable approaches and accommodations for students. More information about [Disabilities Resources](#) and the [Disabilities Services Guidebook](#) is available online.

Students who have a disability that will require accommodation must complete a disability accommodation request form. Information about required forms and documentation are available at [http://www.elon.edu/e-web/academics/support/disabilities\\_services.xhtml](http://www.elon.edu/e-web/academics/support/disabilities_services.xhtml). This form should be submitted to Susan Wise, Director of Disabilities Resources, on the main campus.

Accommodations are granted only to students who have provided documentation of a disabling condition resulting in a functional impairment that requires accommodation. For additional information, please consult the [Elon University Disabilities Guidebook](#). An evaluation that was used for disability accommodation in undergraduate school may be sufficient for this purpose; sometimes, however, additional information and further evaluations may be required.

Requests for accommodations must be received and decided on before any class session, activity, test, or examination potentially affected. Because of the time involved in considering a request for accommodation and in fashioning an appropriate accommodation if one is warranted, requests should be made as early as possible. Accommodations are not retroactive.

contact:  
Susan Wise, [swise2@elon.edu](mailto:swise2@elon.edu)  
Director of Disabilities Resources  
Elon University  
Office of Disabilities Resources  
2251 Campus Box  
Elon, NC 27244  
336-278-6568

### *Health Insurance Requirements and Resources*

Elon University is committed to the health and well-being of all of its students. Elon University requires students to be in compliance with national laws and requirements regarding insurance for national and international students. Elon University Student Health Services provides quality evaluation and treatment of acute illness and injury to currently enrolled Elon University students, including law students. Student office visits are free of charge, except for physicals, well-woman exams, and allergy shots. There are charges for medications, supplies, lab tests, injections, and procedures, due at time of the visit. All payments to Student Health Services are out-of-pocket. For more information about Elon's health insurance requirements and resources for obtaining coverage, please go to <https://www.elon.edu/u/health-wellness/health-services/insurance-requirements/>.

Elon University requires all students who are United States citizens to be in compliance with the Patient Protection and Affordable Care Act (ACA). The ACA is a federal law requiring all United States citizens to have health insurance that meets a certain standard of care, or pay a tax penalty for going without insurance. Students who are US citizens should provide proof of compliance with the ACA before matriculation, either on their Health History Form or by e-mailing their information to [healthservices@elon.edu](mailto:healthservices@elon.edu). Proof of compliance includes documentation of current insurance that meets ACA requirements or documentation of having paid any penalties for non-insurance enrollment. Students should notify Health Services immediately if their insurance policy or coverage changes throughout their time at Elon University. Students who need to update their insurance policy may do so by sending a copy of their updated insurance card to [healthservices@elon.edu](mailto:healthservices@elon.edu).

Students who are neither United States citizens nor international students on a student visa are exempted from compliance with the ACA. International students should see the requirements below. Elon University will not be responsible for any medical care or costs associated with the provision of medical care on or off campus. Students who matriculate assume responsibility for all costs associated with health care not provided by Health Services or off campus. Students who are exempt from the ACA requirements should e-mail a notification for exemption and confirmation of their status to Student Health Services at [healthservices@elon.edu](mailto:healthservices@elon.edu).

Elon University does not offer a student insurance policy, and students who are not covered under a partner, spouse, or parent employer-sponsored policy are directed to the ACA Marketplace. Students who are eligible for insurance in the ACA Marketplace may have access to health insurance through several means. All plans must meet the minimum standards as required by the [Affordable Care Act](#). Acceptable insurance plans may include coverage as a dependent on a spouse, partner, or parent's insurance plan. This may include your coverage in an employer sponsored plan, state marketplace plan, or other insurance plan. More information about eligibility in your state may be found at [Affordable Care Act Marketplace](#).



Students who may be “aging out” of a spouse’s, partner’s, or parent’s plan may be eligible for continuation of that coverage under COBRA. Students should consult with their current insurer for more information about costs and eligibility.

Students who may need assistance with a temporary “bridge” plan until the next ACA open enrollment period may also consult independent insurers. Additional information about a “bridge” plan may be found at <http://www.associatedinsuranceplans.com/USPlans/>. This is not a University endorsed plan but does provide options for students to consider. Note these plans are only meant to bridge coverage until the student can enroll in an ACA compliant plan during the open enrollment period and are not meant as a means of long-term coverage.

International students (those with F or J visas) must either provide proof of acceptable insurance in your home country or enroll in the student insurance policy arranged by the Isabella Cannon Center for Global Engagement. The premium will be billed to your student account; you must provide proof of insurance to have it removed from your account. If you are an international student and have questions about your eligibility for international insurance or requirements, please contact Mr. François Masuka at [fmasuka@elon.edu](mailto:fmasuka@elon.edu).

### *Health and Counseling Services*

Elon University offers a wide variety of health and counseling services to our law students, faculty, and staff. Law students are eligible to receive services at the R.N. Ellington Health and Counseling Center. This facility offers a wide variety of health and counseling services to the university community throughout the school year.

A variety of medical expertise is offered by the staff of physicians, nurse practitioners, nurses, and a paramedic, to bring high quality, efficient service and care to the University community. All counselors in the center are fully licensed by the State of North Carolina and offer brief, solution-oriented therapies.

Student visits to the Health and Counseling Center are free of charge. There are nominal charges for medications, lab tests, procedures, and medical supply items.

The University has also arranged for medical resources in the Greensboro/Guilford County area. Visit the Health and Counseling Center Web site at <https://www.elon.edu/u/health-wellness/health-services/law-students/> for additional information.

Counseling services are available on-site at the law school campus during the regular academic year (August through May). On-site office hours are typically 8:00 a.m. to 5:00 p.m. one day per week. The on-site counseling office is located in the Admissions building at 219 West Friendly Avenue. Students may also schedule tele-mental health appointments, to meet with a counselor without having to travel to the law school or main campus.

Law students may also access services at the counseling center on Elon University’s main campus, in the R.N. Ellington Center for Health and Wellness at 301 South O’Kelly Avenue. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. **To schedule an in-person or tele-med appointment at either location, please call 336-278-7280 during regular office hours.**

Elon law students also have access to BarCARES Inc., a non-profit organization that provides confidential, professional counseling to lawyers and law students in participating Bar Associations and law schools. For more information on BarCARES, visit <http://www.ncbar.org/members/barcares/> or call 800-640-0735.

### *Recreation/YMCA*

The Law School collaborates with the Kathleen Price Bryan Family YMCA, just a few blocks from the Law School at 501 West Market Street. The Law School provides each law student with a membership in the YMCA at no additional cost. Students may also purchase family memberships at a discounted rate. The Law School understands the importance of physical fitness and exercise and is pleased to provide this benefit to its students. The YMCA includes a large fitness center, two swimming pools, basketball courts, and a running track. Visit the YMCA's Web site at <http://www.bryanyymca.org/>.

Law students may also use fitness facilities and recreation opportunities on the Elon University home campus, free with an Elon University ID card. Visit the Elon University Campus Recreation Web site at [http://www.elon.edu/e-web/students/campus\\_recreation/default.xhtml](http://www.elon.edu/e-web/students/campus_recreation/default.xhtml).

Greensboro and Guilford County offer numerous public recreational facilities, including tennis courts, swimming pools, greenways for walking and running, bicycling trails, and marinas. Students may, at their own expense, choose to join one of the many other fitness facilities in Greensboro.

### *Parking/Public Transportation*

The Law School provides free student parking at the corner of Friendly Avenue and Church Street. (This free parking arrangement may not be available at all times.) Students wishing to park closer to the Law School have access to public parking decks, one of which is directly across the street from the Law School. The Law School has an allotment of entry cards for this parking deck, which are distributed to students on a first-come, first-serve basis. Students opting for the parking deck are responsible for the monthly charge of \$85. If this card is obtained from the Law School, the charge will be added to the student's account by the University Bursar or paid out of pocket. Students must return their parking deck entry cards to the Law School at the end of each academic year, for redistribution at the beginning of the next school year. Students may also choose to arrange for parking in various private parking lots in the area.

Students also may choose to utilize Greensboro's public transportation system. For more information, visit <https://www.greensboro-nc.gov/departments/transportation/greensboro-transit-agency-public-transportation-division>.

### *Technology*

This section of the handbook serves as an addendum to the Elon University Technology Policies, found at <https://www.elon.edu/u/fa/technology/forms-and-policies/>. The Law School provides IT resources to support and promote academic pursuits. The Law School expects students to use these resources with a strong ethical base and awareness of personal responsibility. Any access or use of IT resources that interferes with, interrupts, or conflicts with these purposes is not acceptable and will be considered a violation of Elon University's Acceptable Usage Policy, at <https://www.elon.edu/u/fa/technology/forms-and-policies/acceptable-usage/>.

Students are expected to safeguard the integrity and security of Elon Law technology resources, as well as safeguard individual passwords. This expectation specifically includes all network, e-mail, and database usernames and passwords provided by Elon or its vendors.

All users are expected to comply with all applicable state, federal, and international laws, as well as respect the rights and property of others, including privacy, confidentiality, and intellectual property.

Use of these resources in a manner which creates an intimidating, hostile, or offensive educational environment is a violation of the Elon Law School Honor Code and the University's Technology Policy. These activities include, but are not limited to:

- Sending, downloading, storing, displaying, or otherwise disseminating materials that are obscene, lewd, or sexually harassing in any format.
- Sending, downloading, storing, displaying, or otherwise disseminating materials that (i) are disrespectful of the rights of another law student or other person, or (ii) constitute harassment or discrimination in any form.

Students leaving Elon Law for any reason, other than graduation, will have all their email accounts and all database access terminated within seven (7) days.

The Elon University Technology Policies and all other policies incorporated or referenced here shall apply to all members of the Law School community. The community includes, but is not limited to faculty, students, administrators, staff, and all others who use, access, or employ locally or remotely the University's or Law School's IT resources, whether individually controlled, shared, stand-alone, or networked.

Any uses that undermine the integrity of the Elon Law network, or the privacy or safety of others, or that are illegal, are prohibited. Penalties for violation of the University's or Law School's technology policies may include, but are not limited to: restricted access or complete loss of access to the Elon Law network and IT Resources, termination and/or expulsion from Elon University School of Law, or other appropriate disciplinary action, and civil and/or criminal liability.

The minimum student technology requirements for each Law School class may be found at the end of this Handbook.

### *Solicitation of Funds*

Solicitation for fundraising is allowed so long as the established Elon University procedures are followed. Students should contact either the Office of Career and Student Development or the Development Office for more information.

## II. Course Descriptions

### FIRST-YEAR REQUIRED COURSES

**Civil Procedure (LAW 610), 5 credits – *Fall trimester***

This basic procedure course explores the techniques for attaining judicial enforcement of substantive rights. Topics such as venue, pleadings, joinder of claims and parties, discovery, res judicata, and trial and appellate review are covered. Federal and state jurisdiction also are examined, including the Constitutional aspects of such jurisdiction.

**Contracts (LAW 620), 5 credits – *Winter trimester***

This course provides a comprehensive study of the creation, transfer, and termination of contract rights and duties. Fundamental common law principles—such as capacity to contract, mutual assent, consideration, and legality of subject matter—are addressed. Pertinent portions of the Uniform Commercial Code, particularly Article 2 dealing with sales, will be covered. Fundamental principles relating to performance, enforceability, contract defenses, and remedies are addressed.

**Criminal Law (LAW 630), 3 credits – *Winter trimester***

This study of substantive criminal law includes an examination of crimes and their elements. Specific common law and statutory crimes are covered. Available defenses are also explored.

**Criminal Law Lab (LAW 635), 1 credit – *Winter trimester***

This course is taught in conjunction with the first-year Criminal Law course. The Criminal Law Lab tracks a simulated criminal law case and provides students with the opportunity to engage in basic lawyering tasks (including interviewing, negotiation, oral argument, and drafting) under the supervision of a practicing criminal lawyer. **This course is graded on a Pass/Fail basis.**

**Introduction to Legal Research (LAW 659), 1 credit – *Fall trimester***

In this course, students gain proficiency in the use of basic legal research tools, as well as effective and efficient research methods for devising strategies to find cases, statutes, regulations, and secondary authorities, with both hard-copy and computer-assisted legal research tools (Fastcase, LexisNexis, and Westlaw).

**Introduction to Legal Studies (ILS) (LAW 605), 3 credits – *August term + Fall, Winter, & Spring trimesters\*\****

This intensive, immersion course introduces entering students to the analysis and reasoning necessary to understand legal materials. By taking this course, students should achieve the skills necessary to understand cases and statutes, and how to craft legal arguments from these materials. The principal topics include: sources of law, the structure of the American legal system, analysis of a case, the concept and use of precedent, the progressive evolution of common law doctrine, emergence of new doctrine, analysis of a statute, approaches to statutory interpretation, the relationship between statutes and case-law and between statutes themselves, and presumptions in statutory interpretation. Small section meetings supplement large section lectures. Small section instruction includes case briefing, the development of study skills, and professional writing practice.

**Lawyering, Leadership & Professionalism (LLP) (LAW 684), 2 credits – *August term + Fall, Winter, & Spring trimesters\*\****

This course equips students with core foundational skills and insights to assist students as they formally begin their legal careers. Students learn best practices around establishing a professional

image through resume writing and networking, formal oral presentation, effective communication, and other strategies to maximize personal and professional development in the 1L year. In addition, students explore leadership topics—such as cultural competence, learning agility, authenticity, and the *26 Success Factors for Lawyers*—and gain personal insights into their approach to work and interpersonal relationships and potential career interests.

*\*\* Lawyering, Leadership & Professionalism (LLP) and Introduction to Legal Studies (ILS) start during the August Term, and one credit (LLP) and two credits (ILS) of the courses are awarded at the end of the August Term. The courses continue during the Fall, Winter, and Spring trimester. The additional credit for each is awarded at the end of the Spring trimester.*

### **Legal Method & Communication (LMC) I, II, & III**

These courses teach students the essential skills of legal method, analysis, and communication. The LMC course sequence draws together various components of the first-year curriculum in a series of simulated client cases. As students move through the sequence, they receive individualized feedback on increasingly complex written and oral assignments. The course sequence includes:

#### **Legal Method & Communication I (LAW 668), 2 credits – Fall trimester**

This course introduces students to methods of legal analysis and problem-solving, and the unique requirements for communicating about them in the legal profession. Topics include reading legal authorities, rule-based reasoning, rule synthesis, common law analysis, statutory analysis, writing accurate descriptions of the law, the organization and structure of written legal analysis, legal citation, fact finding, and the intra-office legal memorandum. Students complete a sequence of written and inter-active assignments, related to subjects being studied in other Fall trimester courses.

#### **Legal Method & Communication II (LAW 669), 2 credits – Winter trimester**

LMC II builds on the skills taught in the Fall trimester and introduces students to new topics, including more complex common law and statutory analysis and interpretation, the differences between advisory and persuasive writing, types of legal argument, conventions for writing to the court, and the ways in which ethical obligations inform a lawyer's writing and project management decisions. Students complete a series of written and oral assignments, including a motion brief to a trial court and an oral argument on the motion.

#### **Legal Method & Communication III (LAW 673), 2 credits – Spring trimester**

This course builds and expands on the skills taught in LMC I & II. Students be introduced to more advanced analytical and writing skills, such as persuasive writing techniques, classical rhetorical devises, legislative history, policy arguments, and written and oral appellate advocacy. Students draft an appellate brief, and prepare and deliver an appellate oral argument.

### **Property (LAW 640), 5 credits – Spring trimester**

This course is a study of rights and interests in real property. Topics covered include the acquisition of rights in property, estates and future interests, concurrent ownership, landlord-tenant relations, restrictive covenants, easements, mortgages, and issues relating to title.

### **Torts (LAW 650), 5 credits – Fall trimester**

This course is a study of the legal rules that determine whether non-contractual civil liability arises from conduct resulting in harm to others. Topics covered include intentional wrongs, negligence, and defenses commonly asserted in tort actions.

## UPPER-LEVEL REQUIRED COURSES

### **Business Associations (LAW 710), 4 credits** – *Spring trimester first year or Fall trimester second year*

A study of basic corporate law, including formation, management, and dissolution of corporations, and the rights and duties of those involved with corporations. The law related to business organizations such as partnerships and limited liability companies (LLC) is also covered.

### **Constitutional Law I (LAW 720), 2 credits** – *second year*

This course examines the Constitutional structure of American government, particularly how power is allocated among the three branches of the federal government and between the federal government and the states. The course covers Constitutional design and principles of Constitutional interpretation, separation of powers, judicial review, and federalism.

### **Constitutional Law II (LAW 721), 3 credits** – *second year*

This course introduces the individual rights implicated by the restrictions placed by the Constitution on government action, with an emphasis on Due Process and Equal Protection. It also examines the structural role of the United States Supreme Court in enforcing those restrictions against the state and federal governments.

### **Evidence (LAW 730), 4 credits** – *Spring trimester first year or Fall trimester second year*

The aim of this course is to develop familiarity with the techniques by which evidence of disputed facts is presented in litigation before judicial tribunals. The Federal Rules of Evidence, North Carolina Rules of Evidence, and common law rules are examined.

### **Professional Responsibility (LAW 682), 2 credits** – *Summer session or Fall trimester second year*

This course is a study of the professional obligations of attorneys imposed both by regulation and the noble traditions of the legal profession. The course uses hypothetical fact situations and problems likely faced by attorneys to reinforce the model rules of professional conduct and to develop a commitment to ethical decision-making in students.

### **Residency-in-Practice (LAW 890A), 7-8 credits** (+ 2-3 credits for accompanying course) – *Winter or Spring trimester second year*

The Residency-in-Practice course requires students to work 32 or 36 hours per week for 10 weeks in an approved government, judicial, non-profit, corporate, or private law firm office, earning 7 or 8 academic credits. This learning-from-practice approach provides student with opportunities for substantial lawyering experience reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks. Students work under direct attorney or judicial supervision at the field placement. By stepping into the role of a lawyer, students deepen their legal knowledge acquired in other courses, sharpen skills needed to be a successful lawyer, and make the professional connections and observations important to career development. There are three paths to Residency: (1) Judicial, (2) Independently Arranged, and (3) the Fall Match. The residency placement process begins in the Spring of students' 1L year, when students can apply for a Judicial Residency. Alternatively, students can independently arrange a residency in practice that is outside the Greensboro area, with advance notice to and prior approval from the Director of the Residency Program. The Fall Match begins in the fall of students' 2L year, when, through an application process, students are matched in a residency placement, based on their expressed preferences and goals, and the availability and requirements of the host placements. In Residency, students work with their site supervisor and a faculty supervisor to create a learning plan for their

residency placement, and to ensure that the student maximizes their educational opportunities during the residency. Students are assigned to Affinity Groups under the supervision of a faculty supervisor, who direct the classroom component of the Residency. Students meet with their Affinity Groups and individually with their faculty supervisor. The classroom component's assignments includes reports, reflective and learning journals, and time logs. Students are awarded a grade of High Pass, Pass, Low Pass, or Fail.

Students must also take an accompanying course (2-3 credits) chosen from a group of courses identified as relevant to the students' Residency practice area. Some of these courses may be offered through distance learning technology, so that students have the possibility of completing a residency and the accompanying course away from the law school. The Residency and the accompanying course together give students a full academic load for the term.

**Bar Exam Foundations (LAW 822), 2 credits – third year, Fall trimester**

This course is helps students maximize their performance on the bar exam in their jurisdiction of choice. In addition to reviewing and organizing critical bar-tested topics and to assisting students in developing expert study strategies, the course focuses on the tactics and strategies for writing essay answers and taking multiple choice tests. Topics include Contracts, Torts, Property, Criminal Law, Criminal Procedure, Civil Procedure, Evidence, Constitutional Law, Professional Responsibility, Property, Family Law, Wills and Trusts, and Secured Transactions. Assessment is based on simulated bar examinations. This is a graded course. Enrollment in this course is limited to third-year students.

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***Students must fulfill the Upper Level Writing Requirement (ULWR) after the first year. This requirement may be satisfied through designated ULWR courses.  
In addition, students must fulfill the separate Communication requirement after the first year. This requirement may be satisfied through designated "communications courses" or by participating in a designated "communications activity," such as Moot Court.***

## **ELECTIVE COURSES (updated Summer 2021)**

### **Accounting for Lawyers (LAW 711), 2 credits**

This course is an introduction to the basic concepts of financial accounting. The course equips students who have little or no accounting background with the fundamental skills necessary to read and critically review a corporation's financial statements. This course is not open to students who have received credit for more than one undergraduate or postgraduate course in financial accounting.

### **Addiction Law and Policy (LAW 864) , 3 credits**

This course surveys laws enacted to address problem drug use, reviews the types of systems created by these laws, and covers issues of policing, race, law, and the institutionalization of racism via United States illicit drug policy. The purpose of this course is to provide students with the context necessary to understand, analyze, and evaluate approaches to addressing problem drug use from a health policy and law perspective. This course also teaches students the inter-relatedness of the legislative, administrative, and judicial branches, and how each can shape approaches to a given policy problem. Further, this course uses international comparisons to enable students to better judge American legislative proposals, administrative rules, and judicial decisions.

### **Administrative Law (LAW 715), 3 credits**

This course provides a study of the administrative process and practice before administrative agencies at all levels of state and federal government. The provisions of the state and federal Administrative Procedures Acts are explored. In addition, constitutional issues, such as procedural due process, are examined. This course may permit synchronous participation online consistent with Law School technical requirements for such courses.

### **Advanced Criminal Procedure (LAW 735), 3 credits**

This course builds on the required Criminal Law course and focuses on one or more specific criminal procedure topics. Those topics may include the process of "bail to jail" i.e., the adjudication of a criminal case, including the use of prosecutorial discretion, grand jury indictments, criminal discovery, the preparation and examination of witnesses (lay and expert), plea negotiations, and fundamentals of criminal trials (district and superior court).

### **Advanced Family Law Practice (LAW 774), 3 credits**

In this course, students work through a family law case from the initial client interview through a mediated settlement. Half of the class represents one spouse, and the other half represents the other spouse, with each group divided into two teams. At various times during the trimester a member of the team takes the role of the client and another takes the role of the lawyer to give team members practical experience. Topics covered include child custody, child support, post-separation support and alimony, equitable distribution, attorney's fees, tax implications, settlement agreements, appraisals, and methods of alternative dispute resolution.

### **Advanced Legal Research (LAW 661), 2-3 credits**

Advanced Legal Research builds on skills introduced in the first-year legal research class. It provides a more extensive discussion of the materials and tools available to perform the research required during a lawyer's professional life. This course look sat both state and federal materials more extensively than covered in the first-year course. International and foreign material are introduced, with the majority of this segment looking at their relationship to the general practice of law, focusing primarily on United States treaties and inter-governmental organizations. Cost-effective legal instruction are emphasized throughout the course, focusing on when it is appropriate



to use online versus paper resources. The credit hours depend on whether this course is taught with the assessment based on a series of research assignments (2 credits) or there is a writing component and oral presentation component (3 credits).

**Advanced Legal Research: Electronic Research (LAW 662), 1 credit**

This skills course focuses on the use of electronic resources in conducting legal research in a real-life environment. The class examines cost effective means of performing legal research; explores advanced searching methods for both Lexis-Nexis and Westlaw; and examines other online materials, both subscription and free, and their appropriate use within legal research and law practice areas.

**Advanced Legal Research: North Carolina Legal Materials (LAW 664), 1 credit**

This course examines the three branches of the North Carolina government. Students learn to find statutes, cases, administrative decisions, and treatises on specific topics. Both print and online sources are examined. The focus is on research strategies to solve practical questions that an attorney would encounter in a typical North Carolina practice, using cost effective methods. This course may permit asynchronous participation online consistent with Law School technical requirements for such courses.

**Advanced Property: Mortgages (LAW 863), 2 credits**

This course deals with residential and commercial real estate transactions and the different steps in a real estate transaction from the lawyer's initial contact with the client to the final closing of the transaction. Topics to be covered include: the market context for real estate transactions, purchase and sale agreements, the work of realtors, listing agreements with realtors, title insurance, financing arrangements, surveys and descriptions, deeds, mortgages, closing documents, planned unit developments, condominiums, leases, and the ethical responsibilities of the attorney in representing the parties to a typical transaction.

**Advanced Torts (LAW 859), 3 credits**

This course builds on the foundations laid in the first-year Torts class, providing students with more extensive and in-depth exposure to the torts arena. To that end, this course addresses the various torts and aspects of those torts that are not covered in the first-year curriculum. This course is particularly important because tort law is a subject heavily tested on bar exams, and tort issues arise often in law practice. Upon completion of this course, students should be able to thoroughly analyze tort problems, by applying tort law to facts. Further, students should have an understanding of how tort law works in practice. Finally, students should gain an appreciation of the theory, philosophy, and public policy behind the common law of torts.

**Advocacy Fellows Externship (LAW 693), 3 credits**

The Advocacy Fellows Externship course is an upper-level elective consisting of a combination of supervised work hours and periodic sessions with a faculty advisor. It provides opportunities for students to gain practical legal experience while working under the supervision of a licensed attorney in an advocacy setting. Examples of the advocacy settings include litigation practices (e.g., district attorney, attorney general, public defender, legal aid or other law office that engages in courtroom advocacy, and judicial offices) or offices engaging in policy or social advocacy (e.g., non-profit organizations, government agencies, or other entities). The course requires a minimum of 135 hours of work during summer term(s). As part of the Externship, students may observe attorney meetings and strategy sessions, negotiations, and client conferences; participate in strategy development; and conduct legal research, drafting, and other legal work as assigned by the supervisor. The students also are required to attend periodic sessions with the faculty supervisor in

person, by phone, or via video conference. Students are eligible for the Advocacy Fellows Externship after completing three trimesters at the law school and must be in compliance with all Fellows criteria. The Director of Externships must approve any placement before the beginning of the course. Registration is limited to Advocacy Fellows.

### **Appellate Practice (LAW 772), 3 credits**

This course provides students with the opportunity to develop and refine their analytical and communication skills while drafting an appellate brief and presenting one or more formal oral arguments before a panel of judges. Students are introduced to the appellate litigation process, standards of appellate review, and the rules that govern appellate practice and procedure in the state and federal courts. Students study the use of various rhetorical techniques in the context of appellate argument. A special section of this course may coordinate with the Moot Court program.

### **Bankruptcy (LAW 811), 3 credits**

This course focuses on the rights and remedies of debtors and their creditors under the United States Bankruptcy Code. In addition, the interplay of the Bankruptcy Code and the provisions of Article 9 of the Uniform Commercial Code and other provisions of state law are examined. This course also provides an overview of state law rights and remedies for judgment debtors and creditors.

### **Business Drafting (LAW 812), 2 credits**

This course teaches students the basic principles of contract interpretation, negotiation, and drafting. Emphasis is placed on drafting contractual agreements that meet clients' needs and effectively anticipate potential legal problems. Students read and analyze a variety of contracts and contract provisions, and work both independently and collaboratively to negotiate and draft a series of written contracts. The types of contracts studied and drafted may include contracts for the sale of goods, service contracts, agency agreements, employment agreements, and stock or asset purchase agreements. Business Associations is a prerequisite to this course.

### **Business Fellows Externship Course (LAW 692), 3 credits**

The Business Fellows Externship course provides opportunities for students to gain practical legal experience while working under the supervision of a qualified attorney or judge focusing in the area of business law. The course requires a minimum of 135 hours of work. Registration is limited to Business Fellows. As part of the Externship, students may observe attorney meetings and strategy sessions, negotiations, and client conferences, and participate in litigation strategy development, contract drafting, contract review, and legal research, while under the supervision of counsel. Each student also is required to attend periodic sessions with the faculty supervisor. Students are eligible for the Business Fellows Externship after completing one year at the law school. The Director of Externships must approve any placement before the course begins.

### **Capstone Leadership Project (LAW 755), 1 credit**

This course provides 3L students an opportunity to apply leadership skills in service of a tangible product, outcome, or effort aimed at creating positive, sustainable impact on the profession, the Law School, the community, or the world. This elective requires approximately 55 hours of work during the third year, including reflective learning activities and preparation of a final report. Projects may be derived from diverse sources and should encourage student initiative and creativity. Thus the final report could take a number of different forms, e.g., a written document of approximately 10 pages, slide presentation, video, etc. Each project report, however, must include a written executive summary describing the project and its outcomes, and documenting the specific leadership skills the student deployed for the project and what the student learned about their

strengths and developmental needs as a leader. Project proposals must be submitted in writing to the Director of the Capstone Leadership course or the Director's designee(s); project proposals are approved based on published criteria. All projects must be approved no later than the start of the third year and preferably the summer before it. Teams of no more than four students may also carry out a single project, provided each student demonstrates equal effort and signs the final report. There is a minimum of two progress check-ins with the Director of the Capstone Leadership course or the Director's designee(s) during the second year. The course is graded on a Pass-Fail basis.

### **Cause Lawyering (LAW 736), 2 credits**

"Cause lawyering" refers to the use of law to advance social and political goals. In this course, students critically consider cause lawyering as a part of broader social movements, both in relation to supporting the political goals of a client and in relation to the advantages, limitations, and conflicts involved in using the law to try to create social change. Course materials prioritize learning from people directly involved in present and past social movements, and students engage in critical discussion and reflective writing about the relationship between lawyers, social movements, and the law. Additionally, students explore examples of lawyers using the media to advance social and political goals, and students play the role of lawyer in writing mock press releases and participating in mock interviews, as these skills are intertwined with effectively engaging in cause lawyering.

### **Civil Pretrial Litigation I: Discovery (LAW 847), 2-3 credits**

This course covers the major fact-finding steps in the pretrial litigation process. Topics covered include litigation planning, fact investigation, and discovery. Evidence is a recommended prerequisite.

### **Civil Pretrial Litigation II: Pleadings (LAW 852), 2 credits**

This civil litigation simulation course explores pleadings strategies with an emphasis on techniques for both effectively pleading a case in compliance with the applicable rules of civil procedure and persuasively advocating for a client. Students learn to develop legal strategy, case theory, and litigation plans. The simulation includes drafting and serving complaints, motions to dismiss, related memoranda of law, and answers. Pleading, responding to counterclaims and affirmative defenses, and amending pleadings are addressed. Students also have the opportunity to make oral arguments in support or opposition to motions. In addition, students gain experience in collaborative development of work product and professional interaction with colleagues, opposing counsel, and the court. Throughout the course, students consider issues of legal ethics and professional practice.

### **Client Interviewing and Counseling (LAW 839), 2 credits**

This course covers the fundamental lawyering skills of interviewing and counseling, skills essential to the practice of law in any context. The course introduces the theories and techniques used in interviewing and counseling, via simulations and role-playing exercises designed to transfer the classroom discussions and theoretical readings into practical experience. Skills addressed in the interviewing segment include: active and empathetic listening, building rapport, fact gathering, question formulation, preliminary client goal identification, development of a case overview, theory development, and concluding the interview. The counseling segment introduces the process by which the lawyer helps the client make decisions by clarifying the client's objectives, identifying potential strategies and solutions and their likely consequences, and, when appropriate, providing advice. Course discussions include ethical and professionalism issues often arising in lawyer-client interactions.

**Closely Held Business Enterprises (LAW 826), 2-3 credits**

This course examines issues relating to privately held businesses, particularly those with relatively few owners. Topics studied include the choice of business entity, organizing and funding the entity, private securities offerings, entity conversions, succession planning, buy-sell arrangements, employment agreements, compensation matters, governance issues, fiduciary obligations, purchase and sale of the business, and accounting principles. Entities covered include corporations, partnerships, and limited liability companies. Business Associations is a prerequisite to this course; Income Tax is recommended but not required.

**Commercial Law: Sales (LAW 670), 2 credits**

This course is a study of the law of contracts for the sale of goods. The course focuses on Article 2 of the Uniform Commercial Code.

**Commercial Law: Secured Transactions (LAW 671), 2 or 3 credits**

This course covers the law of secured transactions, focusing on Article 9 of the Uniform Commercial Code. This course may be offered in person or online, using weekly practice problems and online office hours. The Law School's attendance policy applies in full effect to courses offered online.

**Complex Civil Litigation (LAW 785), 3 credits**

This course focuses on the major procedural and substantive law issues that arise in the context of complex civil litigation. For this course, litigation is considered complex because of the nature or quantity of information involved. The course reviews and expands on the topics covered in the Civil Procedure course, with a focus on class action litigation. Specifically, the course considers the preclusion doctrines, joinder devices, the management of complex discovery, and advocacy techniques. The course format is a combination of short lecture, class discussion, and simulations.

**Conflict of Laws (LAW 848), 3 credits**

This course examines how courts choose which law should be applied to transactions, relationships, or occurrences having contacts with more than one state. The course also touches on adjudicatory jurisdiction, the recognition of foreign judgments, choice-of-law clauses, and choice-of-forum clauses. It addresses the various approaches adopted by states and advocated by scholars, focusing on cases involving torts, contracts, family law and trusts and estates.

**Constitutional Litigation (LAW 851), 2 credits**

Constitutional tort law operationalizes the Constitution by providing a vehicle for holding state, local, and federal officials and governments, and private parties operating under color of state law, liable in damages for violations of people's constitutional rights. The course examines, at both a theoretical and practical level, the litigation of constitutional torts through 42 U.S.C. § 1983 and *Bivens* actions, including elements of a claim, immunities, procedural defenses, remedies, and attorney's fees. The study of constitutional litigation calls for advanced application of constitutional, tort, and civil procedure principles.

**Consumer Protection (LAW 819), 3 credits**

This course surveys state and federal consumer protection law. The central theme of the course is the enhancement of efficiency, transparency, access, and fair dealing in consumer markets. Topics covered include deceptive trade practices, advertising, consumer privacy, consumer credit, and debt collection practices.

**Constitutional Law Appellate Advocacy Clinic (LAW 849), 4 credits**

In this clinic, students work under the close supervision of a law school faculty member to research, draft, and submit an amicus brief on a constitutional law topic to the Supreme Court of the United States or one of the federal Courts of Appeals. Students represent clients who have interests implicated by the ongoing litigation and desire to have their concerns represented before the federal courts. The faculty member arranges the clients in advance, and the assignments may involve amicus briefs on the merits or in support of a petition for a writ of certiorari. Classroom sessions include instruction on relevant constitutional law and statutory provisions at issue in the cases, as well as appellate advocacy more generally. Although the students engage in an in-depth analysis of specific constitutional law issues, the primary learning objective of the course is for students to develop and hone their analytical, legal writing, legal research, and advocacy skills. Constitutional Law I and II are highly recommended, and courses in First Amendment Speech and Religion are recommended. This course satisfies the upper level writing requirement. An application process is used to determine enrollment in the course. ***All clinical courses at the law school are subject to a “no drop” policy. After the course registration period has closed, students are permitted to drop a clinical course only with the permission of the clinical faculty.*** Please also see the Policy on Determining Credit Hours for Coursework (Implementation) at the end of the Handbook for an explanation of course credit hours.

**Criminal Pre-trial Practice (LAW 803), 3 credits**

This course focuses on the pre-trial strategy and tactics employed by trial lawyers in federal criminal cases. The course requires students to conduct pre-trial criminal procedures by following simulated cases. The cases involve the prosecution of criminal offenses in federal court. Students alternate handling segments of the case as both a prosecutor and as defense counsel. Students complete five to six graded homework assignments over the course of the trimester. The assignments consist of researching and writing appropriate court documents (e.g., motion to suppress evidence, motion to compel discovery, etc.). Students also prepare to interview witnesses (including the defendant), argue motions, and make charging decisions. Knowledge of Criminal Procedure and Evidence is helpful but not required.

**Criminal Procedure (LAW 732), 2-3 credits**

The major constitutional restraints upon the criminal justice process are the focus of this course. Particular attention is given to the provisions of the Fourth, Fifth, and Sixth Amendments to the United States Constitution, including such specific issues as arrest, search and seizure, interrogations and confessions, the exclusionary rule, and the right to defense counsel. Overall consideration is given to the impact of Fourteenth Amendment Due Process requirements throughout state and federal criminal justice systems. This course may permit synchronous participation online consistent with Law School technical requirements for such courses.

**Drug Use: Criminal Law, Policy, and History (LAW 856), 2-3 credits**

This course introduces students to the major legal and policy issues regarding illegal drug use. It first provides a historical background on drug use within the United States and then considers the laws and policies that govern illegal drugs. Alcohol, tobacco, and caffeine regulation are considered. While focused on drug use in the United States, the course also addresses drug law and policy internationally.

**Employment Discrimination (LAW 823), 3 credits**

This course covers theoretical, legal, and practice issues around employment discrimination law. The course focuses on federal employment discrimination law, primarily Title VII of the 1964 Civil Rights Act, which prohibits employment discrimination based on “race, color, religion, sex, or

national origin.” The course also examines sexual harassment, the constitutional law of employment discrimination, Title I of the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), affirmative action, and various state and local statutes addressing emerging issues in employment discrimination law, such as employment discrimination based on physical appearance or attractiveness, cyber-harassment, speech codes and “safe spaces,” and privacy violations like revenge pornography. Finally, the course considers the interaction of these topics with other related and emerging fields, like labor law, intellectual property (including trade secrecy), privacy, cyberlaw, cybersecurity, and information law. The course uses practice problems, drafting exercises, and administrative procedure (particularly EEOC filings) to apply theoretical principles. Outside speakers from private practice and government may join the class via video. This course may permit synchronous participation online consistent with Law School technical requirements for such courses.

### **Employment Law (LAW 714), 2-3 credits**

This course provides a study of state and federal employment law. Topics covered include common law claims—such as breach of contract and wrongful discharge, wage and hour laws, anti-discrimination laws, and concerted labor activity and collective bargaining.

### **Entity Taxation (LAW 815), 3 credits**

This course examines the federal income taxation of subchapter C corporations, general partnerships, limited liability companies, subchapter S corporations, limited partnerships, and other business entities. State tax implications may also be addressed. Business Associations is a prerequisite to this course.

### **Environmental Justice and Policy (LAW 853A), 2 credits**

This transition to practice course is designed for upper-level students with an interest in environmental law and civil rights law. Environmental Justice sits at the crossroads of environmental law and civil rights law. The basic premise of environmental injustice is that poor people and people of color disproportionately bear the burdens of pollution and, through exclusionary zoning practices, lack equal access to basic amenities such as water and sewers. The law in this practice area is diverse, encompassing environmental law (e.g., NEPA, the Clean Water Act), civil rights law (Title VI), and property law (zoning), as well as Executive Orders (EOs 12898 and 12250). The course examines the application of these laws in real and simulated practice settings, focusing on identifying and addressing environmental injustice. In the process, students explore professional and ethical responsibilities to clients and to the legal system.

### **Environmental Law (LAW 841), 3 credits**

This course involves the study of state and federal environmental regulation. It examines relevant state and federal statutes, regulations, and case decisions, with particular emphasis on federal statutes, such as the National Environmental Policy Act (NEPA), the Clean Water Act (CWA), and the Comprehensive Environmental Response and Liability Act (CERCLA). Knowledge of the basics of Administrative Law is strongly recommended for students enrolling in this course.

### **Family Law (LAW 775), 3 credits**

This course covers the variety of laws impacting the family unit and defining the rights and duties of family members. Topics covered include marriage, annulment, separation, divorce, support, custody, and equitable distribution. Course requirements may include writing assignments and group activities to provide students with a sense of the practical side of the practice of family law.

**Federal Courts (LAW 788), 3 credits**

This course examines jurisdiction of the federal courts over federal questions and diversity of citizenship cases, distribution of powers between state and federal courts, use of state law in federal courts, civil procedure in federal districts courts, and appellate review of federal and state court decisions.

**First Amendment, 3 credits (LAW 722)**

This course deals with the complex and ever-evolving jurisprudence regarding the First Amendment to the United States Constitution. Primary emphasis will be on the many facets of freedom of expression, freedom of religion, and the Establishment Clause.

**First Amendment: Religion (LAW 754), 2 credits**

This course examines the tensions inherent in the First Amendment providing for free exercise and prohibiting the establishment of religion, exploring how principles of neutrality, voluntarism, separation, and accommodation have influenced the Supreme Court's decisions. Potential topics include non-discrimination, endorsement, coercion, public funding relating to religious programs and institutions, compelled exemptions, and non-governmental actions and religion.

**First Amendment: Speech (LAW 757), 2-3 credits**

This course surveys the Free Speech clause of the First Amendment, and it considers both the theory underlying the clause and judicial interpretations of the extent of its protections. Potential topics include hate speech, political speech, freedom of association, indecency and obscenity, tort law and the First Amendment, access to the media, commercial speech, and copyright. The course pays particular attention to the application of free speech rules, doctrines, and values to emerging technologies. This course may permit synchronous participation online consistent with Law School technical requirements for such courses.

**Food & Agriculture Law and Policy (LAW 856), 2 credits**

This course examines major legal and policy issues surrounding the production, distribution, and consumption of food. The first part of the course surveys the regulation of agriculture and food at the federal, state, and local levels (e.g., the FDA and USDA, state agriculture regulations, zoning, and other local ordinances). The second part of the course considers hot topics in contemporary food policy, such as food labeling and consumer choice (e.g., organics, GMO products); hunger, nutrition, and obesity; working conditions in agriculture and food service industries; farmland preservation and rural economic development; and the globalization of the food chain.

**Gender and the Law (course number not available at publication time), 2-3 credits**

This course provides students with an understanding of the role that gender plays in the development of law. The course is organized around various theoretical frameworks found in case law or in the writing of feminists and womanists scholars, including various concepts of equality, difference theory, non-subordination, autonomy, essentialism, and critical race theory. Students also explore the critiques and limitations of these frameworks. Each framework will be explored in the context of concrete legal problems in various areas of law, e.g., employment, family law, sports, domestic violence, and pornography. The course provides students with the opportunity to continue improving their research and writing skills.

**General Externship (LAW 690), 3-4 credits**

The General Externship course provides opportunities for students to gain practical legal experience while working under the supervision of attorneys and judges. Students may earn 3 credits for 135 hours of qualifying work in the Fall, Winter, or Spring trimester or in the Summer at

a non-profit, government, judicial, or in-house counsel office. Also in the Summer, students have the option of earning 4 credits for 180 hours of qualifying work. Qualifying work is substantial lawyering experience reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks, under approved direct attorney or judicial supervision. Information on possible placements can be found in Symplicity, as well as in the Externship Notebooks on reserve in the Law Library. In addition to the minimum hours of supervised work, the General Externship requires students to participate in sessions with a faculty advisor and other externs, and submit reflective written work and time records. Students are eligible for the General Externship course after completing three or four trimesters at the law school, depending on the particular externship placement requirements. To register for the course, students must have their placements approved by the Director of Residencies. Applications are available on the website of the Law School Registrar.

### **Guardian Ad Litem Clinic (LAW 758), 3 credits**

In this clinic, students work under the supervision of a faculty member to represent the best interests of abused and neglected children in appeals of juvenile matters in the North Carolina Court of Appeals and Supreme Court. Cases are assigned by the Guardian Ad Litem Appellate Counsel for the State. Enrollment is limited to eight students per trimester. Classroom sessions include instruction on North Carolina statutory and case law related to abused and neglected children, and the appellate rules generally and specific to juvenile cases. The faculty member also meets with students outside the classroom to discuss the case; formulate strategies, issues to pursue on appeal, and a research strategy; outline arguments for the brief; review drafts of the brief, and finalize the brief before submission to the appellate court. In handling an appeal, students review trial transcripts and juvenile records, review and settle the record on appeal, respond to appellate motions and writs, draft and file Guardian Ad Litem Appellee Briefs, fulfill statutory mandates to provide and promote the best interests of juveniles in appellate proceedings, provide a voice for abused and neglected children in North Carolina, and help achieve safety and permanency in a child's life. While students learn some substantive and procedural law specific to juvenile matters, the primary learning objective of the course to develop and hone analytical, legal writing, legal research, and advocacy skills. Professional Responsibility is a prerequisite for the course. Students must be eligible for the North Carolina State Bar Limited Practice Certification. **This course is graded on a Pass/Fail basis. All clinical courses at the law school are subject to a "no drop" policy. After the course registration period has closed, students are permitted to drop a clinical course only with the permission of the clinical faculty.** Please also see the Policy on Determining Credit Hours for Coursework (Implementation) at the end of the Handbook for an explanation of course credit hours.

### **Health Care Organization and Finance (LAW 723), 2 or 3 credits**

The world of health law breaks down into two main tributaries: (1) financial and operational issues, and (2) bioethics. The financial and operations arena spans a variety of important and volatile concepts, including the Affordable Care Act, HIPPA, advanced directives, and the quality of care. The course includes these and other related topics.

### **Health Law, 2 credits (LAW 745)**

This course will cover the major legal issues related to the health care system. Health care decision making through various legal documents, e.g., health care powers of attorney and living wills, will be addressed. In addition, issues related to representing medical personnel and hospitals, including defense of medical malpractice suits, will be discussed.



**Humanitarian Immigration Law Clinic (LAW 768), 3-4 credits**

The Immigration Clinic provides students with practical experience in client interviewing, cloud-based case management software, and preparing an application for federal immigration benefits. Students are given great autonomy to assist refugees and asylees in filing for family reunification, adjustment of status (green card), and naturalization (United States citizenship). Students also have the opportunity to conduct legal research and writing and represent clients in federal benefits hearings at USCIS Field Offices. **Prerequisites:** Students must have completed all of the first-year requirements. Professional Responsibility must be completed before or taken concurrently with this course. Immigration law is not a prerequisite, but is encouraged and may be taken concurrently. Performance in the clinic is used to determine whether the student earns a High Pass/Pass/Low Pass/Fail. For students completing the Upper Level Writing requirement in HILC, for a total of 4 credits, the requirements for the ULWR are addressed separately with the supervising faculty member. ***All clinical courses at the law school are subject to a “no drop” policy. After the course registration period has closed, students are permitted to drop a clinical course only with the permission of the clinical faculty.*** Please also see the Policy on Determining Credit Hours for Coursework (Implementation) at the end of the Handbook for an explanation of course credit hours.

**Immigration Law (LAW 740), 3 credits**

This course examines United States immigration and naturalization law. Federal statutes and regulations addressing admission of foreign nationals, removal, citizenship, and employment are addressed.

**Income Taxation (LAW 712), 3 credits**

This course provides a study of the basic principles of federal taxation of income. The course focuses primarily on the provisions of the Internal Revenue Code addressing taxation of individuals. Concepts such as adjusted gross income, exemptions, deductions, and tax credits are examined.

**Independent Study (LAW 999 A, B, C), 1-3 credits**

This course allows students to engage in independent legal research and writing under the supervision of a full-time faculty member. The work must involve the production of a significant research paper or comparable project. Students may not enroll in Independent Study without written permission by the supervising faculty member and the Associate Dean for Academic Affairs. The written permission must identify the number of credits to be awarded to the student upon satisfactory completion of the course. A student also must spend a minimum of 42.5 hours on the research and writing project per credit earned. A student may not receive more than four credits total through Independent Study courses. Independent Study may be graded P/F at the discretion of the supervising faculty member.

**Intellectual Property (LAW 716), 3 credits**

This course covers the basic principles of intellectual property law in the United States and internationally. The course provides an overview of the law governing the securing and exploitation of property and other rights in ideas, including protection by patents, copyrights, trademarks, state legislation, and the common law.

**International Business Law (LAW 741), 3 credits**

This course provides students with an opportunity to see the application of business law principles through the intensive study of United States based businesses operating abroad. The course covers the study of the regulatory requirements for operating a business abroad, including tax, intellectual property, environmental, and labor considerations. Students in the course also explore the business considerations of operation abroad, such as foreign exchange issues, finance considerations, and the assessment of socio-economic and political condition of offshore destinations. The course may include a travel component.

**International Criminal Law (LAW 827), 2-3 credits**

This course focuses on the evolution of International Humanitarian Law (IHL) and the development of a responsive judicial system over the past two centuries. It begins with a brief look at the history of war crimes and the laws of armed conflict going back to antiquity, and then concentrates on the beginning of the development of the legal and judicial underpinnings of IHL in the second half of the 19<sup>th</sup> century. It then discusses the background and history of the early Geneva Conventions, the 1899 and 1907 Hague Conferences and resulting conventions, and the efforts by the international community to deal judicially with the war crimes committed during World War I. It also explores the allies' more successful efforts to bring to justice perpetrators of the massive war crimes committed during World War II through the Nuremberg and Tokyo International Military trials, as well as the thousands of military commission and national trials throughout Europe and Asia. The course also looks at the background and history of the Genocide Convention, the post-war Geneva Conventions, the International Criminal Tribunal for Rwanda, the International Criminal Tribunal for Yugoslavia, the Extraordinary Chambers before the Courts of Cambodia, and the United States Military Commission trials in Guantanamo. It also explores questions about cultural genocide and other legal concepts and precedents that have developed in relation to modern, unconventional warfare.

**International Law: Human Rights (LAW 756), 3 credits**

This course examines human rights and their status as international law and the major issues that confront the world in the implementation and enforcement of that law. Potential topics include the nature and foundation of international human rights law, examination of the core human rights treaties including the International Bill of Human Rights, the role of the United Nations and the Human Rights Council, Regional Human Rights systems, available procedures for human rights violations, humanitarian intervention, and accountability mechanisms for human rights violators. Students are not required to have any prior knowledge of international law or human rights to take this course.

**International Law: Public (LAW 742), 2-3 credits**

This course is a study of the basic rules and principles governing the conduct of nation-states and international organizations, and their relations with each other. Topics include the law of treaties and customary law, the relationship between international law and municipal law, human rights law, the use of force in international relations, and international criminal law.

**International Law: Refugee and Asylum (LAW 743), 2 credits**

This course provides a comprehensive introduction to the international legal regime for the protection of involuntary migrants. It critically assesses the legal right of states to exclude aliens, and the reasons that refugees are exempted from systems of migration control. The essential premise of the course is that refugee law should be understood as a mode of human rights protection, the viability of which requires striking a balance between the needs of the victims of human rights abuse and the legitimate aspirations of the countries to which they flee. The course will address the legal definition of a refugee, refugee rights, and the institutional structures through

which protection is accomplished. It will define and apply contemporary legal standards, situate United States asylum law within its international legal context, and subject the present protection regime to critical scrutiny.

### **Internet Law (LAW 747), 3 credits**

This course examines the legal issues triggered by the emergence of the Internet. Topics covered include the regulation of Internet access and domain names; contract formation, execution and enforceability; personal jurisdiction and choice of law; trademark and copyright infringement; and privacy concerns.

### **Judicial Process (LAW 790), 2 credits**

Beginning with the ideas of Justice Benjamin Cardozo in his classic, *The Judicial Process*, and ending with the writings of modern, influential judges, this course explores the methodologies and other considerations that influence judicial decision making, including constitutional and statutory interpretation. These concepts are illustrated by examining significant judicial decisions and the lives and careers of some of the judges who made them.

### **Law Firm Management (LAW 830), 1 credit**

This course acquaints students with the data and skills necessary for delivery of legal services today and in the future. Topics and skills addressed include management theory and techniques, interviewing, counseling, negotiations, systems analysis and design, technology, and professional responsibility. Lecture, demonstration, and stimulations are used.

### **Law Office Technology I (LAW 694), 1 credit**

This is a skills-based, **asynchronous**, online course designed to prepare law students for law practice. It focuses on learning and improving skills and knowledge of computer technology commonly used in law offices. Course topics include: computer operating systems, communication software, document preparation, collaboration, and document management systems. There are no pre- or co-requisites. **This course may be taken at the same time as Law Office Technology II. This course is graded on a Pass/Fail basis.**

### **Law Office Technology II (LAW 695), 1 credit**

This is a skills-based, **asynchronous**, online course designed to prepare law students for law practice. It focuses on learning and improving skills and knowledge of computer technology commonly used in law offices. Course topics include: spreadsheets and data management, creation of PDFs, working with PDF documents, case management, litigation support, and trial presentation software. **Law Office Technology I must be taken either before or at the same time as this course. This course is graded on a Pass/Fail basis.**

### **Law Review (LAW 996), 1 credit**

Subject to approval by the Elon Law Review faculty advisor, a student on the Elon Law Review may receive one credit for each academic trimester in which the student successfully fulfills the duties of an Elon Law Review Staff Member or Editorial Board Member, provided the student spends a minimum of 42.5 hours on these duties. The Editor-in-Chief and Managing Editor receive two credits for a total of two academic trimesters in which they successfully fulfill their duties, provided those students spend a minimum of 85 hours on those duties. No student may receive more than two credits for law review activities per trimester. Law review credits are awarded on a pass/fail basis. All Elon Law Review staff members are required to submit an article-length note of publishable quality, subject to the guidelines in the Law Review Bylaws, by the end of their first

year as members on *Elon Law Review*. The note must be written independent of a course; students may not submit a paper that was also written for course credit.

### **Leadership Fellows: General Externship (LAW 689), 3 credits**

The Leadership Fellows Externship provides opportunities for Leadership Fellows to gain practical legal experience while working under the supervision of a licensed attorney or judge who is either working full-time in public service or is in private practice with a leadership role in the Bar, in *pro bono* service, or in the community. Examples of qualifying placements are state or federal government law offices, including all levels of attorney general; prosecutorial and public defender offices; state and federal governmental agencies, such as the Social Security Administration, EEOC, and EPA; law offices of past and present officeholders in local and state bar associations; and law offices of members of the N.C. Pro Bono Society. The course requires a minimum of 135 hours of work. Students are also required to participate in group and individual meetings with a faculty advisor and to engage in reflective learning through journal entries, goals memos, and assessments. Registration is limited to Leadership Fellows.

### **Legislation (LAW 799), 2 credits**

Legislative institutions are the cornerstone of American democracy. As the primary, perhaps pre-eminent and most accessible branch of government, legislatures are the avenue through which public policy is considered and becomes law. This course will provide an overview of the legislative process, from the initial stages of developing public policy to enactment of legislation. In addition, the course considers how courts interpret the product of the legislative process and the legitimizing characteristics of legislative institutions. This course may satisfy the upper level writing requirement.

### **Mastering Legal Analysis (LAW 683), 1-3 credits**

Mastering Legal Analysis improves students' ability to de-construct legal rules, to explain and evaluate the significance of facts, to thoroughly support conclusions of law, and to effectively organize written content. These skills are critical in applying law to the hypothetical questions typical of both law school and bar exams. The hands-on learning methods used in the course include in-class analytical and writing work in both individual and group settings.

### **Mergers and Acquisitions (LAW 814), 3 credits**

This course explores the principal legal issues and also the practical realities of negotiated corporate acquisitions and mergers. Business deals are analyzed from inception to closing, with the focus on the lawyer's role in each phase of a transaction. The class provides students with the opportunity to complete tasks that junior transactional associates are commonly expected to undertake. Throughout the trimester, various simulations and fact patterns allow students to see and participate in many aspects of a basic business transaction. Students review and discuss due diligence materials and an example acquisition agreement, and they participate in other aspects of a hypothetical transaction. Business Associations is a prerequisite for this course.

### **Military Justice (LAW 706), 3 credits**

This course provides an overview of the nature and sources of military law, including the Uniform Code of Military Justice. The course explores various topics at the intersection of military and criminal law, including non-judicial punishment, court martial, and Article 32a of the UCMJ. The course also examines contemporary topics relating to the legal aspects of United States military operations throughout the world, including rules of engagement, the law of armed conflict, and the role of the military lawyer in assisting to implement United States foreign policy.

**Mock Trial Competition (LAW 786), 1-2 credits**

Credit is awarded to students selected for a mock trial team, who prepare for and participate in a regional or national competition. Students who complete one competition, which requires spending a minimum 42.5 hours in the interscholastic competition activities, will earn one credit. Students completing a second competition in a later term will earn a second credit. This course is graded on a pass/fail basis.

**Moot Court/Appellate Advocacy Competition (LAW 900), 1-2 credits**

Credit is awarded to students who successfully complete at least three trimesters of service on the Moot Court Board and who compete in at least one interscholastic Moot Court competition, when they independently or as a member of a team prepare an appellate brief, practice regularly with faculty coaches and advisors for oral argument, and present an oral argument in the competition. Successful completion of these requirements and participation in one competition (with the student spending a minimum of 42.5 hours in the interscholastic competition activities) receives 1 credit. Students who compete in two competitions (with the student spending a minimum of 42.5 hours in the interscholastic competition activities in each of the two competitions) receive 2 credits. This course is graded on a pass/fail basis.

**Negotiations (LAW 759), 3 credits**

All lawyers must negotiate. Whether you plan to be a commercial lawyer, a family lawyer, a criminal lawyer, a government lawyer, or any other type of lawyer, you will be negotiating with other attorneys, clients, and court personnel. This course, combining theory and practice, aims to improve students' understanding of negotiation and their effectiveness as a negotiator. Students engage in multiple negotiations. Drawing on negotiation scholarship from both legal and non-legal perspectives, the readings, lectures, and discussions provide students with strategies and techniques for negotiating effectively and a framework for analyzing their own negotiating abilities.

**Pre-trial Litigation (LAW 802), 3-4 credits**

This course covers the major steps in the pretrial litigation process. Topics covered include litigation planning, fact investigation, legal research, pleading, discovery, pretrial motions, and settlement strategy. This course is recommended for third-year students who have a working knowledge of Evidence.

**Prisoners' Rights (LAW 829), 2 credits**

This course examines the imprisonment of convicted offenders, with a focus on the government's power to punish by imprisonment, the limits of that power, and the responsibilities the government assumes when exercising it. Primary emphasis is on prisoner civil rights litigation, including the history of prisoner litigation, procedural matters, prisoner rights, conditions of confinement, and access to courts. Emerging topics in current prisoner litigation are addressed.

**Public Health Law (LAW 865), 3 credits**

This course takes a trans-disciplinary approach to public health law, conceptualizing public health law as a process through which coalitions of lawyers, scientists, public health practitioners, and others work collaboratively to develop, advocate for, implement, and evaluate evidence-based legal reforms and interventions to prevent disease and reduce injuries. The trans-disciplinary approach emphasizes that the entire process of legal change—from researching potential policy approaches to evaluating the effectiveness of legal interventions—requires careful examination, and that each part of the process necessarily involves trans-disciplinary collaboration.

**Public Interest Legal Writing (LAW 862), 2 credits**

In this course, students continue to develop their legal analysis and persuasive writing skills by completing various assignments that are typical in a public interest Legal Aid firm. In the role as staff attorneys at the “E-Law Firm,” a non-profit law firm representing low-income clients in Guilford County, students are assigned several tasks which introduce the challenges and typical experiences in public interest legal work.

**Race Law (LAW 854A), 3 credits**

In this course, students examine the interaction of race and the law in society, by reading, analyzing, and discussing relevant criminal and civil cases, statutes, and constitutional provisions which have laid the foundation for the American judicial system. The course examines the use of the law both to perpetuate and eradicate racial injustice, from slavery, through the 1954 benchmark desegregation decision in *Brown v. Board of Education*, to the present.

**Remedies (LAW 795), 3 credits**

This course examines the various remedies available to claimants in civil litigation. It covers damages, including compensatory, punitive and statutory damages. Equitable remedies, such as injunctions and accountings, are also covered. Restitutionary remedies are also addressed. This course may be offered in person or online, using weekly practice problems and online office hours. The Law School’s attendance policy applies in full effect to courses offered online.

**Securities Regulation (LAW 713), 3 credits**

This course is a study of United States and state legislation and regulations affecting the issuance and trading of corporate securities. The course focuses particularly on the provisions of the 1933 Securities Act and the 1934 Securities Exchange Act. It also examines the development of the Securities Exchange Commission and its responsibilities and powers in regulating securities. Business Associations is a prerequisite for this course.

**Small Business and Entrepreneurship Clinic (LAW 767), 3-6 credits**

The Small Business and Entrepreneurship Clinic is a law office providing business-related legal services to entrepreneurs, small business owners, and non-profits who would not otherwise be able to afford legal representation. Students participating in the clinic develop analytical, planning, editorial, and counseling skills, in the context of client projects and reality-grounded class work. Services provided by the clinic include choice of entity advising, organizational document drafting and review, contract review and drafting, employment and human resource advising, regulatory compliance, drafting financing documentation, non-profit formation, and application for tax-exempt status. To be eligible for the clinic, students must have completed all of the first-year requirements and have taken Professional Responsibility and Business Associations. Business Drafting, though not required, is strongly encouraged. Students are required to apply for the North Carolina State Bar Limited Practice Certification. ***All clinical courses at the law school are subject to a “no drop” policy. After the course registration period has closed, students are permitted to drop a clinical course only with the permission of the clinical faculty.*** Please also see the Policy on Determining Credit Hours for Coursework (Implementation) at the end of the Handbook for an explanation of course credit hours.

**Street Law (LAW 737), 2 credits**

In this course, law students teach law to local middle school or high school students, two hours a week. The law students also meet weekly for one hour or more to review pertinent substantive law areas, learn teaching methodologies, and engage in their own experiential learning. In addition, the law students write a final paper, an academic critique of a related legal topic. The law students are

assigned to teach in a local school after completing required training on classroom preparation and teaching skills. The subjects taught by the law students include an introduction to the legal system, criminal law, torts, consumer law, and trial advocacy. The law students also prepare the middle or high school students for a mock trial, including opening statements, direct and cross-examinations, and closing arguments. Through these trials, the law students refine their knowledge of Evidence, develop communication skills, and learn to lead others in a collaborative enterprise. The final paper requires a thesis statement describing its main goal, footnotes or endnotes where applicable, and a critique of a substantive law issue. The course will be offered pass/fail or for a grade at the professor's discretion.

### **Trial Practice and Procedure, 3 credits (LAW 781)**

This course introduces and provides the opportunity to develop basic advocacy skills for use in courtrooms and other legal settings. In preparation for conducting a final trial to verdict, students learn about and participate in weekly courtroom simulations of the components of a trial, including development of a theory and theme, opening statements, examination of witnesses, use of demonstrative evidence, and closing arguments. These weekly simulations occur in a small group setting and may be recorded. Students prepare for and conduct a final trial to verdict, which serves as the course's final exam. The TPP course may include intensive workshop sessions scheduled outside regular class meeting times. Evidence is not a prerequisite, however, it is strongly recommended that students have either completed Evidence or be enrolled in Evidence concurrently. A special section of this course may coordinate with the Mock Trial Competition.

### **Wills and Trusts (LAW 770), 3 credits**

This course explores the gratuitous transfer of property at death, including intestate and testate succession. It also examines the nature, establishment, management, and termination of inter vivos and testamentary trusts.

### **Wills Drafting Clinic (In-House) (LAW 773), 3-6 credits**

The Wills In-House Clinic is a learning-by-doing course with intensive instruction units, followed by actual supervised practice. Students receive intensive instruction and are assigned to represent low income homeowners, referred to the clinic by Habitat for Humanity of Greater Greensboro and Legal Aid of North Carolina. Students interview clients, draft documents to meet the needs of clients, conference with clients to explain and review documents, and oversee the self-proving signing protocol for those documents. Enrollment is limited to students who have (1) completed at least 43 law school credit hours, (2) successfully completed Professional Responsibility, (3) successfully completed Wills and Trusts, and (4) are certified by the Dean as being of good character, with the requisite legal ability and training to perform in the clinical context. Professional Responsibility, Wills and Trusts and eligibility for the North Carolina State Bar Student Practice Certification are pre-requisites for this course. ***All clinical courses at the law school are subject to a "no drop" policy. After the course registration period has closed, students are permitted to drop a clinical course only with the permission of the clinical faculty.*** Please also see the Policy on Determining Credit Hours for Coursework (Implementation) at the end of the Handbook for an explanation of course credit hours.

### **III. Student Governance**

#### **Student Bar Association**

The Student Bar Association (SBA) is the official representative body of the students. All students enrolled at Elon Law are automatically members of the SBA. The SBA seeks to benefit all members by furthering student interests and sponsoring events of both an academic and social nature. The SBA's Mission Statement states: "Our Mission is to create a forum for student leadership, community service, and social networking to support the University's goals of engaged learning, professionalism, and civic participation through open communication with Elon students, Elon faculty, and the community."

The SBA is funded by the Law School on a per capita basis. The SBA is the governing body that serves as the umbrella organization and funding source for other law school student organizations and committees.

contact: [sba@elon.edu](mailto:sba@elon.edu)

#### **Honor Council**

The Honor Council is responsible for administering the procedures in the Honor Code. The Honor Council also is responsible for interpreting and applying the Code.

contact: [lawhonorcouncil@elon.edu](mailto:lawhonorcouncil@elon.edu)

#### **Student Organizations**

Elon Law's student body, with its wide variety of interests outside the classroom, has developed numerous student organizations. These organizations reflect students' social, political, service, and professional interests and enrich students' educational experience with workshops, panels, concerts, networking opportunities, and conferences throughout the academic year. Through involvement with student organizations, students find connections to further their career and personal goals. A complete list of current student organizations is available on the Law School's website at <https://www.elon.edu/u/law/students/student-organizations/>

Any student interested in starting a new organization should contact an SBA representative to learn more about the approval process.



#### **IV. Leadership, Fellows, Clinical, and Co-Curricular Programs, and *Pro Bono* Opportunities**

##### **Leadership Program**

Elon University School of Law is committed to developing successful lawyers who are also leaders in their offices, in the legal profession, and in the community and society at large. The school's goal is to develop civic-minded lawyer-leaders, who throughout their careers are engaged in improving the profession and community for the public good.

Throughout their time at Elon, students learn about the theories of leadership in the classroom, as well as the practice of leadership through simulations and experiential opportunities.

##### *Preceptor Program*

One of Elon Law's distinctions is the Preceptor Program, through which experienced lawyers from a broad range of practice settings mentor law students. The Preceptor Program evolved in 2020 to better meet the needs of students in our 2.5-year program and to create new opportunities to connect students with practicing attorneys during the COVID-19 pandemic.

Practice Area Panels are hosted by the Office of Career & Student Development, at least twice each trimester. These virtual programs allow attorneys to meet with groups of students who share common professional interests.

Elon Law also is in the process of building affinity groups to serve as a network of practicing attorneys with whom our students can identify through similar life experiences or identities.

These interactions with attorneys, in addition to those students pursue on their own through informational interviews and other career development efforts, lead naturally to mentoring relationships.

##### *Leadership Fellows Program*

As part of the Law School's mission to infuse its legal education with an emphasis on leadership development, the school formed the Leadership Fellows program in 2009.

To be considered for the Leadership Fellows program, applicants to the law School must complete a separate application for the Leadership Fellows Program. Students invited into the Leadership Fellows Program demonstrate exceptional leadership through community, collegiate, military, or other leadership experiences, as well as academic achievement. They also identify, through an essay in the Leadership Fellows application process, how the leadership skills they have acquired may be further developed and used at the Law School, in the practice of law, and in their communities.

Leadership Fellows are expected to maintain a minimum cumulative GPA of 2.67, assist administration and faculty with the Leadership Lecture Series and other leadership programming, and undertake a Capstone project during their third year of study.

contact: Chris Leupold, Isabella Cannon Professor of Leadership, [cleupold@elon.edu](mailto:cleupold@elon.edu)  
336-278-6296

### **Advocacy Fellows Program**

Elon Law's Advocacy Fellows program provides students with the essential knowledge and practical, hands-on experience and skills necessary to become exceptional trial or appellate advocates on behalf of their clients.

Applicants to the Law School must submit a separate application to be considered for the Advocacy Fellows Program. Rising 2L students may also apply for the Program. The Program seeks students with a demonstrated interest in advocacy, including experience in various advocacy settings. Advocacy Fellows are expected to maintain a minimum cumulative GPA of 2.67, participate in activities sponsored by the Advocacy Fellows Program, and take specific courses identified by the advocacy faculty as essential for a solid grounding in legal advocacy.

contact:

Catherine Dunham, Professor of Law, [cdunham@elon.edu](mailto:cdunham@elon.edu)

Patricia Perkins, Asst. Professor of Law, [pperkins@elon.edu](mailto:pperkins@elon.edu)

Alan Woodlief, Assoc. Professor of Law; Director of the Moot Court Program, [awoodlief@elon.edu](mailto:awoodlief@elon.edu)

### **Business Fellows Program**

The Business Fellows Program seeks to encourage and cultivate students' interest in business law. The goal of the Program is to prepare Business Fellows to represent a variety of business clients, from small, start-up companies to large multinationals.

Applicants to the Law School must submit a separate application to be considered for the Business Fellows Program. Rising 2L students may also apply for the Program. The Program seeks students with strong business backgrounds (either based on their previous academic studies or through work experience) and a manifested interest in pursuing a career in business or business law. Business Fellows are expected to maintain a minimum cumulative GPA of 2.67, participate in activities sponsored by the Business Fellows Program, and take specific courses identified by the business law faculty as essential for a solid grounding in business law.

contact: John Flynn, Assoc. Professor of Law, [jflynn4@elon.edu](mailto:jflynn4@elon.edu) or [businessclinic@elon.edu](mailto:businessclinic@elon.edu)  
336-279-9217

### **Clinical Programs**

Elon Law's clinical programs put legal theory into practice, providing students with essential lawyering skills through casework management, research, writing, client interaction, and courtroom advocacy, while also helping individuals in need of legal services.

#### *Humanitarian Immigration Clinic*

Elon University School of Law established the Humanitarian Immigration Law Clinic in December of 2010, allowing students, under the supervision of law faculty, to provide free legal services to low-income refugees and asylum seekers in North Carolina.

Under the supervision of law faculty, Elon Law students manage all aspects of refugee and asylee cases, meeting with clients, performing intake interviews, analyzing cases for legal remedy, gathering evidence, drafting and filing applications and briefs, and maintaining client correspondence. Students also observe and participate in hearings before federal administrative agencies and courts.

contact:

Katherine Reynolds, Director of Humanitarian Immigration Law Clinic; Assistant Professor of Law  
[Kreynolds10@elon.edu](mailto:Kreynolds10@elon.edu), 336-279-9291

#### *Small Business and Entrepreneurship Clinic*

The Law School's Small Business and Entrepreneurship Clinic is a law office providing business-related legal services to entrepreneurs, small business owners, and non-profits. The clinic's office is adjacent to the Law School. Services provided by the clinic include, but are not limited to, choice of entity advising, organizational document drafting and review, contract review and drafting, employment and human resource advising, regulatory compliance, drafting financing documentation, intellectual property, non-profit formation, and application for tax-exempt status for non-profits.

contact: John Flynn, Assoc. Professor of Law, [jflynn4@elon.edu](mailto:jflynn4@elon.edu) or [businessclinic@elon.edu](mailto:businessclinic@elon.edu)  
336-279-9217

#### *Wills Drafting Clinic*

Elon Law's in-house Wills Drafting Clinic gives student lawyers, who have their Limited Practice Certification from the North Carolina State Bar, the opportunity to represent low-income homeowners referred by Habitat for Humanity of Greater Greensboro and Legal Aid of North Carolina. Student lawyers interview clients, draft documents to meet the needs of clients, meet with clients to explain and review documents, and oversee the self-proving signing protocol for those documents.

The wills drafting course operates as a law firm. Student lawyers alternate serving as the firm's managing partner. In firm meetings, student lawyers lead discussion of ethical dilemmas related to wills drafting and engage the class in a detailed exploration of legal issues surrounding the transfer of property at death in North Carolina.

#### *Guardian Ad Litem Clinic*

In the Guardian Ad Litem Clinic, students work under the supervision of a faculty member and the Guardian Ad Litem Appellate Counsel in North Carolina to represent the best interests of abused and neglected children in appeals of juvenile matters in the North Carolina Court of Appeals and North Carolina Supreme Court. This clinic experience is ideal for students those interested in family law, juvenile justice, trial advocacy, and appellate advocacy.

contact:

Alan Woodlief, Assoc. Professor of Law; Director of the Moot Court Program, [awoodlief@elon.edu](mailto:awoodlief@elon.edu)  
336-279-9203

### **Coverdell Fellows Program**

Elon Law's Paul D. Coverdell Fellows Program offers two returned Peace Corps volunteers a scholarship in the amount of \$31,500 toward Elon Law's total program tuition. Fellows also receive placements in public interest law firms or organizations during their second year of study, through Elon Law's nationally recognized Residency-in-Practice Program. Elon Law is the first law school in the South to offer Coverdell Fellowships in partnership with the Peace Corps. To be considered for a Coverdell Fellowship, applicants to Elon Law with experience in the Peace Corps should note their service on their applications.

contact:

Alan Woodlief, Assoc. Professor of Law; Director of the Moot Court Program, [awoodlief@elon.edu](mailto:awoodlief@elon.edu)  
336-279-9203

### **Moot Court Program**

The Moot Court Board at Elon Law is comprised of students who have excelled in the school's annual intramural moot court competition. The top 20 competitors in the annual competition are invited to membership on the Board.

Members of the Board join teams coached by the Law School's faculty, competing in interscholastic competitions with other law schools throughout the nation, including the ABA National Appellate Advocacy Competition and the National Moot Court Competition. Members of the Board who fulfill their service requirements are eligible to receive one academic credit for each interscholastic competition in which they compete, up to a total of two academic credits.

The Moot Court Director registers the school's teams for moot court and all other external skills-based competitions, except mock trial competitions. Students may not register the school or themselves for an external competition without prior permission from the Director.

The Moot Court Board hosts the annual intramural moot court competition, giving rising second-year Elon Law students an opportunity to showcase their written and oral appellate advocacy skills. The Board also plays a key role in coordinating the annual Billings, Exum & Frye National Moot Court Competition, hosted by Elon Law.

contact:

Alan Woodlief, Assoc. Professor of Law; Director of the Moot Court Program, [awoodlief@elon.edu](mailto:awoodlief@elon.edu)  
336-279-9203

### **Mock Trial Program**

The Mock Trial Program offers rich learning experiences through mock trial competitions that aid in the development of exceptional trial lawyers. Students selected for Elon Law School's Mock Trial Team become part of the Elon Law Trial Advocacy Board

The Mock Trial Team members work closely with experienced trial lawyers who serve as their coaches. Second-year members of Elon's Mock Trial Team typically compete in the Winter or Spring trimesters. Teams have competed in the Texas Young Lawyers Division National Trial Competition and the American Association for Justice Student Trial Advocacy, where over 100 law schools

compete in regional competitions before advancing to a national competition. In some years, third-year team members participate in a Fall trimester competition.

In the fall trimester, second-year students who are enrolled in or have previously completed the Evidence and Trial Practice and Procedure courses are eligible to try-out for the Mock Trial Team. Team members are selected based on the try-out, their performance in Evidence and Trial Practice and Procedure, and their academic standing. While not required, prior experience working in teams and participation in mock trial, debate, theatre, or other professional or recreational public speaking activities may also be considered.

The faculty advisor to the Mock Trial Program registers the school's teams for mock trial competitions. Students may not register the school or themselves for an external mock trial competition without prior permission from the faculty advisor.

contact: Patricia Perkins, Asst. Professor of Law, [pperkins@elon.edu](mailto:pperkins@elon.edu)  
336-279-9231

### ***Pro Bono Opportunities***

In keeping with the legal profession's obligation to serve the poor and under-represented, the Law School's service initiatives offer students opportunities to develop and apply lawyering skills while working for the public good. From student and faculty participation in *pro bono* work to community service programs and projects, the Elon Law community is dedicated to fostering a service ethic.

There are several *pro bono* and community service projects sponsored by student organizations to provide support, services, and assistance to populations in need throughout the Greensboro area and beyond. All students are eligible to volunteer for community outreach and advocacy projects. For more information about *pro bono* service opportunities, please visit <https://www.elon.edu/u/law/students/pro-bono/>.

contact: [probono@elon.edu](mailto:probono@elon.edu)

## V. Admission to the Law School

Law School students and faculty are fully and constructively engaged in the optimum development of each student's knowledge, skills, and personal attributes, and in the improvement of our system of justice. The Law School evaluates applicants' potential for academic success and professional growth, focusing on their demonstrated achievement, aptitude for the study and practice of law, and interest in civic engagement and leadership. Because achievement of Elon's educational mission mandates that its Law School be relatively small, all of the well-qualified applicants who apply to Elon Law may not be accepted for admission.

### General Application Procedures

The Law School enrolls first-year students only in August.

To be considered for admission, all applicants (regular decision or early decision) must follow this procedure:

1. Application and Fee The applicant must submit a law school application along with the \$50.00 application fee. This fee is not refundable and is not credited toward other fees in the event of admission. (This fee may be waived at the discretion of the administration).
2. Law School Admission Test (LSAT) Each applicant must take the Law School Admission Test (LSAT), administered by the Law School Admission Council (LSAC). A Credential Assembly Service (CAS) Report will be requested by the Law School. The results of a test taken more than five years before the date for which the applicant seeks admission will not be considered in the absence of unusual circumstances. Applicants may contact LSAC at (215) 968-1001 or [www.lsac.org](http://www.lsac.org). The Elon University School of Law LSAC code number is 5500.
3. LSAC's Credential Assembly Service (CAS) Each applicant must register with CAS, so that Elon Law will receive a current Law School Report. It is the applicant's responsibility to meet all of LSAC's requirements and to ensure Elon Law receives a completed CAS report.
4. Resumé Applicants who have a resumé should include it with their application. Even if a resumé is submitted, the applicant must still respond to all questions on the application.
5. Letters of Recommendation The applicant must provide at least two (2) letters of recommendation. These letters should be forwarded to CAS, which will then forward them to the Law School. A letter may be sent directly from a recommender to the Law School when it addresses an applicant's fitness for Elon's particular program.
6. Interview The law school conducts interviews of candidates who are competitive for admission. This is part of the school's holistic approach to evaluating candidates and allows the candidate and law school to learn more about each other than brochures, web sites, or application documents can reveal. Applicants who are invited for an interview will meet with a faculty member or administrator. In-person visits to the law school are preferred, as they allow the applicant to tour the facility with a student admissions ambassador, speak with current students, sit in a class, and gain a true sense of the Elon Law community. Recognizing that many applicants are located in other states, the Law School also offers telephone and Zoom interviews. Every applicant who is ultimately admitted will have an interview, though every applicant will not necessarily be invited for an interview. All

applicants and prospective students, whether invited for an interview or not, are welcome to visit the law school to speak to an admissions professional or student ambassador.

An applicant who has been academically dismissed from a law school must wait at least one year following that dismissal to apply for admission to Elon Law.

*The application and supporting materials should be submitted through LSAC. Additional application materials or addenda specific to Elon Law may be submitted to the Elon Law Admissions Office, 201 North Greene Street, Greensboro, North Carolina 27401. Requests for more information and questions should also be directed to this office. [lawadmissions@elon.edu](mailto:lawadmissions@elon.edu), 336-279-9200*

*The Law School will attempt to notify an applicant if a required item is missing from the application file. However, the applicant remains ultimately responsible for ensuring that the application file is completed in a timely manner.*

Elon Law applicants are under a continuing obligation after the submission of their application to notify the Law School of any changes in the information provided in their application responses. See the Character & Fitness Requirements below for more information.

Applicants should retain copies of their law school applications since many state boards of law examiners request copies of applications in connection with taking a state bar exam.

All materials submitted in support of an application become the property of the Law School.

#### *Character and Fitness Requirements*

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every United States jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners.

The law school application asks questions related to your conduct in the past—academic discipline, criminal charges, and even minor traffic violations or other minor infractions. These questions are the first step in assessing your character and fitness for the legal profession, and how you respond to them can have important implications for your admission to law school and for your admission to the practice of law. Applicants should answer all questions on their application for admission completely and accurately. Full and honest disclosure is critical in the law school admission process and later in the licensing process. In addition, Elon Law applicants and students are under a continuing obligation, after the submission of their application and through graduation from the Law School, to notify the Law School of any changes in their applications and specifically to report any conduct that would fall within the scope of the application questions related to character and fitness, even if such conduct occurred after an applicant is admitted to or enrolls in Elon Law.

As part of your bar exam application, many states ask that you or your law school submit a copy of your law school application. The State Bar or Board of Law Examiners will compare your answers to its questions with those provided in your law school application. Discrepancies can result in adverse consequences, so it is imperative that the information you provide on your law school application is accurate and complete. If your answers on your law school application are inconsistent with those on your bar exam application, the Board of Law Examiners will likely

initiate a more intensive review of your file. Should that occur, you may suffer sanctions, including: revocation of law school admission, delay in certification of fitness, or a Board determination that you are not fit to practice law, which means you will be unable to sit for the bar exam and, subsequently, practice law. Acceptance by Elon Law does not guarantee certification by any state's Board of Law Examiners.

Every state has its own process for evaluating the character, fitness, and other qualifications for admission to the Bar of that state, and we encourage you as an applicant to law school to determine what those requirements are in the state in which you intend to practice. You can find detailed information about requirements in various states in the [Comprehensive Guide to Bar Admission Requirements](#), published by the National Conference of Bar Examiners, or you can contact the [board of law examiners](#) in the jurisdiction where you plan to seek admission to practice.

If you have questions about the character and fitness questions or the Elon Law application for admission generally, please contact the Office of Admissions at 336-279-9200.

### *Regular Decision - Rolling Admission Option*

Under this option, applicants will be considered and admission decisions made periodically throughout the year. Those applicants who select the Regular Decision-Rolling Admission option, who do not select an option, or who applied Early Decision but did not fulfill its requirements or whose decision was deferred, will be considered under the Regular Decision - Rolling Admission option. Generally, applications are considered in the order that they are completed, so early applications are encouraged. Applicants whose credentials fall squarely within the school's ranges for admission or denial of admission will likely receive a decision within two to six weeks after their application is completed. Applicants whose credentials do not fall squarely within these ranges, but whose applications are competitive for admission, may be held for further review. The Admissions Committee makes every effort to announce its decision on completed applications within a reasonable time.

Applicants admitted under the Regular Decision-Rolling Admission option must submit a non-refundable deposit of \$250 by April 15, or within 2 weeks of their admission, whichever is later. A second \$500 non-refundable deposit must then be submitted by May 15. These deposits will be credited toward fall trimester tuition.

### *Early Decision Option*

The Early Decision option is available for prospective students who, after careful consideration of their future plans and a thorough investigation of a variety of law schools, have concluded that Elon Law will provide them with the legal education that best fulfills their needs and expectations. Applicants who are certain that Elon Law is their first-choice institution are encouraged to apply as Early Decision candidates.

Early Decision candidates must submit their applications by January 5, and all items necessary for completion of the application must be received by January 15. Only completed applications are considered for admission. An application is considered complete when all required documents have been received including: the application itself, the application fee, a CAS report, the personal statement, two letters of recommendation, and the character fitness statement (if necessary). Early Decision candidates must take the LSAT no later than the November test date to be considered for



this option. Applicants should also consider, and incorporate into their application timelines, time for their CAS reports to be processed and transmitted to the School of Law.

Early Decision candidates agree that they will not submit an early decision application to any other law school in the year in which they apply to Elon Law. Early Decision candidates will be notified by January 31 with a decision. Decision options for Early Decision candidates are admitted, denied, or deferred for further review. Applications deferred for further review are kept active with all other applications under the Regular Decision cycle. Some candidates deferred for further review at the Early Decision stage may ultimately be offered admission through the Regular Decision cycle. If an Early Decision applicant is denied admission or the decision is deferred for further review, the applicant may continue to be considered for admission to other law schools.

Early Decision candidates agree that, if admitted to Elon Law under the Early Decision option, they will withdraw any pending applications to other law schools and not submit any additional applications. The admitted Early Decision candidate will submit a non-refundable deposit of \$750 to Elon University within two weeks of admission. This deposit will be credited toward fall trimester tuition.

Applicants admitted under the Early Decision option will be notified of the receipt of a law school scholarship before their deposit deadline. Other financial aid awards, including loan packages, will not be determined until later in the Spring.

The School of Law reserves the right to provide other law schools with the names of applicants accepted under its Early Decision option.

### **Procedure for Accepted Applicants**

In addition to submitting the enrollment deposits described above, all accepted applicants must submit an Enrollment Confirmation Form and scholarship agreement (if applicable).

Generally, applicants must have received a Bachelor's degree from an accredited institution before enrolling in the School of Law. During the application phase, applicants will submit their post-secondary school transcripts to LSAC, and the School of Law will receive copies of these transcripts from LSAC. While this documentation is sufficient for the application phase, accepted applicants must ensure LSAC has received a final and official transcript **indicating the award of a Bachelor's degree** before enrolling in Elon Law. An applicant who is a candidate for an undergraduate degree in May or June should wait to request the transcript until after receiving the degree. Per ABA Standards and Elon Law policies, an applicant must have received a Bachelor's degree, and the Law School must receive a final, official transcript indicating the award of that degree, before the applicant's enrollment at Elon Law. In no event will an applicant be allowed to continue as a student at Elon Law without submitting their final, official transcript indicating the award of a Bachelor's degree by October 5th of the Fall the applicant enrolls at Elon Law; a student who has not submitted that transcript by October 5th will be withdrawn from Elon Law.

In rare instances, consistent with ABA Standards, the Law School may admit exceptionally well-qualified applicants who have successfully completed three-fourths of the work acceptable for a bachelor's degree, e.g., through 3-2.5 year programs with undergraduate institutions.

## **Transfer/Visiting Applicants**

Elon Law accepts applications for transfer and visiting students. In addition to complying with the general admission procedures, a transfer applicant must submit a letter of good standing and a transcript from their current law school, one of which should indicate the applicant's current class rank. A student from a law school approved by the American Bar Association may be admitted to advanced standing as a candidate for a degree.

The Law School requires 86 credit hours for graduation. Transfer students are generally required to complete five full-time trimesters in residence at Elon Law and receive at least 56 credits toward the JD degree at the Law School. Up to 30 academic credits may be given for work at another law school. Course credit is generally awarded for work completed with a grade of C or higher. A transfer applicant who has been academically dismissed from a law school must wait at least one year following this dismissal to apply for admission to Elon Law. Students ineligible for readmission at another law school may not transfer to Elon.

Transfer students may choose to participate in the intramural moot court competition and may be eligible for the Elon Law Review subject to the decision of the Review's Executive Board. International transfer applicants must comply with additional application requirements detailed on the law school web site.

With the approval of the Admissions Committee, students from other law schools may be able to matriculate at Elon Law as visiting students. Visiting students must have the permission of their home law school and must be in good academic standing there. They are limited to one year in residence at Elon Law. Visiting students will not be eligible for an Elon Law degree. In addition to complying with the general admission procedures, a visiting applicant must submit a letter of good standing and permission to visit and a transcript from their home law school, one of which should indicate the applicant's current class rank.

## **International Applicants**

In addition to complying with the general admission procedures, international applicants must submit their foreign transcripts through the LSAC Credential Assembly Service (CAS). If applicants have completed any post-secondary work outside the United States (including its territories) or Canada, they must use this service for the evaluation of their foreign transcripts. The one exception to this requirement is if they have completed the foreign work through a study abroad, consortium, or exchange program sponsored by a United States or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the CAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into the CAS report. If the Admissions Committee determines that an applicant must submit a TOEFL score, the applicant must contact the Educational Testing Service (ETS) and request that the TOEFL score be sent to LSAC. LSAC's TOEFL code for the CAS is 0058. The applicant's TOEFL score will be included in the Foreign Credential Evaluation document that will be included in the CAS law school report.

To use the CAS, applicants should log into their online LSAC account and follow the instructions for registering for the service. A Transcript Request Form should be printed out for each institution and sent promptly to them. More time is usually required to receive foreign transcripts. Questions about the CAS should be directed to LSAC at (215) 968-1001 or [LSACInfo@LSAC.org](mailto:LSACInfo@LSAC.org).

Admitted international students are eligible to receive scholarship awards from the law school. Due to United States government regulations, federally sponsored financial aid is not available to international students. However, international students with an eligible co-borrower may apply for alternative loans with private lenders.

## **VI. Financial Information**

### **Tuition**

Pursuit of a legal education requires a significant financial investment. With proper planning and use of available resources, such as the scholarships, loans, and part-time employment described below, it can be affordable.

Tuition for full-time, first-year students entering in August 2021 is:

#### **2021-22**

August Term	\$7,498
Fall trimester	\$15,786
Winter trimester	\$15,786
Spring trimester	\$15,786

#### **2022-23**

Fall trimester	\$15,786
Winter trimester	\$15,786
Spring trimester	\$15,786

#### **Fall 2023**

Fall trimester	\$15,786
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<b>total program</b>	<b>\$118,000</b>
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There is no part-time tuition available for upper-level or first-year students.

All scholarships (academic, donor, or service) and Law School grants are intended for full-time enrollment. Reduction in course load below the minimum required for full-time status will result in reductions or cancellation of awarded scholarships.

All charges are due as billed. Students unable to pay the entire bill at that time must make alternative arrangements with the Bursar's Office.

### **Indirect Expenses 2021-2022**

Indirect expenses are those not actually charged by Elon Law. The amount a student spends on these indirect expenses is within the student's control. The numbers below represent the maximum amount a student may receive in financial aid for these indirect costs. Most students incur less expense based on the choices they make, and students are encouraged to be as conservative as possible in their spending and particularly their borrowing to fund these expenses.

Indirect costs depend greatly on the choices a student makes. Students should consider all choices carefully, e.g., housing location, whether to have a roommate with whom to share costs, whether to take advantage of public transportation, whether to park in the free parking lot provided by the law school rather than spending \$85.00 per month for the city parking deck across from the school, etc.

Living expenses can vary significantly according to these lifestyle choices. These in turn impact on costs of attendance and future loan debt. The chart below incorporates estimated annual costs.

room	\$1,070
board	\$715
utilities	\$185
personal	\$435
health insurance	\$667
rental insurance	\$43
books and supplies	\$300
parking	\$85
transportation	\$500
<b>total indirect costs for August Term</b>	<b>\$4,000</b>

room	\$7,430
board	\$5,005
utilities	\$1,295
personal	\$3,185
health insurance	\$2,001
rental insurance	\$299
books and supplies	\$1,800
parking	\$850
transportation	\$3,235
<b>total indirect costs for Fall, Winter &amp; Spring trimesters</b>	<b>\$25,100</b>

**Total indirect costs 2021-22: \$29,100**

**Estimated additional expenses for 2021-22 (1L year): \$29,100**

**Estimated additional expenses for 2022-23 (2L year): \$25,100**

**Estimated additional expenses for Fall 2023 (3L year): \$8,589**

**Total estimated additional expenses for all three years: \$62,789**

Again, many Elon Law students do not incur this amount of additional expense due to their careful planning, spending choices, and the low cost of living in Greensboro.

### **Tuition Payments**

Students are billed for the next term's tuition a few weeks before the term begins, and tuition payments for each term are due on or before the date of registration or the first day of classes for the term. Students may visit <https://ebill.elon.edu> to view their account online and make a payment. Payments may also be mailed to the Bursar's Office at P.O. Box 398, Elon, NC 27244.

## **Financial Aid/Financial Planning**

Assistance may be in the form of scholarships, grants, loans, or employment.

The Office of Financial Planning is on the Elon University main campus but holds weekly office hours at the Law School. This office assists students in obtaining funds to meet their educational costs and living expenses while in law school. Many students borrow funds to finance their legal education. To be eligible for Unsubsidized Federal Stafford Loans, applicants must complete the Free Application for Federal Student Aid (FAFSA). Elon's federal school code is 002927. Law students may be eligible to borrow additional funds through the Federal GradPlus loan program. Applicants should complete the FAFSA as soon as possible after October 1st. A student's FAFSA data must be received and processed by the federal processors by March 1st (preceding fall registration). For more detailed information on application procedures or financial aid, please go to the financial aid section of Elon Law's website at <https://www.elon.edu/u/law/admissions/tuition-scholarships/>. The FAFSA may be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

As explained above, admitted international students are eligible to receive scholarship awards from the Law School, but are not eligible for federally sponsored financial aid. International students with an eligible co-borrower, however, may apply for alternative loans with private lenders.

Questions regarding financial aid should be directed to the Office of Financial Planning:  
contact: Lynette Lorenzetti, [lorenzet@elon.edu](mailto:lorenzet@elon.edu)  
336-278-7640

## **Scholarships & Fellowships**

Most scholarships awarded by the Law School are merit-based. Merit scholarships, which range from a few thousand dollars to full tuition, are awarded based on applicants' potential for outstanding contributions to the Law School, the legal profession and society. All admitted students are automatically considered for merit-based scholarships, and students selected to receive these scholarships generally are notified within two to four weeks of their admission.

Continuing students may apply to increase their scholarship amounts after Spring trimester grades have been posted. These scholarships and grants are based on the availability of funds.

Students selected as Leadership, Business, or Advocacy Fellows receive additional scholarship awards for the academic year, as well as awards covering the tuition cost and a portion of living expenses for a summer externship experience.

Coverdell Fellowships are available for returning Peace Corps volunteers. These Fellowships provide scholarship awards in addition to the school's merit scholarship program.

## **Veterans Educational Benefits**

In addition to the scholarships and financial aid generally available to law students, veterans of the United States military may be eligible to receive educational assistance based on their military service. These benefits may include the Montgomery GI Bill, the Post-9/11 GI Bill, and the Yellow Ribbon Program. For more information, applicants and students may contact the VA Certifying official at Elon University, Courtney Smith, in the Financial Planning Office, at 336- 278-7640, [csmith27@elon.edu](mailto:csmith27@elon.edu), or Lynette Lorenzetti at 336-278-7640, [lorenzet@elon.edu](mailto:lorenzet@elon.edu).

## **Employment Programs**

Student research assistantships are provided to selected second and third-year students with excellent academic records. The program enables students to work closely with faculty members engaged in significant legal research. Research assistants are paid on an hourly basis.

Outside Employment: The Law School requires students to devote substantially all of their working hours to the study of law. An upper level, full-time student may not have paid employment more than 20 hours per week while attending law school. Entering students may not accept any outside employment during their first year, with the exception of approved Law Library student workers in the Spring trimester. Please refer to the “Employment While Attending Law School” section of this handbook for further guidance.

Second and third-year students often benefit enormously from employment as law clerks, in terms of their finances, adding practical experience to their legal education, and strengthening their resumes for future employment. Full-time students must limit their outside employment, however, in accordance with the restrictions above.

The Office of Career and Student Development is available to provide individual career counseling, networking opportunities, job search advice, and other career coaching for students and alumni. Students are required to meet with the OCSD at least once per year and to attend relevant lunchtime career panels and lunch-and-learn events.

## **VII. Academic Programs & Policies**

### **Curriculum**

#### *General Information*

In the 2014-2015 academic year, the Law School adopted an innovative new curriculum that became effective with the class entering in August 2015 (the Class of December 2017). With the new curriculum, the Law School's standard course of study shifted from a traditional 6-semester, 3-year program to a 7-trimester, 2.5-year program. Now first-year students have a 3-week August Term, followed by a 12-week Fall Trimester, 10-week Winter Trimester, and 10-week Spring Trimester.

In addition to the required first-year curriculum, all students must take a number of upper level required courses. These upper level required courses provide students with the knowledge and skills necessary to pass the bar examination and to practice law successfully.

Elon Law's curriculum provides instruction in the fundamentals of law, including instruction in legal writing, professional responsibility, skills training, and oral advocacy. In the tradition of Elon University, the Law School curriculum emphasizes active student engagement and leadership studies. The curriculum provides students with a rigorous intellectual foundation to become successful lawyers. In addition to the traditional doctrinal and skills courses, Elon Law provides instruction in speaking and presentation skills, study skills, time management, and leadership development.

The Learning Objectives for Elon Law's curriculum can be found on the Law School's website at <https://www.elon.edu/u/law/wp-content/uploads/sites/996/2020/07/Elon-Law-Learning-Outcomes.pdf>.

The Law School's academic program is enhanced by the proximity to Greensboro's legal and judicial offices and through the program's close relationship with the North Carolina Business Court. Instruction takes place in a technology-enriched environment and is complemented with frequent interactions with local professionals.

### **Graduation Requirements**

#### *General Juris Doctor (J.D.) Requirements*

The Law School requires 86 credit hours for graduation. Students must pass all required courses to graduate. At least 64 of the 86 credit hours required for graduation must be earned by attendance in regularly-scheduled law school class sessions.<sup>1</sup> This does not include externships, residencies, moot court, trial competitions, law review, directed research programs, or courses taken in parts of the University outside the Law School for which credit toward the J.D. degree is granted.

Full-time students are required to take a minimum of 10 credit hours each trimester and are limited to a maximum of 14 credit hours per trimester. The Law School's academic year consists of more than 140 days on which classes are regularly scheduled. The academic year is approximately ten

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<sup>1</sup> If approved by the Associate Dean for Academic Affairs, these 64 hours may include coursework at another law school for which a student receives credit toward the J.D. degree by the Law School.



months long, consisting of an August Term (1Ls only), Fall trimester, Winter trimester, and Spring trimester.

Each student must also fulfill a Communications Requirement after the first year to further develop communication skills and receive interim feedback on those skills. The Communications Requirement may be filled by the completion of a law review note, competition on a Moot Court or Mock Trial team, completion of a Leadership Fellow Capstone Project, or a course designated by the Associate Dean for Academic Affairs as a “Communications Course.”

In addition, each student must fulfill the Upper Level Writing Requirement. The Associate Dean for Academic Affairs designates which courses fulfill this requirement. A student may not use the same course to fulfill the Communications Requirement and the Upper Level Writing Requirement.

Each student is also encouraged to complete a Bridge to Practice Course after the student’s residency. The Bridge Course may involve an extended simulation, a field component, or a live-client experience in the relevant practice area and could involve other educational approaches at the professor’s discretion. Bridge courses provide students opportunities to: (1) exercise professional judgment, (2) evaluate legal strategies, (3) build on and apply legal knowledge from other courses to novel factual situations, (4) synthesize legal knowledge from across doctrinal areas, and (5) practice advanced oral and written communication skills. The Associate Dean for Academic Affairs designates which courses count as Bridge to Practice Courses.

Finally, every student must take Bar Exam Foundations, a 2-credit course that takes place in the 3L Fall Term.

To graduate from Elon Law, students generally must be enrolled as full-time students in residence for a minimum of seven trimesters.<sup>2</sup> Except in extraordinary circumstances, the J.D. degree must be completed no later than 84 months after a student has commenced law study at the Law School or a law school from which the Elon Law has accepted transfer credit.

A cumulative grade point average of 2.250 or higher is required for graduation.

## **Program of Study**

### *The First Year*

The required first-year program consists of 40 credit hours. The first-year class at the Law School is divided into six sections of approximately 25 students. Other than small break-out groups for the first-year leadership course (Lawyering, Leadership & Professionalism) and the lab component to the first-year Criminal Law course, all first-year courses are taught by full-time faculty.

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<sup>2</sup> The Law School’s residency requirement excludes August Term and Summer Sessions. Students who transfer to Elon Law after their first year at another law school are deemed to satisfy this requirement upon completion of four trimesters at Elon Law. An Elon Law student who visits another law school with the approval of the Associate Dean for Academic Affairs shall also be deemed to be “in residence” for that visit term.

First-Year Curriculum	
term/trimester	credits
<b>August Term</b>	
Introduction to Legal Studies	2
Lawyering, Leadership & Professionalism	<u>1</u>
<b>total credits for August Term</b>	<b>3</b>
<b>Fall trimester</b>	
Torts	5
Civil Procedure	5
Legal Method & Communication	<b>2</b>
Legal Research	<u>1</u>
<b>total credits for Fall trimester</b>	<b>13</b>
<b>Winter trimester</b>	
Contracts	5
Criminal Law	3
Criminal Law Lab	1
Legal Method & Communication	<u>2</u>
<b>total credits for Winter trimester</b>	<b>11</b>
<b>Spring trimester</b>	
Lawyering, Leadership & Professionalism	1
Property	5
Business Associations or Evidence	4
Legal Method & Communication	2
Introduction to Legal Studies	<u>1</u>
<b>total credits for Spring trimester</b>	<b>13</b>
<b>total credits for first-year courses</b>	<b>40</b>

*\* Lawyering, Leadership & Professionalism and Introduction to Legal Studies take place mostly within the 1L August Term, but they continue with short mandatory sessions during each of the Fall, Winter, and Spring trimesters. One credit for LLP and two credits for ILS are awarded at the end of the August Term, and the other credit for each course is awarded at the end of the Spring trimester.*

For the Spring trimester, first-year students choose whether to take Business Associations or Evidence, though those courses are subject to enrollment caps.

## *The Second Year*

The second year combines required courses, elective courses, and experiential learning through the Residency-in-Practice requirement. All second-year students are required to take either Business Associations or Evidence during the Fall trimester, and Professional Responsibility before the Winter trimester.

During either the Winter or Spring trimester of the second year, students must complete a Residency-in-Practice, along with an accompanying course. Residency-in-Practice placements may include a position in a judge's chambers, a non-profit legal organization (such as Legal Aid), a government agency, a corporate counsel office, or a private law firm. In the Residency-in-Practice, students work 32 or 36 hours per week for 10 weeks for 7 or 8 academic credits, while taking an accompanying course at the law school (either in person or via distance learning, depending on the proximity of the student's Residency-in-Practice placement).

The student must take at least one designated Communications course during the 2L or 3L year. And the student must take a different course designated as an Upper Level Writing Requirement course during the 2L or 3L year.

The chart below shows a sample second-year schedule, though a student's actual second-year schedule may differ substantially, as the Residency-in-Practice may be taken in either the Winter or Spring trimester, and Business Associations and Evidence may be taken in either the 2L Fall trimester or the 1L Spring trimester.

<b>Sample Second-Year Schedule</b>	
<b>term/trimester</b>	<b>credits</b>
<b>Fall trimester</b>	
Business Associations <i>or</i> Evidence	4
Constitutional Law I	2
Professional Responsibility	2
elective courses*	2-6
<b>total credits for Fall trimester</b>	<b>10-14</b>
<b>Winter trimester</b>	
Residency-in-Practice	7-8
elective course	2-3
<b>total credits for Winter trimester</b>	<b>10</b>
<b>Spring trimester</b>	
Constitutional Law II**	3
elective courses	7-11
<b>total credits for Spring trimester</b>	<b>10-14</b>
<b>total credits for second-year courses</b>	<b>30-39</b>

*\* Students are required to satisfy a Communications Requirement during either the 2L or 3L year. This may be done through courses designated as Communications Courses at the Law School or through various activities such as moot court or mock trial.*

*\*\*Constitutional Law II is taken in the trimester that the student is not in Residency.*

### *The Final Trimester*

The final trimester under the Law School's curriculum prepares students to pass the bar examination and to transition to law practice. Students take the Law School's Bar Foundation course, reviewing core bar-tested subjects, the 3L Fall trimester.

Third-year students are also encouraged to take a "Bridge-to-Practice" course, selected from a list of designated courses, to transition from the study of law to the practice of law, through the use of simulations and other practice-focused teaching techniques.

The chart below shows a typical final-trimester schedule for students:

<b>Sample Final Trimester Schedule Class of December 2021</b>	
<b>term/trimester</b>	<b>credits</b>
<b>Fall trimester</b>	
Bar Foundations	2
Bridge-to-Practice course (recommended)	2-3
elective courses*	5-9-
<b>Total Credits for Fall Trimester</b>	<b>10-14</b>
<b>Total Credits for Third-Year Courses</b>	
	<b>10-14</b>

### *Upper Level Writing Requirement*

The faculty has approved an Upper Level Writing Requirement which must be completed by all law students during their second or third year as a graduation requirement. The goals of the Upper Level Writing Requirement are:

- (1) To further develop students' basic writing and research skills;
- (2) To provide students with an opportunity to analyze, synthesize, and organize a substantial body of knowledge; and
- (3) To provide students with an opportunity for in-depth engagement in a narrow legal subject area.

A student satisfies the Upper Level Writing Requirement by completing one or more written projects requiring rigorous intellectual effort. Projects must be completed under the active and regular supervision of a faculty member who provides instruction, guidance, and feedback on the student's work, and who is available for individual meetings to discuss the student's progress toward successful completion of the Upper Level Writing Requirement.

The requirement can be met by writing, among other things, a scholarly paper, a law review note or comment, legal briefs or memoranda, or other legal documents. Generally, the length of the documents drafted to complete this requirement should be at least twenty (20) pages of text in the aggregate, but the professor supervising completion of the project or projects has the discretion to determine the required length.

The courses that may be used to satisfy the Upper Level Writing Requirement are noted in the registration materials sent to students each term. In addition, a student may satisfy the Upper Level Writing Requirement through an Independent Study course for credit, as approved in advance by the Associate Dean for Academic Affairs.

An Intent Form must be submitted to the Law School Registrar within one week of the first day of the term when the student intends to complete the requirement. To receive credit for satisfactorily completing the Upper-Level Writing Requirement, the student must submit a Completion Form, signed by the faculty member supervising the Requirement, which certifies that the Requirement has been satisfactorily completed.

## **Academic Regulations and Procedures**

### *General Information*

#### Changes in Class Schedule

The Law School reserves the right to cancel or discontinue any course because of insufficient enrollment or for any other reason. To assure quality instruction, the University and the Law School reserve the right to close registration when the maximum enrollment has been reached and to make changes in the schedule and/or faculty when necessary. Notice is given to enrolled students as changes are made in the law program.

#### *Credit Hours for Coursework*

All courses at the Law School must assign an appropriate amount of both instructional and out-of-class student work for students to earn academic credit. For determining those amounts, see the "Policy on Determining Credit Hours for Coursework" attached at the end of this Handbook.

#### *Dropping Courses/Withdrawal*

Students may not withdraw from a required course. For elective courses (other than externships, clinical courses, other courses where students commit to parties outside the law school, or courses where withdrawal may adversely affect the education of other students), the Law School provides a drop/add period at the beginning of every trimester. The drop/add period typically lasts for the first week of the trimester. A specific deadline for the drop/add period is included in the registration materials sent to students. After the drop/add period closes, a student may officially withdraw from an elective course with a "W" (withdraw without penalty) up until halfway through

the term. Dropping a course after the halfway period results in a failing grade in the course. The length of the term is determined by counting all calendar days from the first day of classes through the last day of exams, including the first and last day. Any exception to this policy is within the discretion of the Dean or the Associate Dean for Academic Affairs.

A student who withdraws from the University for any reason (except for a medical reason) receives a grade of “W” if the withdrawal is before the designated half-term time period.

To remain enrolled as full-time students, all students must maintain at least 10 credit hours each trimester to be considered full-time students. Registration changes placing students below full-time status may unfavorably affect financial aid and scholarship requirements, veteran’s rights, foreign student visas, and other benefits and requirements. Each student is responsible for any changes in course registration and for maintaining status as a full-time student.

### *Examinations and Grading*

#### Taking Final Examinations

In many courses, students are evaluated by an examination at the end of the course. Faculty may use other types of assessments as additional or alternative bases for evaluating student achievement. Exam times and room assignments are distributed by the Registrar.

#### Anonymous Grading

Law School exams are anonymous, and self-identification of any kind is not permitted. Students are not to put their name, class level, or personal comments (which could be used to identify a student) anywhere on exam materials. Instead, students are given an exam identification number each term by the Registrar’s Office. Faculty grade examinations anonymously, referring only to the exam identification number.

Each exam period students receive a new exam identification number. Students should memorize or bring this number to each exam. Numbers are not given out over the phone or to a third party.

#### Examination Accommodations

See Section I of this Handbook for information about requesting accommodations, including examination accommodations, based on disability.

#### Rescheduling a Final Examination

Students are required to take all of their exams at the times scheduled unless granted approval by the Registrar to reschedule an exam. A student may request that a scheduled exam be rescheduled when the student has two exams within a 24-hour period. The student has the burden of seeking approval to reschedule an exam, and exams are not rescheduled unless a student seeks such approval. To protect anonymity, students should not contact their professors or their faculty assistants if they need to reschedule a final exam.

The Registrar determines which exam are rescheduled and when a rescheduled exam is administered. Exams qualifying for rescheduling due to multiple exams within a 24-hour period are generally rescheduled for the individual student’s next available exam slot that does not create a

new conflict under this rule. Rescheduled examinations are generally scheduled to take place after the regularly scheduled examination time slot.

All requests for rescheduled examinations based on a scheduling conflict must be in writing and presented along with any supporting documentation to the Registrar. All such requests must be made at least fourteen (14) calendar days before the beginning of the examination period.

The form to request rescheduling of an exam based on a scheduling conflict is available at:

<https://www.elon.edu/u/law/wp-content/uploads/sites/996/2019/07/Examination-Schedule-Conflict-Form.pdf>

An illness or death in the family, illness of the student, or other compelling circumstances may also warrant a change in exam scheduling. If an emergency situation prevents exam attendance, the student should immediately notify the Registrar.

#### Failure to Take a Final Examination

If an exam is not taken, the student receives an "F" for the exam and may fail the course for the trimester.

#### Grading Scale

Students are graded in most courses using this letter and number grading scale:

<b>Letter Grade</b>	<b>Grade Point</b>
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

#### *First-Year Courses, Business Associations, and Evidence*

All first-year courses and second year Business Associations and Evidence courses are subject to a mandatory grade distribution as follows:

- (A) At least 15% of the class must receive a grade of 3.33 (B+) or above, with the professor having the discretion to award no more than 3% of the class a grade of 4.33 (A+).
- (B) At least 15% of the class must receive a grade of 1.67 (C-) or below, with an additional 5% of the class receiving a grade of 1.33 (D+) or below.
- (C) The median grade for the class must be a 2.67 or 3.00.

(D) In exceptional circumstances, the Associate Dean for Academic Affairs has the discretion to waive compliance by a faculty member with the requirements of the mandatory curve.

The courses subject to the mandatory curve are Torts, Civil Procedure, LMC I, LMC II, LMC III, Legal Research, Contracts, Criminal Law, Property, Business Associations, and Evidence (regardless of whether the latter two courses are taken during the 1L Spring trimester or the 2L Fall trimester).

Students who withdraw from the Law School after the ABA annual enrollment reporting date in October are included in the bottom of the first-year mandatory grade distribution, including subsection (C) above.

The mandatory grade distribution for Business Associations and Evidence, if taken in the 2L Fall trimester factors in both (1) the withdrawn students as described immediately above and (2) students who were excluded after the 1L Spring trimester.

#### *Upper-Level Courses Other than Business Associations and Evidence*

Upper level courses other than Business Associations and Evidence are not subject to a mandatory grade distribution (even if required for certain students), but are subject to a mandatory mean of between 3.00-3.33. This mandatory mean is not to be applied in any course assessed on a pass/fail basis. In exceptional circumstances, the Associate Dean for Academic Affairs has the discretion to waive compliance by a faculty member with the requirements of the mandatory mean for upper-level courses.

#### *Other Grading Information*

Certain courses in the curriculum may be graded on a pass/fail basis. Students in a pass/fail course may receive one of the following:

HP – High Pass – indicating the student performed with distinction in the course

P – Pass – indicating the student satisfied course requirements at an expected level of performance

LP – Low Pass – indicating the student satisfied course requirements but below the expected level of performance

F – Fail – indicating the student failed to satisfy course requirements

Assuming a student receives an “HP”, “P”, or “LP” in a pass/fail course, the student receives credits for the course but will not receive any quality points, and the course will not factor into the student’s grade point average. A student who receives an “F” in a pass/fail course does not receive credits for the course and the failure is included in the calculation of the student’s grade point average.

In addition to the other grades discussed above, students may receive a grade of “I” for Incomplete. A grade of “I” for incomplete must be removed within thirty (30) calendar days from the date the “I” grade is posted. Unless an “I” is removed by the date designated, or the date is extended by the Dean or Associate Dean for Academic Affairs, an “I” grade is automatically changed to an “F.”



A student may also receive a grade of “WD” (Medical Leave of Absence) upon documentation of a medical condition impacting the student’s ability to complete coursework and any exam in the course.

Generally, a student’s grade point average is computed by dividing the total quality points on work attempted at Elon Law by the number of hours attempted, except for pass/fail courses in which the student passed and courses with grades of “I” (Incomplete), “WD” (Medical Leave of Absence), or “W” (Withdrawal).

## Dissemination of Grades

### *ELON LAW FACULTY POLICY REGARDING SUBMISSION OF COURSE GRADES*

To offer students prompt feedback on their course performance, to facilitate student exam review, and to assist in decisions regarding continuing enrollment at the law school, each member of the faculty shall submit course grades to the registrar promptly after the end of each trimester and, in any event, by no later than the close of business on the date that is:

- in the case of a course in which there is a final exam, 14 calendar days after the faculty member’s receipt of all of the exams for the course;
- in the case of a Legal Method & Communication course, 14 calendar days after the last day of the trimester; and
- in all other courses, 14 calendars days after the earlier of (i) the last day of the exam period for the trimester and (ii) the day on which the faculty member receives from all of the students in the course their final work product for the course.

In all three cases set out above, the 14-day period begins to run the day after the receipt of exams, end of term, or receipt of final work product. Grades are due by 5:00 p.m. on the 14<sup>th</sup> day.

Once received by the Registrar, all grades are posted through the University’s OnTrack system. Students are able to review their current as well as past grades through the OnTrack system. Grades for first-year students are not available until grades for at least two of three or three of four first-year courses in a trimester have been received by the Registrar’s Office.

## Feedback on Grades

Students are encouraged to review their exams with faculty members after grades have been posted. While exams are not allowed to leave the building, students have access to their exam to have a productive meeting with faculty. Generally, items may not be copied, and in no instance may an exam be copied without the permission of the professor. Each faculty member may have individual policies regarding setting an appointment to discuss an exam. Students should review the class syllabus for more information.

Students who receive a grade of 2.33 (C+) or below in a required course are required to review their coursework and complete a guided self-assessment with respect to that work. See “Grade of 2.33 or Below in Required Course” section below.

## Change of Grades

After a faculty member has submitted a grade to the Registrar, a faculty member may change the grade only if it was incorrect due to mathematical, administrative, or other mechanical error. If a faculty member discovers a mathematical, administrative, or other mechanical error in one student's grade, then discovers the same error was also made in the grading of other students' papers, the faculty member must change the grade of all the students affected by the error. A grade may not be changed as a result of a substantive reevaluation of a student's work or otherwise.

## Academic Success

The Law School provides comprehensive programming and courses dedicated to the academic success of all students through the Office of Academic Success. OAS offers various opportunities for all students to enhance their academic skills and achieve their academic goals, including one-on-one meetings, workshops, courses, and academic resources. The academic success programming and courses described below may be required for some students and optional for others:

- **Learning Excellence Applied Personally (LEAP).** Offered in the first year, the goal of LEAP is to improve organizational, analytical, writing, and study skills by introducing students to well-researched and time-tested techniques, practices, and strategies to overcome the academic challenges faced by most first-year law students. LEAP focuses primarily on self-regulated learning through a coordinated system of group workshops conducted by OAS and other faculty members. In addition, students have the opportunity to schedule one-on-one meetings with second year law students serving as Academic Fellows. LEAP is optional in the Fall trimester and may be mandatory for some students and optional for others in the Winter and Spring trimesters.
- **Mastering Legal Analysis (MLA).** The Mastering Legal Analysis course is offered to second and third-year students to improve their ability to deconstruct legal rules, to explain and evaluate the significance of facts, to thoroughly support conclusions of law, and to effectively organize content. These skills are critical in applying law to the hypothetical questions typical of both law school and bar exams. The hands-on learning methods of the course include in-class analytical work in both individual and group settings. The course concludes with a medium-length professional writing assignment. MLA may be mandatory for some students and an optional elective for others.

The Office of Academic Success also assists with preparation for the bar exam in a variety of ways, beginning in the first year of law school. Guidance in selecting a jurisdiction and applying for admission to practice is provided beginning the second year of law school. The required Bar Exam Foundations course is offered to third year students for academic credit in their last trimester. Post-graduation bar study assistance also is made available.

## *Academic Standards*

### **Cumulative GPA below 2.67 or a grade lower than 2.33 in a required course.**

To assist students in achieving their educational goals, those with cumulative GPAs<sup>3</sup> below 2.67 or a grade below 2.33 in a required course are subject to the requirements and restrictions below.

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<sup>3</sup>The term "GPA" means the student's grade point average as recorded on the student's official transcript.

A first-year student with a cumulative GPA below 2.67 at the end of the Fall or Winter trimester must participate in the Law School's Learning Excellence Applied Personally (LEAP) Program during the following term, and the student's satisfactory participation in the LEAP Program is a requirement to graduate. Students required to participate in LEAP in the Winter trimester who miss the required number of sessions will be placed on a waiting list to register for Spring trimester electives until they meet with OAS to complete the required assignments. Students required to participate in LEAP in the Spring trimester who miss the required number of sessions will be required to participate in the OAS 2L Bar Edge program in the Fall trimester.

In addition to participating in LEAP, a student with a cumulative GPA below 2.67 at the end of the Winter or Spring trimester:

- will be restricted from running for and holding office in any Student Body organization,
- must have any request to study abroad approved by the Associate Dean for Academic Affairs before registration, and
- will have all requests to engage in paid employment subject to individual review and approval by the Assistant Dean of Career and Student Development.

A student with a cumulative GPA below 2.67 at the end of the Spring trimester of the student's first year must successfully complete:

- Mastering Legal Analysis (MLA) during the fall term of the student's second year; and
- Commercial Law: Secured Transactions; Criminal Procedure; and either Family Law or Wills and Trusts before graduation.

Grade of 2.33 (C+) or below in required course:

It is mandatory that students who earn a grade of 2.33 (C+) or below in any course required for all students, as soon as reasonably practical during the following academic term, review their coursework and complete a guided self-assessment with respect to that work..

### **Cumulative GPA below 2.25.**

#### *Exclusion*

Any student who falls below a cumulative GPA of 2.25 at the completion of the Spring trimester of the student's first year will be excluded from continued matriculation at the Law School.

Second-year students must maintain at least a cumulative GPA of 2.25 at the completion of each trimester. Any student whose cumulative GPA falls below 2.25 at the completion of any second-year trimester will be excluded.

Cumulative 1L GPA is calculated solely on a student's most recent Fall, Winter, and Spring trimesters and does not include any previous course grades that may exist. GPAs after the 1L year are calculated solely based on the student's grades upon readmission.

Notices of dismissal are sent by United States mail to the student's address on file with the Registrar and by electronic mail sent to the student's official Elon University student email account. Under these rules, the date of dismissal is the date the e-mail is sent.

All students are considered to be in in good academic standing except those who have been academically dismissed per the policy immediately above.

### *Petitioning for Readmission*

Students who are academically excluded after the 1L Spring trimester or 2L Fall, Winter or Spring trimesters whose Law GPAs are below 2.25 but are at least 2.0 are eligible to petition for readmission to the Law School. Petitions will be reviewed by the Law School's Academic Standards Committee or a subcommittee thereof appointed by the Dean of the Law School, and are subject to the following standards:

- Petitions are on-paper only and will consist of a copy of the student's academic transcript and a statement concerning the extraordinary circumstance that led to the academic performance resulting in exclusion and its resolution or mitigation, including any documentation of the circumstance. A petitioning student has no right to personally appear before the Committee. The Committee will not receive any other information or evidence from the petitioning student.
- Petitions will only be granted on the ground a student has had inconsistent academic performance during the first year that can be materially attributed to an extraordinary circumstance which occurred during or near the academic trimester or trimesters that caused the student to fall below a 2.25 Law GPA. Such circumstances and their resolution or mitigation should be articulated in the petition. Consistently poor academic performance across the first year will in almost all cases be disqualifying with respect to readmission.
- The Academic Standards Committee has the power to place conditions on the student's readmission. Failure to comply with these conditions will result in the student's academic dismissal from the Law School.

Petitions are due five business days after a student's academic exclusion. There is no right of appeal of the Committee's decision.

A student who fails to have a cumulative GPA of at least 2.25 at the completion of the final trimester shall not be permitted to graduate. The Associate Dean for Academic Affairs, however, shall have the discretion to afford such a student the opportunity to continue taking courses to raise the student's cumulative GPA to at least 2.25 and thereby qualify to graduate.

An administratively dismissed student, including a student whose petition for readmission is not granted, may reapply for admission to the Law School after one academic year.

### *Academic Counseling for Cumulative GPA below 2.25 before the End of 1L Spring or 2L Fall*

Students whose GPAs are below a 2.25 after the 1L Fall trimester and/or Winter trimester will be counseled as soon as possible after grades are released with respect to the academic performance necessary at the end of the Spring 1L trimester to be eligible to continue study at the Law School.

### *SATISFACTORY ACADEMIC PROGRESS*

Upper-Level Students. Federal regulations governing student financial assistance programs stipulate that to continue to be eligible for funds, students must maintain satisfactory academic

progress toward a degree. To maintain satisfactory academic progress at the Law School, students must be making measurable academic progress, as measured by a minimum GPA and completion of a minimum number of credit hours for which the student enrolls. This latter requirement is intended to ensure the student is earning academic credits at a rate leading to graduation in a timely manner.

These requirements are as follows:

- Law students are required to maintain a cumulative GPA of at least 2.25 on all course work at the end of each term after the first year.
- Law students are required to complete and receive academic credit for a minimum of 67% of all credit hours attempted per term. “Complete and receive academic credit” for a course means receiving a passing grade. Courses repeated for any reason, including for medical leaves of absence granted for previous terms, will be counted as attempted credit hours.

Any student who does not comply with either of these requirements will lose eligibility for federal financial aid and/or be academically excluded from the Law School by the Associate Dean for Academic Affairs. Merit-based scholarships and other institutional awards may be subject to other measures of satisfactory academic progress.

An administratively dismissed student, including a student whose petition for readmission is not granted, may re-apply for admission to the Law School after one academic year.

#### *Effect of Exclusion on Post-Exclusion Enrollment*

A student who takes a summer course at the Law School and is notified during the course that they have been academically excluded may be allowed to complete the course for credit or may withdraw from the course. If an academically excluded student withdraws from a summer school course after the drop-add period is over, no refund for tuition is available. In addition, any student who takes (1) a summer study abroad course through the Law School or (2) a summer session course through another law school (domestically or abroad), and is notified during the course that they have been academically excluded from the Law School shall not be eligible to receive a refund.

#### *Effect of Exclusion on Tuition*

A student who is academically excluded may be eligible for a partial tuition refund in accordance with the University’s tuition refund schedule. Eligibility for a tuition refund is effective as of the date of the academic dismissal, according to the tuition refund schedule in effect at the time. Eligibility for a refund is not applicable to summer school tuition, as noted in the preceding section.

#### *Return of Law School Property*

Upon notification of academic exclusion from the Law School, the student must return all of the following Law School property:

- a. student locker key
- b. Phoenix card

- c. parking passes
- d. any library materials in the student's possession
- e. any other property issued by the University to the student

Failure to return Law School property in good condition may result in repair or replacement charges to the departing student.

### *Return of Student Property*

When a student departs the Law School, any student personal property must be removed from the Law School within ten (10) days of the effective date of departure. After the expiration of the ten (10) day time period, the property will be considered abandoned by the student and disposed of by the Law School.

## **Courses Taken Elsewhere**

### *Policies Applicable to All Students*

The rules in this section apply to students admitted to the Law School as transfer students, and to students permitted by the Law School to take courses at another law school or at another school or department within the University. Students should also consult the appropriate section below ("Transfer Students," or "Courses Taken by Elon Law Students outside the Law School") for additional policies.

Candidates for the J.D. degree are generally required to complete at least four full-time trimesters in residence at the Law School and receive at least 56 credits toward the J.D. degree at the Law School.<sup>4</sup>

Students may receive credit for work at another law school only upon the receipt of an official transcript from the other school. The Law School will not request the transcript; the student has the responsibility to do so.

No credit toward the Elon J.D. degree will be given for any course taken at another law school, including as part of a study abroad program hosted by another school, or another school or department within the University, in which the grade received is less than a "C." No quality points will be awarded for grades for any course taken at another law school or another school or department within the University; credits for any course taken outside the Law School, if applicable toward the Elon J.D. degree, will apply on a pass/fail basis. Students should be aware, if they take a course outside the Law School in their final term and fail to earn a "C" or higher, no credits will be granted toward the J.D. degree for that course. If this situation occurs, a student may fall short of the 86 credits required to graduate. The Law School reserves the right to require a grade higher than a "C" for courses taken elsewhere if the particular circumstances warrant.

### *Transfer Students*

The Law School welcomes applications from students who have compiled strong academic records at other law schools and wish to transfer to the Law School. A transfer application will be considered only if the applicant has attended a school accredited by the American Bar Association.

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<sup>4</sup>August Terms does not count toward the residency requirement; the trimester in which a student takes the Residency-in-Practice course does count.

Up to 30 academic credits may be recognized for courses taken by a transfer student at another law school. Transfer students who have completed more than one full year of law study will generally be limited to a maximum of no more than 30 credits for work at the other law school.

Whether a particular course or courses a student has taken at another law school may be used to satisfy the specific J.D. course requirements of the Law School will be determined upon admission. Transfer students are not automatically eligible for membership on Law Review on the basis of class rank at another law school. The editorial board of the Law Review may, at the transferring student's request, review the transfer student's transcript and invite an exceptionally well-qualified transfer student to become a member without participating in the writing competition. Likewise, transfer students who were on the Moot Court Board at other schools are not automatically eligible for membership at Elon Law, but are eligible to compete in the Intramural Moot Court Competition or other available try-outs for the Elon Moot Court Board.

#### *Courses Taken by Elon Law Students outside the Law School*

In limited circumstances, the Law School permits students to receive credit toward the J.D. requirements for courses not taken at the Law School, whether at another law school or at another school or department within the University. In all cases, students must obtain advance permission from the Associate Dean for Academic Affairs if the student wishes to receive credit toward the J.D. degree for courses taken outside the Law School. If advance permission is not obtained, no credit will be granted toward the J.D. requirements. Under no circumstances will permission be granted retroactively. Students may take courses at foreign institutions and receive credit for those courses only if the foreign school complies with the ABA Criteria for Accepting Credit for Student Study at a Foreign Institution:

[https://www.americanbar.org/content/dam/aba/administrative/legal\\_education\\_and\\_admissions\\_to\\_the\\_bar/standards/2020-2021/2020-21-aba-standards-and-rules-criteria-student-study.pdf](https://www.americanbar.org/content/dam/aba/administrative/legal_education_and_admissions_to_the_bar/standards/2020-2021/2020-21-aba-standards-and-rules-criteria-student-study.pdf).

#### *Summer Sessions at Other Law Schools*

Generally, a student may receive a maximum of six credits toward the J.D. requirements for courses taken during the summer at another accredited law school, for a total of twelve credits taken over two summers. A request to receive credit toward the J.D. degree for courses taken during the summer school of another accredited law school must be submitted to the Associate Dean for Academic Affairs before taking those courses.

Whether a particular course or courses a student takes during summer school at another law school can be used to satisfy the specific J.D. course requirements of the Law School will be determined at the discretion of the Associate Dean for Academic Affairs. As previously stated, any student with a GPA below 2.67 must have summer course registration (whether such course or courses are taken at Elon Law or elsewhere, including any registration to study abroad) approved by the Associate Dean for Academic Affairs. See *Academic Regulations and Procedures—Academic Standards*, above.

#### *Visiting Status during a Regular Academic Term*

If a student has a strong academic record and presents a compelling educational reason involving rigorous curricular offerings not available at the Law School, the Associate Dean for Academic Affairs may permit the student to attend another accredited law school for one regular academic term as a visiting student, while still receiving the J.D. degree from the Law School (assuming satisfactory completion of all J.D. degree requirements). The Associate Dean for Academic Affairs

may, in rare circumstances, consider a petition to visit another law school based on extraordinary compelling personal circumstances that make such a visit necessary.

Petitions for permission to visit another law school must be submitted to the Associate Dean for Academic Affairs before attending the other law school. Students submitting such petitions must:

1. demonstrate compelling reasons to attend the other law school, and
2. have a cumulative GPA of 2.25 or above immediately before attending the other law school.

Students who are granted permission to visit another law school must complete their last term at Elon Law, except in extraordinary circumstances. If permission is granted for a student to visit another accredited law school, the term of the visit is deemed to satisfy the seven trimester “in residence” requirement above. See *Curriculum—General Juris Doctor (J.D.) Requirements*, above.

### **Visiting Students from Other Law Schools**

The Law School is pleased to admit a limited number of visiting students from other ABA-accredited schools (“transient students”), who are in good academic standing at their home law schools and who have the permission of their home schools to study at the Law School. Transient students are expected to adhere (1) to the requirements and standards of their home institution and (2) to the academic and other standards specified in this Student Handbook, the Law School Honor Code, and other policies of the Law School. A transient student is solely responsible for ensuring any course work completed at the Law School will be recognized by and will satisfy the applicable graduation requirements of the transient student’s home school.

Students requiring financial assistance should contact the Financial Aid Office at their home schools and/or the Office of Financial Planning at Elon University for assistance and application materials. Students who have been approved for transient status at the Law School should seek the advice of the Associate Dean for Academic Affairs to complete registration.

### **Transcript Request**

To request a transcript, go to <https://www.elon.edu/u/law/academics/registrar/transcript-requests/>. There is a charge of \$8.00 (U.S.) per transcript.

### **Course Catalog**

A list and description of the courses offered at the Law School is available in this Handbook and on the Registrar’s website.

### **Student Practice Certificate**

Certification under the Student Practice Rule allows Elon Law students to gain practical experience, including appearing in court, under the supervision of a licensed North Carolina attorney. An information packet and the forms for seeking certification in North Carolina are available through the Office of Career Services and Student Development.

Students who have successfully completed Professional Responsibility and Evidence (for students seeking enrollment in the Small Business & Entrepreneurship Clinic (SBEC), Professional



Responsibility and Business Associations) and are in good academic standing are eligible for student practice certification. The procedure for the North Carolina Bar to issue a student practice certificate may be found at:

<https://www.elon.edu/u/law/wp-content/uploads/sites/996/2021/06/Student-Practice-Rule-as-amended-April-2021.pdf>.

It is the student's responsibility to ensure that completion of Professional Responsibility and Evidence/Business Associations has been verified by the Office of the Registrar. Students interested in the SBEC should inquire further with the SBEC Director about course prerequisites before enrolling in the SBEC.

Certification allows students to represent indigent clients, the State in criminal prosecutions, a criminal defendant represented by the public defender, and government agencies, under the supervision of a licensed North Carolina attorney. Potential placements include government agencies and non-profits, such as Legal Aid, the Public Defender's Office, the District Attorney's Office, and the Attorney General's Office. Students working with private law firms are also eligible for certification, but their certification extends only to representation of non-paying indigent clients and pro bono representation by the firm. If a student or supervising attorney has questions about the scope of the representation allowed under the certification, they should consult the rules and contact the North Carolina State Bar.

Students with placements in other states, either for academic credit or for an internship, are required to follow the rules of the jurisdiction in which they will be seeking a practice certificate. For certification rules in other jurisdictions, go to <https://guides.ll.georgetown.edu/c.php?g=271042&p=1808947>.

## VIII. Honors, Prizes and Awards

### Honors

Class rank and honors will be determined by the cumulative grade-point average. The Law School Registrar calculates class rank after all grades are received each Fall, Winter, and Spring trimester.

### Degree Honors

The degree of Juris Doctor will be awarded with honors under the following circumstances:

*Summa Cum Laude:* Any student who graduates in the top two percent of the graduating class shall be designated as graduating *summa cum laude*. For example, a student who graduates ranked 2/105 is in the top 2% of the class ( $2/105 = 1.90\%$ ) and will receive the honor of *summa cum laude*. On the other hand, a student who graduates ranked 3/105 is in the top 3% of the class ( $3/105 = 2.86\%$ ) and will receive the honor of *magna cum laude*.

*Magna Cum Laude:* Any student who graduates between the top three percent and the top seven percent of the graduating class shall be designated as graduating *magna cum laude*. As explained above, a student graduating ranked 3/105 will receive the honor of *magna cum laude*, as that ranking puts the student in the top 3% of the class. A student graduating 7/105 ( $=6.67\%$ ; top 7%) will also receive the honor of *magna cum laude*, whereas a student graduating ranked 8/105 ( $=7.62\%$ ; top 8%) will receive the honor of *cum laude*.

*Cum Laude:* Any student who graduates between the top eight percent and the top fifteen percent of the graduating class shall be designated as graduating *cum laude*. As an example, a student graduating ranked 8/105 will receive the honor of *cum laude* ( $8/105=7.62\%$ , which is top 8% of the class). Likewise, a student graduating ranked 15/105 will receive the honor of *cum laude* ( $15/105 = 14.28\%$ , which is top 15%), while a student graduating 16/105 will not ( $16/105=15.24\%$ , which is top 16%).

The award of honors is determined exclusively by the final cumulative grade-point average.

### Dean's List

After each term, the Dean will publish a Dean's List. To qualify for the Dean's List, a student must be a full-time student and earn a trimester grade point average in the top 15 percent of the class for courses taken during that term.

### Awards Given by the Faculty and Administration

#### *Gergen Leadership Award*

Each year the members of the faculty at Elon Law select for recognition an individual from the graduating class whose activities represent the twin principles of leadership and professionalism. This award is named in honor of David Gergen, whose professional life and contributions have embodied the highest levels of selfless leadership and service. Gergen has served as adviser to four United States presidents. He is the Director of the Center for Public Leadership and Professor of Public Service at the Harvard Kennedy School, one of the country's preeminent political commentators, and Chair of Elon's Law School Advisory Board.

#### *Distinguished Service Award*

In the Spring of 2012, the Law School Faculty created the Distinguished Service Award to recognize a graduating student for service to the law school through engagement in and contributions to the life of the school and demonstrated commitment to its mission.

#### **Additional Recognition/Awards**

##### *North Carolina Advocates for Justice Student Advocacy Award*

This award recognizes a graduating student for demonstrated commitment to public service and excellence in trial or appellate advocacy skills.

##### *ALI-CLE Award*

This award recognizes a graduate who best represents a combination of scholarship and leadership, the qualities embodied by the parent organization, the American Law Institute.

##### *American Bankruptcy Institute's Medal for Excellence*

This award is given by the American Bankruptcy Institute on behalf of its more than 5,000 members, to the student having demonstrated excellence in the study of bankruptcy law.

##### *CLEA's Outstanding Student Award*

The Clinical Legal Education Association (CLEA) gives this award for excellence in representing clients; excellence in the student's course work, including exploring the legal, ethical, strategic, and pertinent issues raised in representing clients; and the student's overall contribution to the clinical community.

##### *International Academy of Trial Lawyers Award*

This award recognizes a graduating student who demonstrates an overall ability in trial advocacy by high achievement in trial practice, evidence, and pleading and procedure courses.

##### *Michael L. Rich Memorial Award for Excellence in Criminal Law*

The Michael L. Rich Memorial Award for Excellence in Criminal Law Studies was created in 2017 by the Elon Law faculty to honor the memory of Professor Mike Rich, the Maurice Jennings Emerging Scholar and associate professor of law. This award recognizes excellence in study of criminal law, his main area of scholarship.

##### *National Association of Women Lawyers Recognition*

This award goes to the graduate who has shown academic achievement, motivation, tenacity, and drive, and who is likely in the future to contribute to the advancement of women in society.

##### *North Carolina Bar Association Pro Bono Recognition Awards*

This award from the North Carolina Bar Association recognizes those members of the graduating class who have provided at least 75 hours of *pro bono* legal service to the community.

##### *North Carolina State Bar Student Pro Bono Award*

This award recognizes the public service rendered by one law student at each North Carolina law school and is presented annually at the October meeting of the North Carolina State Bar.

##### *Order of Barristers*

The Law School established a chapter of this national organization in the spring of 2012. Per the organization's constitution, the Law School may select up to ten members for induction each

year. Membership in this organization recognizes graduating law students who have excelled in Moot Court and Mock Trial activities.

## **IX. Student Withdrawal from the Law School**

### **Withdrawal**

A student may withdraw voluntarily from the Law School before the start of the student's first examination in any term, provided formal written notice is given to the Registrar. Re-admission following withdrawal is subject to the following conditions:

- (1) There is no right to automatic re-admission.
- (2) A request for re-admission will be considered on the basis of the admission standards prevailing at the time re-admission is sought. The student must comply with any new admission requirements, even if the requirements differ from those existing at the time the student was originally admitted to the Law School. A request for re-admission may be made by sending a letter to the Office of Admissions.
- (3) If a student who has withdrawn is re-admitted, law school credits earned five or more years prior to the date of re-enrollment will not be recognized.
- (4) A first-year student who withdraws before completing all the first-trimester requirements will, if subsequently granted re-admission, be required to re-enroll as a beginning first-year student.
- (5) The exclusion, suspension, or withdrawal of a student with a pending conduct or Honor Code violation does not deprive Elon Law of jurisdiction. At its discretion, however, Elon Law may suspend action until a student who withdrew or was dismissed requests re-admission or, in the case of suspension of a student, until the suspension is lifted. Unless the Dean provides otherwise, no student who withdraws or is dismissed while any action on the complaint is pending will be eligible for consideration for re-admission if the application for re-admission is made more than one year after the effective date of the student's withdrawal or exclusion. If the application is timely made, the student normally will be eligible to be considered for re-admission only after the complaint has proceeded to ultimate disposition through conduct and Honor Code procedures. If a student withdraws from the Law School while a matter is pending and then applies to another law school, that law school will be notified the student withdrew leaving a disciplinary matter unresolved, and a letter of good standing will not be issued for that student.

### **Medical Leave of Absence**

If a student has a documented medical or mental health condition that has impacted their ability to complete course work and will keep them from taking exams, the student should consult the Office of Career and Student Development for a medical leave of absence, which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical leave of absence must withdraw from all courses; they may not obtain a withdrawal from only selected courses. Students who take a medical leave of absence will not be permitted to complete courses. A medical leave of absence must be processed before the last day of classes.

Any student who is granted a Medical Leave of Absence must provide medical documentation to apply for re-admission. This documentation should be provided to the Office of Career and Student Development. The documentation must include a Clinical Treatment Provider Report Form completed and signed by the student's care provider. Students are generally not re-admitted to the Law School for the trimester immediately following the term for which they obtained a medical

leave of absence. Contact the Office of Career & Student Development for copies of the Medical Leave of Absence and Readmission forms.

### **Return of Law School Property**

Upon withdrawal, the student must immediately return all of the following Law School property:

- (a) student locker key
- (b) Phoenix Card
- (c ) parking passes
- (d) any library materials in the student's possession
- ( e) any other property issued by the University to the student

Failure to return Law School property in good condition may result in repair or replacement charges to the departing student.

### **Return of Student Property**

When a student departs the Law School, any student personal property must be removed from the Law School within thirty (30) days of discontinuing enrollment. After the expiration of the thirty (30) day time period, the property will be considered abandoned by the student and disposed of by the Law School.

### **Tuition Refund**

No tuition or fee refunds are available for summer school or study abroad programs.

With respect to first-year students, tuition and fees for the August Term and Fall, Winter, and Spring trimesters are refundable as follows: If a student withdraws by the end of the first week of the August Term, the student will receive a full refund of the tuition paid for that term. There are no refunds for August Term beyond this date.

For withdrawals during a trimester, first-year students will receive refunds on a pro rata basis during the first six weeks of a trimester. Following is a table of pro rata charges:

1 <sup>st</sup> week pro rata charge	10%
2 <sup>nd</sup> week pro rata charge	20%
3 <sup>rd</sup> week pro rata charge	40%
4 <sup>th</sup> week pro rata charge	60%
5 <sup>th</sup> week through 6 <sup>th</sup> week pro rata charge	75%
7 <sup>th</sup> week	No Refund

This chart is also applicable to second and third-year students who withdraw during a trimester.

For any student (upper-level or first-year) to be eligible for a refund upon withdrawal, the student must meet with the Director of Academic and Administrative Services regarding the student's intentions. The student must also check out with the Financial Planning and Bursar's Offices. The effective date of withdrawal is determined by the Law School and any applicable refund is calculated as of the date of withdrawal.

Unpaid charges owed by the student will be deducted from the calculated refund. The acceptance deposit is non-refundable. Medical leaves of absence will be handled on a case-by-case basis.

### **Transfer to Another Law School**

A student who wishes to apply for transfer to another law school is required to provide notice to the Office of the Registrar. A letter of good standing (if applicable) and an unofficial copy of a transferring student's grades will be sent to the school into which the student seeks to transfer, following a request made by the student.

## **X. Graduation and Admission to the Bar**

In addition to the academic requirements included in this Handbook, all students must satisfy their financial obligations to the institution before receiving their diploma. This includes any library fines and any other outstanding charges from the University Bursar.

### **Commencement Ceremony**

To honor its graduates, the Law School conducts a Commencement Ceremony in December of each year. It may, at its discretion, also conduct other commencement ceremonies. In conjunction with the Ceremony, the Law School often hosts a reception for the graduates and their spouses, families, and friends.

Information regarding announcements, invitations, and other details of the time and place will be available through the Office of Career and Student Development. All potential degree candidates should consult that office at the beginning of their last term.

### **Admission to the Bar**

The student should make a timely inquiry concerning requirements for admission to the Bar, including character and fitness qualifications. Failure to follow proper procedure and to adhere to announced deadlines may result in considerable delay in approving an application for admission to the Bar. All credit and residence requirements must be completed (with a grade recorded or certification by the faculty member to the Registrar) before an applicant may sit for the Bar Examination.

Applications for admission to the North Carolina State Bar are available at the North Carolina Board of Law Examiners' website. (To ensure privacy, when using Law School computers to access the application, students should take care to save the application only to personal files.) Careful attention must be given to the completion of the application. Students should review their Law School application (available in the Registrar's Office) before completing their bar application, to ensure all character and fitness questions are complete and accurate. Students are under an ongoing obligation to update and amend their Law School application to fully and accurately reflect any incidents or affirmative responses in the Character and Fitness section of the application. Forms for amending Law School applications are available in the OCSD office.

For more information on bar exam applications, exam components, and exam preparation, students should seek advice from the Office of Academic Success.

The Board of Law Examiners in the jurisdiction where graduates are sitting for the Bar will request certification information from the Law School for every student sitting for the exam. It is the responsibility of every third-year student to make sure all requirements have been met for certification.

All coursework must be completed by the end of the grading period to ensure the Dean can certify graduation and eligibility to the Bar. Students with grades of "I" (Incomplete) from previous trimesters should be aware their coursework is not considered completed until a grade has been recorded by the Office of the Registrar. Moreover, under no circumstances can the institution make certification of graduation unless all requirements have been completed by the deadline of the jurisdiction to which the student is applying.



Graduating students must accordingly take care to assure all graduation requirements have been met, *e.g.*, incomplete work resulting in a grade of “I” has been finished and a grade recorded, and the Upper Level Writing Requirement has been satisfactorily completed by the end of the student’s final term. Students completing requirements after the end of their final term will not be able to sit for the bar examination.

**Responsibility of Graduates to Report Employment Status Pursuant to ABA Requirements.**

The ABA requires Elon Law to submit an accurate report of each graduate’s employment status as of 15 months after their December graduation (the “snapshot” reporting date is March 15). Each Elon Law graduate is required to respond promptly to reasonable inquiries from the law school, to gather the necessary information to report to the ABA. Any graduate who does not respond to the law school’s inquiry, and whose employment status cannot otherwise be determined through secondary sources, will be reported as “Employment Status Unknown.”

## **XI. Interpretation of Rules**

### **Waiver of Rules**

To seek a waiver of any rule, policy, or procedure in the Law School Student Handbook, to the extent those matters are subject to waiver, a student should submit a written petition to the Office of Career and Student Development. If the petition deals with a subject not within the purview of the Office of Career and Student Development, the petition will be referred to the appropriate official, committee, or body for action. Any waiver of a rule, policy, or procedure in this Handbook is at the sole and exclusive discretion of the Law School.

### **Change of Rules**

The Law School reserves the right to change with immediate effect any rule, policy, or procedure in the Law School Academic Catalog or any other official document.

## Appendix A



### **Policy on Determining Credit Hours for Coursework**

*Approved by Curriculum Committee: December 6, 2018*

*Approved by Faculty: December 7, 2018*

#### ***Introduction***

The ABA requires that law schools “adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework.” ABA Std. 310(a). For traditional classroom courses, a “credit hour” is defined as 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 15 weeks or the equivalent amount of work over a different amount of time.” ABA Std. 310(b)(1). For simulations, clinical courses, field placements, and other credit-bearing academic activities, a “credit hour” should require “at least an equivalent amount of work” as required by subsection (b)(1). ABA Std. 310(b)(2).

For Standard 310, ABA Interpretation 310-1 provides: (1) “50 minutes suffices for one hour of classroom or direct faculty instruction,” (2) an hour of out-of-class student work is 60 minutes, and (3) the 15-week period may include one week for a final exam. Standard 310 thus requires at least a total of 42.5 hours of instructional and out-of-class work per credit hour, which may include a final exam.<sup>5</sup>

Because the types of academic activities vary from course to course and teacher to teacher, this policy strives to provide clear guidance for students and faculty while also affording maximum flexibility to faculty, who are in the best position to determine the nature and amount out-of-class preparation time necessary for their students.

#### ***Guidelines for Minimum Required Instructional Time to Ensure Academic Rigor***

This chart only reflects the *minimum* number of instructional minutes that a course must meet during a term to comply with ABA standards. Individual professors can (and often do) schedule additional instructional time for their courses. As a matter of policy, the Academic Dean and Registrar generally add additional instructional minutes per class meeting beyond these minimums.

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<sup>5</sup> The 42.5 hour total is calculated as follows: 15 instructional hours of 50 minutes each + 30 student hours of 60 minutes each = 750 instructional minutes + 1800 student minutes = 2550 minutes. 2550 minutes = 42.5 hours.

1L Fall Term (12 wks.)		
Credits	Mins. per wk.	Mins. total
5	295	3500
4	235	2800
3	175	2100
2	120	1400
1	60	700
Upper-Level Fall Term (11 wks.) <sup>6</sup>		
Credits	Mins. per wk.	Mins. total
5	320	3500
4	255	2800
3	210	2100
2	191	1400
1	65	700
1L & Upper-Level Winter & Spring Terms (10 wks.)		
Credits	Mins. per wk.	Mins. total
5	350	3500
4	280	2800
3	210	2100
2	140	1400
1	70	700

### ***Calculating Out-of-Class Student Workload<sup>7</sup>***

1. As a general rule, assigning an average of 15 pages of reading per credit per week in any course presumptively satisfies the Standard 310 requirement for out-of-class student work. While this stated average is presumed to meet this rule, faculty may assign less than the minimum when, in their professional judgment, the assigned cases, problems, statutes, or other material is complex in nature and they expect that the amount of time it will take students to complete the assignment will meet the rule.

2. As a general rule, assigning a writing project in any course is presumed to require a student to devote the following amount of out-of-class time per double-spaced page, depending on the type of document assigned and the level of work required:

- Reflection requiring little planning; 1 revision 1 hr./pg.
- Argument requiring planning & critical analysis; 1 revision 2 hrs./pg.
- Research-paper requiring research, planning, critical analysis; 1 revision 4 hrs./pg.

Faculty have discretion to assign writing projects of any length and complexity, so long as students can reasonably be expected to complete the projects during their out-of-class work time. Faculty may adjust these estimates to reflect the specific requirements of the assignment (e.g., requiring no revisions or multiple revisions, or allowing students to work in teams).

<sup>6</sup> In Fall 2018, the Upper-Level Fall Term was 11 weeks long.

<sup>7</sup> See Rice Center for Teaching Excellence, *How Much Should We Assign? Estimating Out of Class Workload*, available at <http://cte.rice.edu/blogarchive/2016/07/11/workload>.

3. In planning student assignments to comply with these requirements, course instructors may consider the level of experience of the students and the difficulty of the subject matter.
4. The amount of out-of-class work may vary from week to week, so long as the total amount of student work for the term meets the minimum requirement.

### ***Implementation***

- (1) For courses assessed primarily by examination: Each hour of in-class instructional time must also require at least two additional hours of out-of-class student work. This work might include reading, briefing cases, completing exercises and problems, preparing for quizzes or midterms, and other activities.
- (2) For courses assessed primarily by means other than examination (e.g., seminars, research and writing courses, and other skills courses): Each credit hour of in-class instructional time must also require at least two additional hours of out-of-class student work. This work might include reading and reviewing class materials; completing exercises and problems; conducting legal research; practicing simulations; drafting memoranda, briefs, scholarly papers, and transactional documents; preparing oral presentations; attending instructor conferences; and completing assessments and practice problems.
- (3) For clinical courses: Students taking a clinical course are required to keep detailed logs while working on their clinical cases. The professor teaching the clinic must review the logs before assigning a grade. The time logged for clinical work must be *separate and apart* from work done as part of a seminar or other accompanying coursework taken as part of that clinical course. A student must complete a total of at least 42.5 hours of work per credit hour awarded in a clinical course, with 50 minutes of classroom instructional time counting as one hour of work.
- (4) For residencies and externships: Students enrolled in a residency or externship are required to keep time logs of their work. The student's supervising professor and supervising attorney must review the logs before assigning a grade. The total amount of time logged must be equivalent to the amount of time necessary to receive the relevant amount of credit for the residency or externship, as shown below:
  - Students in the Residency-in-Practice course may earn 7 or 8 credits for work in an approved governmental, judicial, non-profit, corporate, or private law firm. In a 10-week trimester, students registered for 7 credits will work for 315 hours and students registered for 8 credits will work for 360 hours.
  - Students in the General Externship and In-House Counsel Externship courses may earn 3 credits for 135 hours of work in an appropriate field placement during the fall, winter, or spring trimesters. They may earn 4 credits for 180 hours of work during the summer.
  - Advocacy, Business, and Leadership Fellows will earn 3 credits for 135 hours of work in an appropriate placement during the summer term(s).

The logged work time must be *exclusive of* other course-related requirements associated with residencies and externships, such as reading, reflective journal-writing, attending small group meetings and meeting with supervising faculty.

(5) For independent studies: A student must complete a minimum of 42.5 hours of work per credit earned on an independent study project, pursuant to the Independent Study Policy on the Independent Study intent form. Students are required to submit weekly or bi-weekly timesheets for their work on independent studies, which must be reviewed by the supervising faculty member and Registrar's Office prior to the receipt of credit. The total amount of time logged must be equivalent to the amount of time necessary to receive the number of credits to be awarded for the independent study.

(6) For service on a law journal, or participation in Moot Court or Mock Trial competition: A student must complete a minimum of 42.5 hours of work per credit awarded for participation in these activities, subject to the credit limits established by the faculty. Students seeking credit for these activities shall submit weekly or bi-weekly timesheets for their work to their academic advisor, coach, or supervising faculty member, who must review the timesheets and confirm compliance with this credit hour policy before assigning a grade.

### ***Ongoing Compliance.***

*Syllabi.* All course instructors shall include a statement in their syllabi indicating the number of hours of work expected by the students for the credit hours awarded for the course.

*Course Evaluations.* To monitor compliance this Policy, in Fall 2017, a select number of Law School course evaluations asked students to provide estimates of their weekly out-of-class workloads in just-completed courses. A review of those responses demonstrated compliance in every surveyed course. This monitoring will be repeated on a periodic basis.

*Scheduling.* The Academic Dean and Registrar will continue to schedule courses to ensure that they meet for the requisite minutes of instructional time based on the charts on pages 1 & 2 of this Policy.

*Course Review:* Instructors shall review their courses periodically to ensure that the appropriate number of credits is assigned to the course based on course coverage and the amount of out-of-class work expected of students. Requests for adjustments to the number of credits assigned to a course will be submitted to the Curriculum Committee and are subject to final approval by the faculty.

*New Course Approvals:* Effective immediately, all proposals for new courses must include a justification for the number of credits to be awarded that includes in-and out-of-class and exam time in accordance with this policy. The Curriculum Committee, as part of the curricular approval process, shall review proposals for compliance with this policy.

***Publication.*** This Policy will be published on the Registrar's page on the Law School website and in the Student Handbook.

Effective date: December 7, 2018.

## **Appendix B**

### **Elon University FERPA Policy and Notification of Student Rights**

#### **Notification Of Student Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's records within 45 days of the day that the institute receives the request for access.  
Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The process of amending the academic record only pertains to information that has been recorded inaccurately or incorrectly. It is not a process to appeal grades, disciplinary decisions, or other university decisions with which the student disagrees, but which have been recorded accurately. Normal review and appeal channels must be used where the dispute is with the decision itself and not with the accuracy with which the decision or information has been recorded. Information pertaining to grade and disciplinary appeals may be found in the student handbook.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person whether volunteering for or employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); staff in the Office of the Attorney General; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing assigned tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill the official's professional responsibility.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by Elon University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW  
Washington, DC 20202-4605
5. The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution unless the student requests the information be withheld:

Name, address, telephone number, dates of attendance, class, and electronic e-mail address.

Previous institution(s) attended, major field of study, awards, honors (included Dean's list), degree(s) conferred (including dates).

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.



## Appendix C

### Elon Law Class of 2023

### Student Minimum Technology Requirements

If you need to purchase new equipment, please make sure that it meets the requirements below. Elon Law does not endorse or require any specific computer. You are encouraged to do comparative shopping at reputable companies. For links to current discount information, see <https://www.elon.edu/u/fa/technology/technology-guides/student-technology-guide/>.

#### Windows

- A laptop computer is required. Tablets and Chromebooks will not meet the requirements.  
CPU processor: 2.0 ghz Intel i3 processor or equivalent or higher (i5 or higher recommended)
- RAM: 4 GB or higher
- hard drive: minimum 500 GB
- USB Ports: 1 USB 2 or USB 3. More than one is recommended; with only one port, you will need a USB Hub to provide additional ports.
- graphics: Direct x9 or later with WDDM 1 drive
- screen resolution: 1024X768 or higher
- Internet Connectivity
- operating system: 32-bit and 64-bit versions of Windows 10.

#### Mac OS X

- minimum supported operating systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave).  
Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor – minimum: i3 (equivalent to i3 or higher; i5 or higher is recommended)
- RAM: 4GB or higher
- hard drive: minimum 500GB
- graphics: direct x9 or later with WDDM 1 drive
- screen resolution: 1024X768 or higher
- ability to partition hard drive to run some non-Apple compliant legal practice software, Apple parallels, or other similar applications
- Cautions from some of our software providers:
  - Server version of Mac OS X is not supported.
  - Exam software cannot be used on virtual operating systems, such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environments.
- Internet connectivity
- administrator level account permissions

#### required peripherals

- web camera with a resolution of HD 1080 or higher:
  - external web camera
  - Laptop cameras may meet this requirement, but check specifications.
  - Software and cloud applications **do not** meet these requirements.
- scanner

- Needs the ability to reproduce written work for transmission via the Internet.
  - E-mail
  - Dropbox, LMS (Moodle or TWEN), or other remote turn-in location
- Printers with scanner capacity will meet requirements.
- Approved scanner app will meet requirements (see list of free apps).
- microphone/speaker packages -- one of these arrangements
  - headsets:
    - with headphones and microphone
    - wired or wireless with dongle
    - gaming headset
  - headphones and separate microphones:
    - wired or wireless with dongler
    - internal laptop microphones
    - separate external microphone
  - Earphones will not meet this requirement.

### **Internet access**

Internet access must be sufficient to allow students to participate in online conferences, meetings, and class sessions via platforms such as WebEx and Microsoft Teams with both audio and video capabilities.

Minimum recommended bandwidth is 25 Mbps (local carriers offer 300 Mbps as a minimum). Wireless access is often significantly slower than advertised and you may need an Ethernet cable for higher speeds. Wi-Fi speeds of 5-25 Mbps should be acceptable. Students can check the Wi-Fi connection by logging into a device via Wi-Fi and going to an internet speed check site like <https://fast.com>.

### **recommended items**

The following items are suggested but not required:

- HDMI cable – allows connection to TV to provide a larger monitor screen.
- Ethernet cable – connects to cable box or modem, allowing significantly faster internet connections over Wi-Fi.
- power strip with circuit breaker – provides protection against power surges.
- USB hub – allows additional USB ports for peripherals.

## **Appendix D**

### **Elon Law Class of 2022 Student Minimum Technology Requirements**

#### **computer: PC**

- CPU: CPU processor: 2.0 ghz Intel i3 processor or equivalent or higher (i5 or higher recommended)
- RAM: 4 GB or higher
- hard drive: minimum 500 GB
- USB ports: 1 USB 2 or USB 3 (more than one is recommended; with only one port, you will need a USB hub to provide additional ports)
- graphics: Direct x9 or later with WDDM 1 drive
- screen resolution: 1024X768 or higher
- internet connectivity
- operating system: 32-bit and 64-bit versions of Windows 10.

#### **Apple products**

Caution: need to support Catalina. Currently, mid 2012 MacBooks and higher support Catalina. Earlier than 2012 models might not be viable for a full 2 ½ years.

#### **Mac OS X**

minimum supported operating systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave). Only genuine versions of Mac Operating Systems are supported.

- CPU: Intel processor – minimum: i3 (equivalent to i3 or higher; i5 or higher recommended)
- RAM: 4GB or higher
- hard drive: minimum 500GB
- graphics: Direct x9 or later with WDDM 1 drive
- screen resolution: 1024X768 or higher
- ability to partition hard drive to run some non-Apple compliant legal practice software, Apple parallels, or other similar applications
- Cautions from some of our software providers:
  - The server version of Mac OS X is not supported.
  - Exam software cannot be used on virtual operating systems, such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environments.
- Internet connectivity
- administrator level account permissions

#### **required peripherals**

- Web cameras that meet the requirement:
  - laptop camera
  - monitor camera

- external web camera
- scanner
  - ability to reproduce written work for transmission via the internet, e-mail, Dropbox, or other remote turn-in location
  - Printers with scanner capacity will meet requirements.
  - Approved scanner app will meet requirements.
- Microphone and speaker packages -- one of these arrangements
  - headset
    - with headphones and microphone
    - wired or wireless with dongle
    - gaming headset
  - headphones and separate microphone
    - wired or wireless with dongle
    - internal laptop microphones
    - separate external microphone
  - earphones
    - wired or wireless with dongle
    - internal laptop microphones
    - separate external microphone