



2025-2026
Student Handbook
and Academic Catalog
Flex Program – Charlotte

August 1, 2024

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Accreditation; Statement Regarding ABA Approval

University Accreditation & Licensure

Elon University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's and master's degrees, the doctor of physical therapy degree, and the juris doctor degree. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Elon University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on [SACSCOC's website](#).

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 is approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association. 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.

Elon Law received provisional ABA approval on June 9, 2008, and full approval on June 10, 2011. Elon Law's ABA full approval was achieved at the earliest possible date under the accreditation guidelines, certifying that the school was in full compliance with all the ABA Standards for the Approval of Law Schools. On December 17, 2021, the ABA notified Elon Law that it was re-approved and remains in full compliance with the ABA standards.

Elon Law has received an acquiescence in substantive change from the Council to offer the part-time Flex Program in Charlotte, North Carolina.

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 that relate 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 does not discriminate on the basis of race, color, or national origin (including shared ancestry or ethnic characteristics), sex (including sexual orientation, gender identity, and pregnancy or related conditions), age, disability, genetic information, religion, veteran's status, or any other protected basis under applicable law (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 and activities. In keeping with ABA Standards, the School of Law further does not discriminate based on gender expression or military status.

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 the Protected Categories, whether actual or perceived. In addition, retaliation against any employee or student for exercising their rights under this policy or applicable non-discrimination law will not be tolerated.

Any employee or student who fails to comply with this policy will be disciplined as appropriate consistent with University policy. Any employment agency, vendor or contractor used by the University will be informed of this policy. Failure to comply with this policy may result in termination of contract.

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.

Allegations of any policy violations by students should be directed to the Office of Student Conduct. Allegations of any policy violations by employees, vendors, or guests should be directed to the Office of Human Resources.

School of Law Statement on Personal & Professional Responsibility

Members of the Law School community are expected to conduct themselves in ways that will reflect credit upon themselves, the Law School, 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 the 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 Career and Student Development (OCSD). Where student conduct may threaten members of the Law School community, visitors, or school property, or may seriously interfere with the educational mission of the Law School, OCSD 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 enrollment in Elon Law, each entering Elon Law student agrees to be bound by the Policy by signing an agreement. Students should familiarize themselves with the provisions of the Policy and sign the acknowledgement form posted under "Important Documents" on the [Law School Registrar's home page](#).

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 enrollment in Elon Law, each entering Elon Law student agrees to be bound by this Code by signing an agreement. Students should familiarize themselves with the provisions of the [Honor Code and the Honor Code Violation Form](#).

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 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 cover the entire balance.

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

Classroom Responsibilities

Attendance, Preparation, & 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 clinics, externships, and residencies. Faculty members give students written notice of their 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 due to excess absences; 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 also 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, scheduling changes are posted on the Elon Law website and sent to students via e-mail as soon as possible after decisions about such scheduling changes are made. Students are encouraged to check their emails and the website frequently for updates, schedule changes, and closures.

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. 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. Students also are encouraged to sign up for the [RAVE Guardian Safety App](#).

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 best reflects, the professional aspect of their enrollment and the professional nature of the Law School. Certain course activities and school events require students to dress in courtroom attire.

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. Qualified students with disabilities can request accommodation through the process discussed in the Additional Student Rights & Responsibilities section.

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 Elon Charlotte center through the main entrance on the first floor and may be asked to present their university identification cards or other appropriate identification. Visitors are asked to check in with the Elon Law Staff Director or the Elon Law staff member on duty.

Faculty members may invite guest speakers to participate in class occasionally. Students may not have guests in class without the permission of the faculty member. Students also should not have guests in the facility without prior approval of the Elon Law Staff Director.

The Law Library

The Elon Law Library is a resource for each student's educational and personal growth throughout law school—and beyond. A complete description of the library services available to students is on the Law Library website. The Elon Law Library provides materials in multiple formats to accommodate patron preferences. In addition to online databases, Elon Law students can access material in either digital format or paper (hardcopy). The lending rules vary by format. The library also provides study aids (both online and in print) and other tools to support students' work.

Charlotte Flex Program students may request materials from the Law Library in Greensboro through their Legal Research course instructor, Professor Lisa Watson, lwatson5@elon.edu or by contacting the Access/Reference Librarian, Colby Groover, at cgroover@elon.edu. Requests related to electronic resources are addressed as they are received. Requests for physical materials typically are fulfilled on a weekly basis. Although physical materials on reserve currently are not readily available for the Flex Program (due to the limited check-out period for reserve materials), students may work with Professor Watson or Professor Groover to arrange an alternative. Flex Program students always are welcome in the physical Law Library in Greensboro, during regular operating hours.

Accessing Online Databases

Students may access online databases provided by the library by using the Law Library website. Popular databases are available in the Quick Links heading and all databases are available under the Online Resources by Title link. Late fees are not accrued for online database use. Student use is subject to regulation, however, and must adhere to fair use and licensure requirements.

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 indicated below, and payment is expected by the end of the trimester. For students to graduate and receive their diploma, all library fines must be settled before the end of the final exam period of a graduating student's final 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 that is not returned incurs an additional \$.25 per fine period (hour or day).

Lost & Damaged Materials

If an item is damaged or not returned within 45 days of the time it becomes overdue (or 7 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 Law School Registrar, and has a continuing responsibility to keep this information up to date. Except as otherwise provided, the Law School is deemed to have met any requirement of adequate notice if an official communication is sent to the student's official Law School email address or to the United States postal address provided to the Registrar's office as the student's preferred mailing address. Any notices or correspondence that are e-mailed to a student are sent only to the student's official Law School e-mail address.

Students may also provide additional contact information to the Law School 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 United States postal address provided by the student to the Registrar's Office as the student's preferred mailing address or (2) 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 notices that may affect them. The Law School disseminates information in various ways and provides individual notice to students as appropriate. Students should check the information sources listed below frequently.

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. Full use of Elon OnTrack requires an active username and password. For problems logging into OnTrack, contact the Elon University computer support help desk at 336-278-5200 to receive or reset log-in information.

Law School E-mail Account

Each incoming law student receives an e-mail account from Elon University. The Law School administration and faculty 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 rely on e-mail as a means of communication, and students should regularly check their assigned Elon e-mail accounts. Students having difficulty with their university e-mail accounts should contact Technology Services at 336-278-5200. The Law School does not use text messages to contact students.

Law School Website

Changes in policies, inclement weather announcements, and other news is posted on the [Law School website](#).

Additional Student Rights & Responsibilities

Student Complaints

Elon University School of Law is subject to the [ABA Standards for Approval of Law Schools](#).

Any student at the Law School who wishes to bring a formal complaint or concern of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards should consult the [ABA's posted instructions](#).

As the ABA states, the process "is not available to serve as a mediating or dispute-resolving process for a person with complaints about the policies or actions of an approved law school. The Council or the Managing Director will not intervene with an approved law school on behalf of an individual with a complaint against or concern regarding action taken by a law school that adversely affects that individual. The most likely outcome for a complaint that raises issues under the Standards would be a finding of non-compliance and a requirement that the law school update its policy to come into compliance. This means that this complaint process will not result in any direct action against an

individual including a professor, student, or administrator. This process will not directly reverse a decision made by a law school in situations including, but not limited to, changing grades, reversing academic dismissal, enforcement of a law school policy, or not being admitted to a program.”

Students with questions about this process may consult with the Assistant Dean for Career and Student Development.

Title IX & Sex Discrimination Policy

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, gender-based 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 gender-based 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. This policy outlines how the university receives, investigates, responds to, and resolves complaints of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or gender-based discrimination as defined herein whether occurring on or off campus regardless of whether the respondent, as defined in this policy, is a student, faculty member, staff, or third party.

Students, staff, and faculty are strongly encouraged to report all instances of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or 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 Reporting and Resources. When an allegation of sexual misconduct and gender-based 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 the effects on the complainant and community are remedied, including outcomes when a respondent is found to have violated this policy.

Consistent with Elon’s [Notice of Non-Discrimination](#), the university prohibits all forms of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or gender-based discrimination committed against employees, students, or third parties, as well as retaliation.

The University has designated the Title IX Coordinator to coordinate compliance and handle inquiries regarding this non-discrimination policy:

Megan Karbley, PhD
Director of Compliance & Title IX Coordinator
2067 Campus Box, Elon, NC 27244
mkarbley@elon.edu 336-278-5787

Additional information about reporting and resources

- [Safe Line](#)
- [Confidential Support and Advocacy](#)
- [Incidents of Bias, Discrimination, Harassment, and Hate](#)
- [Sexual Violence, Relationship Violence, and Stalking](#)
- [Campus Safety and Police](#)

Access to Student Records

Elon University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. This Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides 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.

FERPA gives students the right to withhold the disclosure of Directory Information, defined as:

- name, address, telephone number, dates of attendance, class, and electronic e-mail address;
- previous institution(s) attended, major field of study, awards, honors (including Dean's list), degree(s) conferred (including dates); and
- past and present participation in officially recognized sports and activities, physical factors (height and 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, such as potential employers, will be refused. Students who wish to withhold Directory Information should contact the Office of the Registrar. The institution honors 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 gives students certain rights to their education records, including:

- (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 arranges access and notifies 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 to 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 notifies 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 is provided to the student with the notice 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 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 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, in Appendix B.

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. To release health or counseling records, contact the R.N. Ellington Health and Counseling Center at 336-278-7230.

Transcript Requests

Law students may request transcripts via the [Law School Registrar's webpage](#). 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 are 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 way we express that commitment is through 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 & Administrative Services works with the [Koenigsberger Learning Center](#) to arrive at the most suitable approaches and accommodations for students who have a disability requiring accommodation. Students must create an account in the [Accommodate Portal](#) by completing the intake form and submitting documentation. The main contact for Law School accommodation and accessibility questions is the Director of the Office of Academic Accommodations and Accessibility (AAA). More information about [AAA](#) is available online.

To request accommodations, law students should follow the process available on [AAA website – How to Get Started with Requesting Accommodations](#). Accommodations are granted only to students who have provided sufficient supporting documentation of a qualifying disability resulting in a functional impairment that requires accommodation. Disability documentation is typically in the form of a diagnostic evaluation or detailed letter from an appropriate healthcare provider. More information and guidance about [documenting a disability](#) is available online. Academic Accommodations and Accessibility staff review a student's request and supporting documentation, and conduct an intake meeting with the student to better understand their needs and make accommodation determinations.

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

contact: Monica Isbell, Director of the Office of Academic Accommodations & Accessibility, 336-278-6568, misbell@elon.edu

Immunizations

Elon University has received confirmation from the North Carolina Department of Health & Human Services (NCDHHS) that students attending evening classes at the Elon University Charlotte campus do not need to submit their immunization records, due to the part-time nature of the program and the timeframe during which classes are held.

Students should be aware, however, that Elon's information management systems do not currently distinguish a full-time, first-year law student from a part-time, Flex One law student. Thus, part-time students enrolled in the Charlotte program may receive the same reminders as non-compliant, full-time, first-year law students. Part-time law students enrolled at the Charlotte campus do not need to submit immunization records and may disregard such reminders.

Student Health Insurance

Part-time law students may enroll in the Student Blue Plan **upon request** before beginning Fall trimester classes, by contacting healthinsurance@elon.edu. Information about the [Student Blue Insurance Plan](#) is available at the [Office of The Dean of Students website](#).

Premium amounts for students who choose to enroll in the Student Blue Plan are applied to their tuition bills. The Fall/Winter premium amount (\$1,981.74) provides coverage from August 1, 2025, through January 31, 2026. The Spring/Summer premium amount (also \$1,981.74) provides coverage from February 1, 2026, through July 31, 2026. Direct questions about student health insurance to Tammy Hill, Student Health Insurance Project Manager, (336) 278-7276, healthinsurance@elon.edu.

Health and Counseling Services

The mission of Elon University Health Services is to provide quality evaluation and treatment of acute illness and injury to Elon University students; to promote, support, and integrate individual healthcare according to the learning and development needs of students; and to meet public health responsibilities to the Elon University community. This mission is achieved in accordance with the mission of University, state, and national regulations and professional standards

Law students may schedule tele-mental health appointments to meet with a counselor at the [R.N. Ellington Health and Counseling Center](#) at Elon University main campus. Students may also visit the Health and Counseling Center on the University's main campus.

24/7 Virtual Health and Wellness Services

Elon has partnered with [TimelyCare](#) to offer free, 24/7/365 virtual medical and mental health care from anywhere in the United States. Students can talk to a licensed provider from their smartphone or any web-enabled device, for on-demand or scheduled medical diagnosis and treatment and mental health support.

Elon law students also have access to [BarCARES, Inc.](#), a non-profit organization that provides confidential counseling at no charge to lawyers and law students in participating bar associations and law schools.

Parking/Public Transportation

Elon Charlotte is located at 330 West Tremont Avenue, Charlotte, North Carolina. Complimentary, non-permitted parking is available on a first-come, first-serve basis in the adjacent surface lot. Please note that parking is not allowed in the parking spots labeled "Ava Parking." Overflow paid parking is available at the Design Center Garage located at 269 Doggett Street (\$7 flat rate after 5:00 p.m.), but often free, on-street parking is available on Doggett Street and Tremont Avenue.

For those using public transit, Elon Charlotte is located a short walk from the East/West light rail station, and a bus stop for CATS bus #16 is located right outside the building on Tryon Street.

Technology

This section of the handbook serves as an addendum to the [Elon University Technology 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 is a violation of Elon University's [Acceptable Usage Policy](#).

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 that 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 prohibited 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, and
- 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 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.

Alumni Email Forwarding

Graduating students and alumni may register for the [Alumni Email Forwarding Service](#) to have emails forwarded to an existing personal email account. This Service also creates an alumni email address (jdoe@alumni.elon.edu). This is not a new email account with an active inbox but is just an email forwarding system.

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 at the Law School for more information.

II. Course Descriptions

Flex ONE Required Courses

Introduction to Study & Practice of Law (ISPL) LAW 6060,

2 credits August term, 1 credit 1L Flex One Fall trimester

This course introduces entering students to the skills of reading, analyzing, and reasoning necessary to understand legal materials. Students will begin learning how to understand cases and statutes, and how to craft legal arguments. Students will also be introduced to traditional legal concepts: sources of law, the structure of the United States legal system, case analysis, precedent, approaches to statutory interpretation, and the relationship between statutes and case-law. Finally, students will learn about case briefing, developing sound study skills, and professional writing

Criminal Law LAW 6300, 3 credits, Flex One Fall trimester

This study of substantive criminal law includes an examination of crimes and their elements. The course covers specific common law and statutory crimes and explores available defenses.

Criminal Law Lab LAW 6350, 1 credit, Flex One Fall trimester, graded on a pass/fail basis

This course is taught in conjunction with the Criminal Law course. The Criminal Law Lab tracks a simulated criminal law case and allows students to engage in basic lawyering tasks—including interviewing, negotiation, oral argument, and drafting—under the supervision of criminal practice lawyers

Legal Research LAW 6590, 1 credit, Flex One 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 hardcopy and computer-assisted legal research tools (Fastcase, LexisNexis, and Westlaw).

Torts LAW 6500, 5 credits, Flex One Winter 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.

Legal Method & Communication I LAW 6680, 2 credits, Flex One Winter trimester

This course introduces students to methods of applied 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 interactive assignments related to subjects in other Fall trimester courses.

Contracts LAW 6200, 5 credits, Flex One Spring trimester

This course provides a comprehensive study of the creation, transfer, and termination of contract rights and duties. The course covers fundamental common law principles, such as the capacity to contract, mutual assent, consideration, and legality of subject matter. It also covers pertinent portions of the Uniform Commercial Code, particularly Article 2 dealing with sales, and addresses fundamental principles relating to performance, enforceability, contract defenses, and remedies.

Legal Method & Communication II LAW 6690, 2 credits, Flex One Spring 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.

Flex TWO Required Courses

Civil Procedure LAW 6100, 5 credits, Flex Two Fall trimester

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

Legal Method & Communication III LAW 6730, 2 credits, Flex Two Fall trimester

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

Property LAW 6400, 5 credits, Flex Two Winter 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.

Professional Responsibility LAW 6820, 2 credits, Flex Two Winter trimester
(or a prior Summer Session)

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 to be faced by attorneys to reinforce the model rules of professional conduct and to develop a commitment to ethical decision-making in students.

Constitutional Law LAW 7201, 5 credits, Flex Two Spring trimester

This course examines the constitutional structure of United States 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. This course also 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.

Flex THREE Required Courses

Evidence LAW 7300, 4 credits, Flex Three Fall trimester

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.

Business Associations LAW 7100, 4 credits, Flex Three Winter trimester

This course is a study of basic corporate law, including the 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.

Flex FOUR Required Course

Bar Exam Foundations LAW 8220, 3 credits, Flex Four Fall or Winter trimester

This course helps students maximize their performance on the bar examination. The course helps students review and organize critical bar-tested topics, develop expert study strategies, and learn the tactics and strategies for succeeding on the Multistate Bar Examination multiple-choice questions (the MBE), effectively answering Multistate Essay Examination questions (The MEE), and preparing sound responses to the Multistate Performance Test (MPT). Review topics include Civil Procedure, Constitutional Law, Contracts, Criminal Law, Evidence, Property, and Torts law. The course is fully graded; enrollment is limited to 3L students.

A student must take Bar Exam Foundations no more than one trimester before graduation. Students planning to graduate at the end of the Winter or Spring trimester take Bar Exam Foundations in the Winter trimester. Students planning to graduate at the end of the Fall trimester take Bar Exam Foundations in that trimester.

Additional Upper-Level Course Requirements

Upper Level Writing Requirement

Students must fulfill the Upper Level Writing Requirement (ULWR) after the Flex One year. This requirement may be satisfied through a designated ULWR course.

Communication Course Requirement

Students must fulfill the separate Communication Course Requirement after the Flex One year. This requirement may be satisfied through a designated Communications Course or by participating in designated co-curricular courses, such as Moot Court or Mock Trial.

Experiential Learning

Students must take courses that provide at least 7 credit hours of experiential learning. These Experiential courses may include Electives like Externship, Residency, Moot Court, Mock Trial, and Clinics, as well as classroom courses with simulation-based learning. Experiential courses may be taken during the academic year or a summer session.

Core Courses & Electives

Core Courses cover areas of law that every lawyer should have some background in and, for that reason, are tested frequently on the bar examination. Core Courses continue to build the legal knowledge, communication skills, and professional values needed to prepare for the more advanced Elective courses and for the practice of law. These core subject areas include courses such as Criminal Procedure, Family Law, Secured Transactions, Remedies, and Wills & Trusts. Students must take at least 8 credit hours of Core Courses.

Upper-level Electives allow students to further broaden and deepen their legal education and to learn about and prepare for work in specific law practice areas. The more specialized topics for Electives may include courses on Administrative Law, Banking Law, Sports Law, and the like.

III. Clinic, Co-Curricular, & *Pro Bono* Opportunities

Clinics

Elon Law's clinic courses 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. Several of the clinics listed here, currently offered on the Greensboro campus, anticipate providing opportunities for participation by Flex

Program students in Charlotte. Additional clinical opportunities specific to Charlotte also are being explored.

Guardian Ad Litem Appellate Advocacy Clinic

In the Guardian Ad Litem Appellate Advocacy 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 interested in family law, juvenile justice, trial advocacy, and appellate advocacy.

contact: Alan Woodlief, Vice Dean, Professor of Law, & Director of the Moot Court Program, awoodlief@elon.edu

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, Assoc. Professor of Law & Director of Humanitarian Immigration Law Clinic, kreynolds10@elon.edu

Small Business & 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's Greensboro campus. 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, Professor of Law & Director of Elon Law Small Business and Entrepreneurship Clinic & the Elon Law Center for Entrepreneurship, jflynn4@elon.edu

Social Security Benefits Clinic

This clinic course introduces students to social security disability benefits law and social security administrative hearings. Under the supervision of practicing attorneys, students gain experience interviewing clients, building an effective exhibit file, writing a persuasive brief, and conducting a successful administrative hearing. The law and skills learned in this clinic transfer to other benefits law areas.

Wills Drafting Clinic

In Elon Law's in-house Wills Drafting Clinic, student lawyers, who have Limited Practice Certification from the North Carolina State Bar, represent low-income homeowners referred by 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. This course operates like 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.

Moot Court Board

Students who excel in written and oral advocacy and have strong overall academic records may be invited to membership on the Moot Court Board during the Flex Three or Flex Four year. 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. Among its activities, the Moot Court Board hosts the Billings, Exum, & Frye National Moot Court Competition in Greensboro, and Board members in Charlotte are invited to participate in coordinating the competition.

contact: Alan Woodlief, Vice Dean, Professor of Law, & Director of the Moot Court Program,
awoodlief@elon.edu

Mock Trial Team

The Mock Trial Team offers rich learning experiences through mock trial competitions that help students develop into effective trial lawyers. Students selected for the team work closely with experienced trial lawyers who serve as their coaches.

Mock Trial Team members are selected based on an application and try-out process, as well as their academic standing. Flex Three students who have successfully completed or are enrolled in the Professional Responsibility and Evidence courses may be eligible to try out for the Mock Trial Team. Prior experience in teamwork, mock trial, debate, theater, or other public speaking is beneficial but not required. Students selected for the Mock Trial Team enroll in the Trial Practice and Procedure course in the Fall trimester of the Flex Three year, integrating their mock trial experience with their academic curriculum.

Flex Three students may compete in the Winter and Spring trimesters. Team members typically participate in competition such as the Texas Young Lawyers Division National Trial Competition

and the American Association for Justice Student Trial Advocacy, where more than 100 law schools compete in regional competitions before advancing to a national competition. Students also can compete in the Flex Four year.

The faculty advisor to the Mock Trial Program is responsible for registering the school's teams for competitions. Students are not allowed to register the school or themselves for any external mock trial competition without prior permission from the faculty advisor.

contact: Patricia Perkins, Assoc. Dean of Academic Affairs & Assoc. Professor of Law,
pperkins@elon.edu

Pro Bono Work

In keeping with the legal profession's obligation to serve poor and under-represented communities, the Law School's service initiatives allow students to develop and apply lawyering skills while working for the public good. Elon Law is dedicated to fostering a service ethic, and both students and faculty participate in *pro bono* legal work and community service programs. All students are eligible to volunteer for community outreach and advocacy projects. More information is available at <https://www.elon.edu/u/law/students/pro-bono/>. contact: probono@elon.edu

IV. Student Governance

Student Bar Association

The Student Bar Association (SBA) is the official representative student government body. All Elon Law students are automatically SBA members. The SBA seeks to benefit all members by furthering student interests and sponsoring both academic and social events. 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 Law School funds the SBA, which serves as the umbrella organization and funding source for other Law School student organizations and committees. contact: sba@elon.edu

Honor Council

The Honor Council administers the procedures in the [Honor Code](#) and also interprets and applies the Honor Code. contact: lawhonorcouncil@elon.edu

Other 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, 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.

Any student interested in participating in starting a new organization should contact an [SBA representative](#) to learn more about the approval process.

V. Financial Information

Tuition

The tuition for each academic year is available on the Law School's website. Flex Program tuition is charged per credit hour. For the 2025-26 academic year (August 2025, Fall 2025, Winter 2026, and Spring 2026) tuition is \$1,581 per credit hour. This tuition rate is subject to increase in future academic years. Students may view their accounts and make payments through the Bursar's Office [e-billing system](#). Payments may also be submitted to the Bursar's Office at P.O. Box 398, Elon, NC 27244. All charges are due when billed. Students unable to pay the entire bill at that time must make alternative arrangements with the Bursar's Office.

Indirect Expenses

Indirect expenses are those not actually charged by Elon Law, such as textbooks and living expenses (housing, food, etc.). An estimate of [indirect expenses](#) for Flex Program students is available on the Law School's website. The amount a student spends on these indirect expenses is within the student's control. The numbers shown online represent the maximum amount a student may receive in financial aid for indirect costs while a student.

Financial Aid/Financial Planning

Students may receive financial assistance in the form of scholarships, grants, or loans. The Office of Financial Planning on the Elon University main campus 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. A student's FAFSA data must be received and processed by the federal processors by March 1st (preceding fall registration).

Questions regarding financial aid should be directed to:

Lynette Lorenzetti, [Office of Financial Planning](#)
lorenzet@elon.edu 336-278-7640

Scholarships & Fellowships

Limited merit-based scholarships are available to Flex Program students. Merit scholarships are awarded based on applicants' potential for outstanding contributions to the Law School, the legal profession, and society.

Veterans Educational Benefits

Veterans of the United States military may be eligible to receive additional 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 information, students may contact the VA Certifying official at Elon University, Kimberly Stapleton, kstapleton2@elon.edu, 336-278-7640, or Lynette Lorenzetti, lorenset@elon.edu, 336-278-7640.

Employment Programs

Research Assistants & Teaching Assistants

After the Flex One year, selected students with excellent academic records may work as professors' Research Assistants or Teaching Assistants, paid on an hourly basis. Research Assistants work closely with faculty members engaged in significant legal research. Teaching Assistants provide professors with help in required courses and serve as peer educators.

VI. Academic Programs & Policies

General Juris Doctor (J.D.) Graduation Requirements

The Law School requires 86 credit hours for graduation. Students must pass all required courses to graduate. Flex Program students may not take more than 8 credit hours per trimester. A cumulative grade point average (GPA) of 2.200 or higher is required for graduation. GPAs are not rounded up.

The academic year consists of more than 140 days on which classes are regularly scheduled. The academic year is approximately ten months long, comprising an August Term (Flex One year only), Fall trimester, Winter trimester, and Spring trimester. To complete the Flex Program J.D. in four years, students also will need to take some Summer Session courses. While most courses take place in person at Elon University's Charlotte facility, students also will take 28 credit hours of online courses during their time in the Flex Program.

The specific courses required for graduation are: Introduction to the Study & Practice of Law (ISPL), Legal Research, Criminal Law, Criminal Law Lab, Torts, Contracts, Civil Procedure, Property; Constitutional Law, Legal Method & Communication (LMC) I, LMC II, LMC III, Business Associations, Evidence, Professional Responsibility, and Bar Exam Foundations.

In addition, each student must fulfill both the Upper Level Writing Requirement and the Communications Requirement after the Flex One year. The Associate Dean for Academic Affairs designates which courses fulfill each of these requirements. A student cannot fulfill both requirements with the same course.

The standard program graduation date will be at the end of the Winter trimester of the Flex Four year, allowing graduates to take the bar examination in July of that year. To stay on track to graduate in 4 years, students should take the required courses and the number of credit hours of Core Courses and Elective prescribed for each term.

A student must receive approval from the Associate Dean for Academic Affairs to take less than the full course load for a term. Each required course likely will be offered only once each academic year, however, so if a student misses a course in the term offered, the student will need to wait until the next academic year to take the course, which may present scheduling challenges for the sequence of their other courses.

Students who do not graduate at the end of the Flex Four Winter trimester should continue to take courses to satisfy the graduation requirements. Students may take no more than 6 years from their initial enrollment to complete all the requirements for graduation. To graduate from the Law School, students generally must be enrolled as students in the Flex Program for a minimum of 10 trimesters. (A student who visits another law school with the approval of the Associate Dean for Academic Affairs is also deemed to be “in residence” for that visit term.)

The Flex One Year

The required Flex One program consists of 22 credit hours. The Flex One year class at the Law School is divided into two sections of approximately 20 students. The two sections take most courses together. For LMC I and II, however, each section meets separately with its own professor. Other than the Criminal Law Lab, Flex One courses are taught by full-time faculty.

Flex One Year Curriculum	
term/trimester	credits
August Term	
Introduction to Study & Practice of Law	2
Fall trimester	
Introduction to Study & Practice of Law	1
Criminal Law	3
Criminal Law Lab	1
Legal Research	1
Winter trimester	
Torts	5
Legal Method & Communication (LMC)	2
Spring trimester	
Contracts	5
Legal Method & Communication (LMC)	2
total credits for Flex One year	
22*	

**Students who have a cumulative GPA below 2.500 at the end of the Spring term of the Flex One year will be enrolled in Mastering Legal Analysis in the summer following the Flex One year..*

The Flex Two Year

The required Flex Two program consists of 21 or 22 credit hours. The second year continues to focus on required courses, while allowing students to take one Core Course. Students who choose to take Professional Responsibility as an optional Summer Session course in the summer before the Flex Two year may take an additional Core Course in the Flex Two year.

Flex Two Year Curriculum	
term/trimester	credits
Fall trimester	
Civil Procedure	5
Legal Method & Communication (LMC)	2
Winter trimester	
Property	5
Professional Responsibility or Core Course	2
Spring trimester	
Constitutional Law	5
Core Course	2-3
total credits for Flex Two year	21-22

The Flex Three Year

The required Flex Three program consists of 17 to 24 credit hours. The Flex Three curriculum has fewer required courses and more Core Courses and allows students to begin taking Electives, including experiential learning courses. The chart below shows a sample Flex Three schedule, though a student's actual year schedule may differ. When deciding which courses to take each trimester, students should consider carefully the number of credits needed to stay on track to graduate at the end of the Flex Four year's Winter trimester.

Sample Flex Three-Year Schedule	
term/trimester	credits
Fall trimester	
Evidence	4
Core Courses	2-4
Winter trimester	
Business Associations	4
Core Courses	2-4
Spring trimester	
Core Courses/Electives	5-8
total credits for Flex Three year	17-24

The Flex Four Year

The final year in the Flex Program's curriculum allows students to take more Electives and prepares

students to pass the bar examination and transition to law practice. Students take the Law School's Bar Exam Foundations course in either the Fall or Winter trimester, depending on when they plan to graduate and take the bar examination. For example, a student who plans to graduate at the standard time, the end of the Winter trimester, and take the July bar examination would take Bar Exam Foundations in the Winter trimester. A student who has satisfied all graduation requirements by the end of the Fall trimester, graduates in December, and then plans to take the bar examination in February would take Bar Exam Foundations in the Fall trimester. The chart below shows possible final-year schedules for Flex Program students:

Sample Flex Four Year Schedule	
term/trimester	credits
Fall trimester	
Bar Exam Foundations	3
Core Courses	2-8
Winter trimester	
Bar Exam Foundations	3
Core Courses	2-8
Spring trimester	
Core Courses/Electives	5-8
total credits for final year	
10-16*	

*(assuming graduation after Winter trimester)

Summer Session

Elon Law offers a mix of courses during two optional Summer Sessions. These courses take place entirely online and asynchronously, incorporating best practices for online learning. While Summer Session courses are not generally required in any specific year, Charlotte Flex Program students should anticipate taking at least 7 credit hours in Summer Session courses to be able to complete the total credit hours required for graduation after the Flex Four Winter trimester.

Note, however, that students who have a cumulative GPA below 2.500 at the end of the Spring term of the Flex One year will be enrolled in Mastering Legal Analysis in the summer following the Flex One year.

Upper Level Writing Requirement

The Upper Level Writing Requirement must be completed by Flex Program students after the Flex Two year as a graduation requirement. The goals of the Upper Level Writing Requirement are to:

- further develop students' basic writing and research skills;
- provide students with an opportunity to analyze, synthesize, and organize a substantial body of knowledge; and
- 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 in which 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 & Procedures

The term "GPA" means the student's grade point average as recorded on the student's transcript, which can be seen in OnTrack. For application of the Law School's academic rules and policies, GPAs are not rounded up.

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 Law School reserves 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," Appendix A at the end of this Handbook.

Dropping Courses/Withdrawal

Students may not withdraw from a required course. For non-required 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 grade of W (withdraw without penalty) until halfway through the term, as specified in the governing Law School Academic Calendar. Dropping a course after the half-term period results in a failing grade in the course.

A student who withdraws from the University for any reason (except for an approved leave of absence) receives a grade of W if the withdrawal is before the designated half-term date and receives a failing grade if the withdrawal is after the designated half-term date.

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 Director of Academic & Administrative Services.

Anonymous Grading

Law School exams are anonymous, and self-identification of any kind on the exam 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.

Students receive new exam identification numbers during each exam period. 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 their exams at the times scheduled unless the Director of Academic & Administrative Services grants approval 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 Director of Academic & Administrative Services determines whether an exam can be rescheduled and when a rescheduled exam is administered. Exams qualifying for rescheduling due to multiple exams within a 24-hour period generally are rescheduled for the individual student's next

available exam slot that does not create a new conflict under this rule. Rescheduled examinations generally are 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 on the official [form](#) and presented along with any supporting documentation to the Director of Academic & Administrative Services. All such requests must be made at least fourteen (14) calendar days before the beginning of the examination period.

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 prevents exam attendance, the student should immediately notify the Director of Academic & Administrative Services.

Students should plan to be available to take exams on each day of the final exam period described in the Academic Calendar. Students should not make travel plans or reservations based on preliminary draft exam schedules and should wait until a finalized exam schedule is published before making plans and reservations. Exams are not rescheduled due to vacation travel plans or reservations.

Failure to Take a Final Examination

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

Grading Scale

Student work is graded in most courses using this letter and number grading scale:

Letter Grade	Grade Point
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

Flex One & Flex Two Required Courses

All required courses in the Flex One and Flex Two years are subject to a mandatory grade distribution, except for those courses graded pass/fail. The mandatory grade distribution is:

- At least 20% 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+).
- At least 10% of the class must receive a grade of 2.00 (C) or below.
- The mean grade for the class must fall within the range of 2.800 to 3.200.

Students who withdraw from the Law School after the ABA annual enrollment reporting date in October of the Flex One year are included in the bottom of the mandatory grade distribution for these courses. 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.

Other Courses

Other than the Flex One and Flex Two required courses listed above (regardless of when they are taken), courses are not subject to a mandatory grade distribution (even if required for certain students) but are subject to a mandatory mean from 3.000 to 3.330. 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 this mandatory mean.

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, the student performed with distinction in the course
- P – Pass, the student satisfied course requirements at an expected level of performance
- LP – Low Pass, the student satisfied course requirements but below the expected level of performance
- F – Fail, 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 does not receive any quality points, and the course does 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 Incomplete (I). A grade of I for incomplete work must be removed within thirty (30) calendar days from the date the I grade was posted. Unless an I grade is removed by the date designated, or the date is extended by the Dean or Associate Dean for Academic Affairs, the I grade automatically changes to a grade of F.

A student with an approved leave of absence may receive a grade of WD. A leave of absence requires documentation of a 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 (approved leave of absence), or W (withdrawal).

Elon Law Faculty Policy on 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 a course in which there is a final exam, 14 calendar days after the faculty member's receipt of all the exams for the course;
- in 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 or (ii) the day on which the faculty member receives from all 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 14th day.

Once received by the Registrar, all grades are posted through the University's OnTrack system. Students can review their current and past grades through the OnTrack system. Grades for Flex One and Flex Two students are not available until all grades for the trimester have been received by the Registrar's Office.

Feedback on Grades

All 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 facilitate a productive meeting with their professor. 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.

It is mandatory for students who earn a final course grade below 2.33 (C+) in any required course, as soon as reasonably practical during the following academic term, to review their coursework, complete a guided self-assessment of the final exam or paper, and meet with the course professor to discuss it.

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.

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). OAS helps all students enhance their academic skills and achieve their academic goals with 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:

- **Individualized Success Planning:** Offered in the Flex One year of law school, 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 law students. The focus of these sessions is primarily on self-regulated learning.
- **Mastering Legal Analysis (MLA).** MLA is a course offered after the Flex One year to improve students' ability to deconstruct legal rules, explain and evaluate the significance of facts, thoroughly support conclusions of law, and effectively organize content. These skills are critical in applying law to the hypothetical questions of law school and bar examinations.

OAS also assists with preparation for the bar examination 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 during the second year of law school. Students are required to complete the Bar Exam Foundations course in their last Flex trimester. Post-graduation bar examination study assistance and mentoring is offered to all alumni.

Academic Standards

The term "GPA" means the student's grade point average as recorded on the student's transcript, which can be seen in OnTrack. For application of the Law School's academic rules and policies, GPAs are not rounded up.

Cumulative GPA below 2.400

To assist students in achieving their educational goals, those with cumulative GPAs below 2.400 are subject to the requirements and restrictions below.

A Flex One year student with a cumulative GPA below 2.400 at the end of the Fall or Winter trimester must participate in OAS's Individualized Success Planning during the following term, and the student's satisfactory participation in the sessions is a requirement to graduate. Students required to participate in Individualized Success Planning who do not attend the required number of sessions are required to participate in OAS Flex Two programming.

In addition to participating in Individualized Success Planning, a student with a cumulative GPA below 2.400 at the end of the Winter or Spring trimester, must:

- obtain prior approval from the Associate Dean for Academic Affairs, in consultation with OAS, to run for and hold office in any student organization; and
- have any request to study abroad approved by the Associate Dean for Academic Affairs, in consultation with OAS, before registration.

Cumulative GPA below 2.500

A student with a cumulative GPA below 2.500 at the end of the Flex One year must successfully complete:

- MLA during the summer term after the Flex One year, and
- Commercial Law: Secured Transactions, Criminal Procedure, and either Family Law or Wills and Trusts before graduation.

Cumulative GPA below 2.000, Exclusion

Students whose GPAs are below a 2.000 after the Flex One year are be counseled as soon as possible after grades are released with respect to the academic performance necessary at the end of the Flex Two year to be eligible to continue study at the Law School.

Any student who falls below a cumulative GPA of 2.000 at the completion of the Flex Two year is excluded from continued matriculation at the Law School.

After the Flex Two year, students must maintain at least a cumulative GPA of 2.000 at the completion of each trimester. After the Flex Two year, any student whose cumulative GPA falls below 2.000 at the completion of any trimester is excluded from continued matriculation at the Law School.

In the case of readmitted students, for the purpose of the policy for exclusion following completion at the end of the Spring trimester of the Flex Two year after readmission, the cumulative Flex Two GPA is calculated solely on a student's most recent Flex One and Flex Two years and does not include any previous course grades that may exist. Course grades earned prior to exclusion will continue to be included in the grade point average on a readmitted student's transcript until the readmitted student earns a grade in a repeated course. Letter grades for all courses are retained on the transcript even if a readmitted student repeats the course.

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 in good academic standing except those who have been academically dismissed per the policy described above.

Petitioning for Readmission

Students who are academically excluded after the Flex Two year whose Elon Law GPAs are below 2.000 but are at least 1.900 are eligible to petition for readmission to the Law School. Petitions are

reviewed by the Law School's Academic Standards Committee or a sub-committee thereof appointed by the Dean of the Law School, subject to the following standards:

- Petitions are on-paper only and 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 circumstances. A petitioning student has no right to personally appear before the Committee. The Committee does not receive any other information or evidence from the petitioning student.
- Petitions are only be granted when student has shown inconsistent academic performance during the Flex One and Flex Two years that can be materially attributed to an extraordinary circumstance occurring during or near the academic trimesters and causing the student's GPA to fall below a 2.000. The student's petition should describe such circumstances and their resolution or mitigation. Consistently poor academic performance across the Flex One and Flex Two years in almost all cases disqualifies the student from readmission.
- The Academic Standards Committee has the authority 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 does not have a cumulative GPA of at least 2.000 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 allow the student to continue taking courses to raise the student's cumulative GPA to at least 2.000 and thereby qualify for graduation.

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

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 successful 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.

- Law students are required to maintain a cumulative GPA of at least 2.000 on all course work at the end of each term after the Flex Two 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 approved leaves of absence granted for previous terms, are counted as attempted credit hours. This provision does not alter the requirement that students must pass all required courses to graduate.

- Law students cannot repeat a course in which they received a passing grade, with the exception of courses repeated due to a leave of absence or readmission. In addition, a transfer student with a grade below C at their previous law school in a course that Elon Law School requires for graduation must repeat that course.

Any student who does not comply with 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 two academic years.

Effect of Exclusion on Post-Exclusion Enrollment

A student taking a summer course at the Law School, who is notified during the course that they have been academically excluded, may choose to complete the course for credit or may withdraw from the course. If a student is registered for a summer course that has not yet started when they are academically dismissed, the student automatically is withdrawn from the course.

If an academically excluded student withdraws from a summer course after the drop-add period is over, no refund for tuition is available. A student taking a summer study abroad course through the Law School or a summer course through another law school (domestically or abroad), who is notified during the course that they have been academically excluded from the Law School, is not eligible to receive a refund.

In addition, an academically excluded student, who is eligible under the Law School's rules to petition for readmission and has submitted a petition for readmission, is not eligible to begin any new course at the Law School, another law school, or a law school summer abroad program, until they know the result of their petition. During the pendency of the petition, the student is academically dismissed and has no academic standing at the Law School (beyond that discussed above allowing completion of an in-progress summer school course).

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, a student must return:

- Phoenix card
- any library materials in the student's possession
- any other property issued by the University to the student

Law school property should be returned to the Staff Director in Charlotte or the Director of Academic & Administrative Services in Greensboro. 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 10-day period, the property is considered abandoned by the student and disposed of by the Law School. Students should contact the Staff Director in Charlotte or the Director of Academic & Administrative Services in Greensboro to arrange to retrieve their property.

Courses Taken Elsewhere

Currently enrolled students at the Law School may take courses at another law school, school or department within the University, or any other educational institution (including study abroad programs) only with advance permission from the Associate Dean for Academic Affairs. The rules in this section apply to students permitted by the Law School to take courses at another law school or at another school or department within the University, as well as any students admitted with law school credits completed prior to enrolling in Elon Law. Candidates for the J.D. degree are generally required to complete 10 trimesters taking courses in the Flex Program and to receive at least 72 credits toward the J.D. degree at Elon Law.

Currently, the Flex Program is not admitting students seeking to transfer from another law school program, though it will consider awarding credit for courses satisfactorily completed at another law school up to 14 credit hours. 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 does not request the transcript; the student has the responsibility to do so.

No credit toward the Elon J.D. degree is 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 are 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, applies on a pass/fail basis. If a student takes a course outside the Law School in their final term and fails to earn a C or higher, no credit is granted toward the J.D. degree for that course. In such situations, 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 circumstances warrant.

Courses Elon Law Students Take outside the Law School

In limited circumstances, the Law School permits students to receive credit toward the J.D. requirements for courses taken 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. Without advance permission, no credit is granted toward the J.D. requirements. Permission is not 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](#).

Summer Sessions at Other Law Schools

Generally, a student may receive a maximum of 6 credit hours toward the J.D. requirements for courses taken during the summer at another ABA accredited law school or a total of 12 credit hours 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. Generally, this permission will only be granted in special circumstances where the course the student seeks to take is not offered at the Law School.

The Associate Dean for Academic Affairs determines whether a particular summer school course or courses at another law school can be used to satisfy specific Elon Law J.D. course requirements. As previously stated, any student with a GPA below 2.400 must have summer abroad course registration approved by the Associate Dean for Academic Affairs.

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 ABA-accredited law school for up to two trimesters as a visiting student, while still receiving the J.D. degree from Elon Law (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:

- demonstrate compelling reasons to attend the other law school, and
- have a cumulative GPA of 2.000 or above immediately before attending the other law school.

Students who are granted permission to visit another law school must complete their last trimester 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 ten trimester “in residence” requirement above.

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. Information and the form for seeking certification in North Carolina are available through the

Office of Career and Student Development (OCSD). Flex Program students may be eligible for the Student Practice Certificate during the Flex Three year, after they have successfully completed the Professional Responsibility course and any other course essential for the law practice area, such as Evidence or Business Associations.

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. A student or supervising attorney with questions about the scope of the representation allowed under the certification 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 seek a practice certificate. Certification rules in other jurisdictions are published [here](#).

VII. 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. Readmission following withdrawal is subject to the following conditions:

- (1) There is no right to automatic readmission.
- (2) A request for readmission is considered based on the admission standards prevailing at the time readmission 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 readmission 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 Flex One student who withdraws before completing all the first trimester requirements, if subsequently granted readmission, is required to re-enroll as a beginning Flex One year student. Otherwise, a withdrawing student normally resumes their studies at the point of their withdrawal.
- (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 readmission 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 is eligible for consideration for readmission if the application for readmission is made more than one year after the effective date of the student's withdrawal or exclusion. If the application is timely, then the student would be eligible to be considered for readmission 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 that the student withdrew leaving a disciplinary matter unresolved, and a letter of good standing will not be issued for that student.

(6) A student who withdraws because they are called or ordered to active duty for more than 30 consecutive days in the Armed Forces, including the National Guard or Reserve, may have special legal protections and [requirements for readmission](#).

Leave of Absence

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

To apply for re-admission after a medical or mental health leave of absence, a student must provide documentation to the Office of Career and Student Development, including 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 leave of absence. Students re-admitted after a leave of absence generally resume their studies at the point in the academic calendar where they took the leave of absence. For example, a student taking a leave of absence during the Winter trimester of their Flex One year and receiving a grade of WD for their courses in that Winter trimester would resume their studies in the Winter trimester of the next academic year, retaking the Flex One courses in which they received the WD grade.

If a student taking a leave of absence has a GPA that would cause them to be academically dismissed from the law school, the student must wait two years to re-apply for admission, as per the relevant rule for academically dismissed students. There is no automatic right to re-admission.

A student who withdraws for an approved leave of absence must return all Law School property and remove their personal property as described in the Academic Standards section.

Students may visit the Elon University main campus website for general guidance on taking a [medical leave](#) of absence or a [personal leave](#) of absence, and to file a leave request form.

Tuition Refund

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

A Flex One year student who withdraws by the end of the first week of the August Term will receive a full refund of the tuition paid for that term. There are no refunds for August Term beyond this date.

A student who withdraws during a regular trimester will receive a refund on a pro-rated basis during the first six weeks of the trimester:

1 st week pro rata refund	90%
2 nd week pro rata refund	80%
3 rd week pro rata refund	60%
4 th week pro rata refund	40%
5 th week through 6 th week pro rata refund	25%
7 th week	no refund

For a student to be eligible for a refund upon withdrawal, the student must meet with the Director of Academic & 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 are deducted from the calculated refund. The admissions deposit is non-refundable. Approved leaves of absence are 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 official copy of a transferring student's grades will be sent to the school into which the student seeks to transfer, following a written request made by the student.

VIII. Honors

Honors

Class rank and honors are determined by the cumulative grade point average (GPA). GPAs are not rounded up. For students in the Charlotte Flex program, the Law School Registrar will calculate class rank upon graduation.

A student's grades in courses at other ABA-accredited law schools awarded transfer credits at Elon Law are not used to calculate a student's class rank and do not serve as the basis for eligibility for any Elon Law School honors.

Degree Honors

The degree of Juris Doctor is awarded with honors as follows:

Summa Cum Laude

Any student who graduates in the top 2% of the graduating class, including a transfer student, 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*. In addition, any non-transfer student who would have graduated in the top 2% of the graduating class, but for a transfer student's graduating in the top 2%, shall be designated as graduating *summa cum laude*.

Magna Cum Laude

Any student who graduates between the top 3% and the top 7% of the graduating class, including a transfer student, 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*. In addition, any non-transfer student who would have graduated between the top 3% and the top 7% of the graduating class, but for a transfer student's graduating between the top 3% and the top 7%, shall be designated as graduating *magna cum laude*.

Cum Laude

Any student who graduates between the top 8% and the top 15% of the graduating class, including a transfer student, 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%). In addition, any non-transfer student who would have graduated between the top 8% and the top 15% of the graduating class, but for a transfer student's graduating between the top 3% and the top 7%, shall be designated as graduating *cum laude*.

The award of honors is determined exclusively by the final cumulative grade point average (GPA). GPAs are not rounded up.

Dean's List

After each trimester, the Dean publishes a Dean's List. To qualify for the Dean's List, a student must earn a trimester grade point average in the top 15% of the class for courses taken during that trimester. Students do not receive Dean's List recognition for the trimester that they are in the Residency course or in a trimester during which they are only taking pass/fail courses.

IX. Graduation & 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

The Law School conducts a Commencement Ceremony to honor its graduates. Information regarding the details is provided by the Office of Career and Student Development.

Admission to the Bar

Each 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 have 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 on the Law School Registrar's webpage. Students should be aware that the Board of Law Examiners requests a copy of their law school application from the Law School, and the Board compares the character and fitness information provided in the student's Bar application with the information provided in the student's Law School application and any amendments filed with the Law School.

For more information on bar examination 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 taking the bar examination requests certification information from the Law School for every student taking the examination. It is the responsibility of every final-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 Incomplete (I) from previous trimesters should be aware their coursework is not considered completed until a grade has been recorded by the Law School 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 take care to ensure all graduation requirements have been met, *e.g.*, incomplete work resulting in a grade of Incomplete (I) has been finished and a grade recorded, and the Upper Level Writing Requirement and Communication Requirement have been satisfactorily

completed by the end of the student's final term. Students completing requirements after the end of their final term cannot take the bar examination until the next administration by which they will have completed all graduation requirements.

ABA Requirement to Report Employment Status

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 of each year). 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, is reported as "Employment Status Unknown."

X. 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 is 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 Faculty: December 7, 2018

Amended by Faculty: June 7, 2024

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.¹

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.

¹The 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
1L Fall Term (11 wks.) ²		
Credits	Mins. per wk.	Mins. total
5	320	3500
4	255	2800
3	210	2100
2	191	1400
1	65	700
2L & 3L 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 Workload³

- (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 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.

²In Fall 2018, the Greensboro Upper-Level Fall Term was 11 weeks long.

³See 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>.

- 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).

- (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 clinic courses: Students taking a clinic course are required to keep detailed logs while working on their clinic 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 clinic course, with 50 minutes of classroom instructional time counting as one hour of work.
- (4) For the Residency and Externship courses: Students enrolled in the Residency course or an Externship course are required to keep time logs of their work. The student's supervising professor must review the logs before assigning a grade. Students are required to certify that all required hours and reports are completed at the end of the Residency or Externship course to complete the course. 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 course, as shown below:

- Students in the Residency course can earn 7 or 8 credits for logged time 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 any Externship course can earn 3 credits for 135 hours of work. Students can earn a maximum of 3 academic credits in an Externship course.
 - The General Externship course can be in the academic year or summer.
 - The Externship course associated with a student's Advocacy, Business, or Leadership Fellows award will be in the summer.

The logged work time includes other course-related requirements associated with the Residency or Externship course, such as preparation for and attendance at boot camp and classes; assigned readings; preparation of time logs, reports, and reflective journals; attending small group meetings; and meeting with supervising faculty.

The Syllabus for the course component to Residency and the Externship will set forth allowable time for each course-related requirement. (See the Greensboro Student Handbook for further description of the Residency and Externship courses.)

- (5) For the Independent Study course: 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 the 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 course.
- (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 of 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 schedule courses to ensure that they meet for the requisite minutes of instructional time based on the charts on page 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 arrange for access and notify the student 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 to 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 that 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

Minimum Technology Requirements for Charlotte Students Entering August 2025

Tablets and Chromebooks will not meet the requirements below.

Laptop - Windows

CPU: Intel i5 2.0+ GHz or higher; recommended i7

RAM: 8 GB minimum - 16 GB RAM recommended

Hard Drive: 500 GB Hard Drive minimum

Operating System: 64-bit versions Windows 10 or 11

Screen Resolution: 1920 x 1080

USB Ports: 1 USB 2.0 or USB 3.0 (more than one is recommended. If only one port, you will need a USB Hub to provide additional ports)

- Administrator-level account permissions (i.e., ability to install or uninstall applications or make changes to the device)
- Wireless Card
- If you currently have or anticipate purchasing a Microsoft Surface device, please read this article for important instructions on Windows 10 and 11 "S mode" versus the standard Windows 10 or 11. S mode is not compatible with Exemplify.

Laptop - Macintosh

CPU: Intel i5 2.0+ GHz or higher; recommended i7; Apple Silicon Chip M1 or later; and Apple Rossetta

RAM: 8 GB minimum - 16 GB RAM recommended

Hard Drive: 500 GB Hard Drive minimum

Operating System: Big Sur (11 - 11.6.x), Monterey (12) and Ventura or later
Apple Virtual operating systems are not acceptable.

Screen Resolution: 1920 x 1080

USB Ports: 1 USB 2.0 or USB 3.0 (more than one is recommended. If only one port, you will need a USB Hub to provide additional ports)

- Administrator-level account permissions (i.e., ability to install or uninstall applications or make changes to the device)
 - Wireless Card
 - Ability to partition hard drive to run some non-apple complaint legal practice software. Apple's Parallels or other similar applications
- Exam software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or other virtual environments.

Required Peripherals

Web Camera: Resolution of HD 1080 or higher

- External Web camera
- Laptop Cameras may meet this requirement; check specifications. If not, then an external camera will be needed Software/cloud

applications do not meet these requirements.

Scanner:

- Ability to reproduce written work for transmission via the Internet. (E-mail, Dropbox, LMS (Moodle or TWEN), etc.)
- Printers with scanner capacity will meet the requirements
- An approved scanner app will meet requirements (Apple/Android)

Sound/Audio:

- Headset - Wired or wireless headphones (integrated/attached microphone) with dongle. (Gaming headsets meet this requirement.)
- Headphones with Separate Microphone
- Earphones – will not meet this requirement
- Internal speakers – will not meet this requirement

Internet Access

The minimum recommended bandwidth is 25 Mbps (local carriers offer 300 Mbps as a minimum).

Recommended Items

- HDMI cable – This allows connection to a monitor or a TV.
- Ethernet Cable – Connects to Cable Box/Modem, allowing significantly faster Internet connections over Wi-Fi.
- Power Strip with Circuit Breaker – Protects against power surges.
- USB Hub – Allows additional USB ports for peripherals

Appendix D

Minimum Technology Requirements for Charlotte Students Entering August 2024

Students must have computers that meet the requirements outlined below. Elon Law does not endorse or require any specific computer. You are encouraged to do comparative shopping at reputable companies, such as Best Buy, Staples, Office Depot, Costco, Amazon, Sam's Club, etc. Elon University has also negotiated computer package prices for Dell and Apple products. The [Elon Student Technology Guide](https://www.elon.edu/u/fa/technology/technology-guides/student-technology-guide/) for links to current discount information, located under the "Equipment" Section.
<https://www.elon.edu/u/fa/technology/technology-guides/student-technology-guide/>

*** Tablets, iPads, and Chromebooks will not meet the requirements.**

Windows laptops

- CPU – Intel i5 processor or higher
- RAM – 16 GB RAM or more
- hard drive – 500 GB SSD (256 GB minimum)
- operating system – full 64-bit versions of Windows 10 or 11
- ***(Windows S mode is not supported.)**
- screen resolution – 1920 x 1080 minimum
- USB ports – 1 or more USB 2.0 or USB 3.0
(With only one port, you will need a USB hub to provide additional ports.)
- administrator-level account permissions
(i.e., ability to install or uninstall applications or make changes to the device)
- wireless card

Macintosh laptops

- CPU – Intel i5 or higher; Apple M1 processor or higher; and Apple Rossetta
- RAM – 16 GB RAM or more
- hard drive – 500 GB SSD (256 GB minimum)
- operating system – macOS 13 Ventura, macOS 14 Sonoma
- ***(Apple Virtual operating systems are not acceptable.)**
- screen resolution – 1920 x 1080 minimum
- USB ports – 1 or more USB 2.0 or USB 3.0
(With only one port, you will need a USB hub to provide additional ports.)
- administrator-level account permissions
(i.e., ability to install or uninstall applications or make changes to the device)
- wireless card
- ability to partition hard drive to run some non-Apple compliant legal practice software using Apple's Parallels or similar applications

Exam software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or other virtual environments.

required peripherals

web camera:

resolution of HD 1080 or higher

Integrated laptop cameras may meet this requirement; check specifications. If not, then an external camera will be needed.

scanner:

ability to reproduce written work transmission via the Internet, including e-mail, Dropbox, One Drive, LMC (Moodle or TWEN), etc.

Printers with scanner capacity will meet the requirements.

An approved scanner app will meet the requirements for Apple/Android.

sound/audio:

headset – wired or wireless headphones (integrated/attached/microphone) with dongle.

Gaming headsets and headphones with a separate microphone meet this requirement.

Earphones will not meet this requirement.

Internal speakers will not meet this requirement.

Internet access

The minimum recommended bandwidth is 25 Mbps (local carriers offer 300 Mbps as a minimum).

recommended items

HDMI cable – allows connection to an external monitor or a TV

ethernet cable – connects to broadband modem/switch/router/ethernet port, allowing significantly faster Internet connections than Wi-Fi

power strip with circuit breaker – protects against power surges

USB hub – allows additional USB ports for peripherals

***important note**

Please apply all available updates to your operating system and hardware prior to arriving on campus, to ensure functionality with our wireless networks, systems, and software. Windows based PC users may want to research how to upgrade their systems BIOS, firmware and hardware drivers, because the process differs for each PC laptop manufacturer. Some PC laptops require an additional piece of software to download and apply these updates. Refer to your manufacturer's documentation for more information. MacOS based laptops generally download and install these hardware updates by running the software updates.

revised 6/5/24