

Emory University School of Law

Student Handbook

2018 – 2019

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PART 1: DEGREE REQUIREMENTS

Juris Doctor (J.D.) Program

General Requirements

Academic Standing

Academic standing is computed on the basis of work done at Emory Law alone. To remain in good standing, students must maintain an overall cumulative minimum average of 2.50 on all coursework completed at the conclusion of the second term (i.e. the term in which the student completes at least 25 semester hours). In each term beyond the second, a student must have a cumulative average of at least 2.50 to be in good standing.

Any student not in good standing is presumptively ineligible to continue in the J.D. program. Such a student may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status. Students on probation must raise their average to at least 2.50 by the end of the probationary period. It is the obligation of the student to petition for continuation and probationary status and to monitor their own probation and eligibility to continue in the program.

Students who are advised administratively at the conclusion of their first semester that their performance indicates possible academic standing problems in the future may, subject to other rules regarding withdrawal, withdraw in good standing during the second semester and thereby avoid possible academic exclusion at the conclusion of the first-year program.

Academic Course Load

In any fall or spring semester, a student may not take fewer than 12 semester hours nor more than 16 semester hours without the consent of the Associate Dean for Academic Affairs or his/her designee. A student may not take more than 8 hours in any classes for credit or transfer credit during the summer term. Audits are counted in determining the maximum allowable course load but do not count toward residency.

First-Year Program

In the first year, students take a highly prescribed set of courses:

Fall

Civil Procedure (4)
Contracts (4)
Torts (4)
Legislation & Regulation (2)
Introduction to Legal Advocacy, Research & Communications (2)
TOTAL: 16 credits

Spring

Criminal Law (3)
Constitutional Law (4)
Property (4)
Elective (3)
Introduction to Legal Advocacy (2)
TOTAL: 16 credits

The following policies govern the first-year elective course:

Students must select their elective course from among the designated list of first-year electives for the relevant semester.

Students must select a course (i.e. they cannot choose to not take an elective).

First-year students may not take the elective course pass/fail.

First-year students in upper-level courses will be graded against all the students in the class, in accordance with the standard grading curve.

Required Upper-Level Courses

Experiential Education

Students must complete at least six credit hours in designated experiential courses. These courses include simulation courses, practicum courses, law clinics, externships, and the Trial Techniques program. A full listing of eligible courses may be found with the Law School Registrar.

Evidence

Evidence is a pre-requisite or co-requisite to the Trial Techniques course.

Kessler-Eidson Trial Techniques Program

Trial Techniques is a two-hour required course with sessions on five Friday afternoons during the spring semester and extending eight full days beyond the examination period in the spring. Students earn two hours of pass/fail credit for this program. Attendance is mandatory and taken daily.

Occasionally, students are permitted to withdraw for cause, because of unforeseen circumstances such as accident, illness, or involuntarily assumed obligations, but only with the express consent of the faculty member in charge of the program. Students so excused take the program when next regularly offered.

Legal Profession

Legal Profession may be taken in any semester prior to graduation.

Upper-Level Writing Requirement

Every student is required to research a topic in depth, to submit drafts of a paper to the supervising faculty member for revision, and to produce a substantial research paper. A minimum grade of "C" is necessary to satisfy the writing requirement, which may be fulfilled through a seminar, directed research, or by writing a journal comment as a board candidate.

Three-Year J.D. Students

Admissions Requirements

Beginning students are accepted only in the fall. Relevant application deadlines are located on www.lsac.org under the Emory Law application. An application must be accompanied by a non-refundable fee.

The following items are required to complete the application:

Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC)

Application form and fee

CV/resume or statement of activities

Personal statement

Official transcripts

Two letters of recommendation

If an interview is determined necessary by the Office of Admissions and Financial Aid, the office will contact the applicant.

TOEFL or IELTS score submitted via LSAC's document assembly service:

Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

Notification is sent to applicants when their files are complete. It is the applicant's responsibility to ensure that the file is complete by the deadline. Applicants are invited and encouraged to visit the law school, sit in on classes, and talk with law school students and personnel.

Early Decision J.D. Program

Applicants may apply to Emory Law through the Early Decision Program. The deadline for Early Decision applications is March 1 in the spring semester before enrolling in the fall. An "Early Decision Program Agreement" must be submitted directly to Emory Law once the admission application is transmitted through LSAC.

Early Decision applicants will be notified of their decision no later than 14 days after the application for admission is complete. If admitted under the Early Decision program, the candidate must submit a nonrefundable deposit within 14 days of admission.

This is a binding-decision program. An Early Decision applicant must enroll in Emory Law if accepted under this program. An Early Decision applicant may apply to other law schools, but once admitted to Emory Law through this program, he or she must withdraw all other law school applications and may not apply to any other law schools. An Early Decision applicant may not apply for another binding early decision program at another law school. Emory Law reserves the right to provide other law schools with the names of applicants admitted under the Early Decision program.

Merit-based scholarships will be awarded following admission. However, the Early Decision program is not recommended for those who need to know their full financial aid package before paying a deposit.

Candidates admitted under Early Decision program may not defer admission.

Early Decision applicants who are not admitted through the Early Decision program but are transferred to the regular applicant pool may keep admission applications to other law schools

open and initiate new applications. These Early Decision applicants are not bound to enroll at Emory Law if offered admission later in the admissions season as part of the regular decision process.

Woodruff Fellows

Four Woodruff Fellowships in Law are awarded each year to unusually outstanding admitted applicants to the three-year J.D. program. Each three-year fellowship provides all tuition and a stipend. Woodruff Fellows in Law may have the opportunity to participate with other Woodruff Scholars and Fellows in other divisions of the University in interdisciplinary activities and special programs. Information on applying to the Woodruff Fellowship is located in the application for admission through www.lsac.org.

Degree Credit Hours

To receive the J.D. degree, students must complete a minimum of 90 semester hours of course credit, including required courses.

In compliance with ABA standards, students must complete all degree requirements within 84 months of the date of first matriculation into the J.D. program.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS), a completion of a course of study of at least six semesters is required. To receive full residence credit for a fall or spring semester, a student must take at least 12 semester hours and receive a grade of “D-” or better in all of them. Waiving the customary residence requirement requires approval from the Associate Dean for Academic Affairs.

When necessary, students with special needs will be permitted to enroll for fewer than 12 semester hours and to graduate in more than six semesters.

Students on academic probation may not take fewer than 12 hours during a probationary semester.

Summer School Attendance

A three-year student in good standing and with the approval of the Associate Dean for Academic Affairs may take a minimum of three semester hours in each of two summer sessions at an ABA-accredited law school. The maximum number of credits transferable for each summer semester is eight, for which a student would earn a half semester of residence. Classes taken in the summer can be transferred for pass/fail credit only. Transfer and accelerated J.D. (A.J.D.) students may not take non-Emory law summer courses for program credit.

Study Abroad & Exchange Opportunities

The Assistant Dean of Graduate Programs administers the selection and coordination of students for study abroad. Students study abroad in the first semester of their third year.

Transfer and A.J.D. students are not eligible for study abroad.

Emory Students Transient Elsewhere

In extraordinary circumstances, a three-year J.D. student may be permitted to spend a maximum of two non-summer semesters as a transient student at another ABA-accredited law school. Requests for transient student status must be directed to the Associate Dean for Academic Affairs or his/her designee and should describe the reason for the request. Reasons given for the request must be compelling. Usual reasons are family illness or existing marriage to a spouse located in another city. Other reasons will be evaluated by the Associate Dean for Academic Affairs or his/her designee on a case-by-case basis.

Transient student status is not granted to students in or near academic difficulty.

Students must have satisfactorily completed the first-year program at Emory. Transient student status is not granted for any part of the first year. A student must complete a minimum of 60 hours over four full semesters of residence at Emory to earn the Emory degree. As a transient, the student must take sufficient course work to meet the degree requirements of 90 semester hours and six semesters of residence.

Credits earned as a transient student at a school on the quarter system will be converted to semester hours at a ratio of 3:2. Transient students must obtain approval from the Associate Dean for Academic Affairs or his/her designee of their proposed course work in advance of the semester in which it will be undertaken and provide course descriptions or syllabi on request. Courses taken as a transient must not be duplicative or substantially duplicative of courses taken at Emory. To transfer credits, grades earned must be equivalent to a "C" (not a "C-") or better. Official transcripts must be received together with an explanation of the grading system at the transient school to certify that the grades are transferable to the Emory record.

Students will not receive credit for courses taken on a pass/fail basis. Credits so transferred will be shown on the Emory record as "S" (satisfactory). All courses required for the degree must be satisfactorily completed at Emory or at the transient school with the proviso that, because of the nature of the program, the Trial Techniques program must be taken at Emory.

Accelerated J.D. (A.J.D.) Students

Admissions Requirements

Students who wish to complete the J.D. degree and have earned a first law degree or completed at least one year of graduate legal study at an accredited university in a jurisdiction outside of the United States may apply for acceptance into the J.D. program as an accelerated student.

Applicants should submit all application materials through the Law School Admission Council (LSAC) website by the priority application deadline listed on the LSAC website, but the law school will accept applications as indicated on the LSAC application. Students are expected to arrive at Emory the first week of August. Thus, applicants should consider the time necessary to acquire a student visa when determining when to apply.

The following items are required to complete the application:

Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC)

Application form and fee

CV/Resume

Personal statement

Official transcripts (translated, if not in English)

Two letters of recommendation

Interview

TOEFL or IELTS score submitted via LSAC's document assembly service

Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

Degree Credit Hours

To receive the J.D. degree, A.J.D. students must complete a minimum of 62 hours at Emory Law.

Students must complete all degree requirements within 84 months of the date of first matriculation into the J.D program.

Residency

A completion of four semesters in residence is required. To receive full residence credit for a fall or spring semester, a student must take at least 10 semester hours and receive a grade of "D-" or better in all of them. According to University policy and for financial aid purposes, full-time students are those enrolled for at least 12 semester hours. Waiving the customary residence requirement requires approval from the Associate Dean for Academic Affairs.

When necessary, students with special needs will be permitted to enroll for fewer than 12 semester hours and to graduate in more than four semesters.

Students on academic probation may not take fewer than 12 hours during a probationary semester.

Summer School Attendance

Transfer and accelerated J.D. (A.J.D.) students may not take non-Emory law summer courses for program credit.

Study Abroad & Exchange Opportunities

Transfer and A.J.D. students are not eligible for study abroad.

Emory Students Transient Elsewhere

Transfer and A.J.D. students are not eligible for transient study elsewhere.

Transfer Students

Admissions Requirements

Space available for transfers varies from year to year depending upon a variety of factors. Students wishing to transfer to Emory from other fully accredited ABA law schools will be considered after they have completed their first year of law study and demonstrated academic strength in their previous law school performance. Priority deadlines are listed on the LSAC application.

The following items are required to complete the application:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC)

- Application form (including self-disclosure of law school class rank) and fee

- CV/Resume

- Personal statement

- Transcripts

 - Including official first-semester law school transcripts and unofficial second-semester grades

- At least one letter of recommendation

- Interview (by invitation)

- TOEFL or IELTS score submitted via LSAC's document assembly service

 - Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

Emory Law will review applicants after one semester of law school grades and rank. The Office of Admissions and Financial Aid may defer a decision until a full year of academic grades and rank are available. A Dean's Certification Letter is required after admission indicating that the student is in good standing and eligible to return for the next term and that the class rank is consistent with the application's self-disclosure.

Degree Credit Hours

To receive the J.D. degree, transfer students must complete a minimum of 60 hours at Emory Law.

Students must complete all degree requirements within 84 months of the date of first matriculation at their original law school.

Residency

Completion of a course of study in residence of four semesters is required. To receive full residence credit for a fall or spring semester, a student must take at least 12 semester hours and receive a grade of "D-" or better in all of them. According to University policy and for financial aid purposes, full-time students are those enrolled for at least 12 semester hours. Waiving the

customary residence requirement requires approval from the Associate Dean for Academic Affairs.

When necessary, students with special needs will be permitted to enroll for fewer than 12 semester hours and to graduate in more than four semesters.

Students on academic probation may not take fewer than 12 hours during a probationary semester.

Summer School Attendance

Transfer and accelerated J.D. (A.J.D.) students may not take non-Emory law summer courses for program credit.

Study Abroad & Exchange Opportunities

Transfer and A.J.D. students are not eligible for study abroad.

Emory Students Transient Elsewhere

Transfer and A.J.D. students are not eligible for transient study elsewhere.

Transfer Credits

If a transfer student has taken a course required in the first year at Emory for which the hours earned were less than those that would have been accrued in the Emory program, the individual course is assessed to ensure that the coverage was roughly equivalent to the coverage in the Emory course. In cases of significant disparity, the transfer student may be required to retake the course entirely or to take part of the course to ensure that the course requirement is properly fulfilled.

Initial evaluation of the records of transfer students to ensure that course requirements have been satisfied is the responsibility of the Associate Dean for Academic Affairs.

Credits are only transferable if the student earned a grade equivalent to a "C" (not a "C-") or better. If a grade of less than "C" was earned in a course required for the Emory degree, the transfer student must repeat the course at Emory. Waivers may only be granted by the Associate Dean for Academic Affairs on petition by the student. The Associate Dean may require the student to retake the course at Emory; accept the credits; or waive the course requirement, permitting the student to substitute another course.

Master of Laws (LL.M.) Program

Admissions Requirements

To be considered for admission into Emory Law's LL.M. program, candidates must have received a first degree in law, or be licensed to practice law in their home country. For U.S. graduates, applicants must have earned a J.D. degree from an ABA-accredited law school. For foreign-trained attorneys, first law degree designations vary by country. For a list of law degrees that meet this requirement, please refer to the Minimum Degree Requirements by Country chart found on the Law School Admission Council (LSAC) website.

Applicants should submit all application materials through the LSAC website by the priority application deadline listed on the LSAC application. Students are expected to arrive at Emory the first week of August. Thus, applicants should consider the time necessary to acquire a student visa when determining when to apply.

The following items are required to complete the application:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC)

- Application form and fee

- CV/resume

- Personal statement

- Official transcripts (translated, if not in English)

- Two letters of recommendation

- Interview

- TOEFL or IELTS score submitted via LSAC's document assembly service

Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

General Requirements

Academic Standing

Academic standing is computed on the basis of work done at Emory Law alone. To remain in good standing, students must maintain an overall cumulative minimum average of 2.50 on all coursework.

Any student not in good standing is presumptively ineligible to continue in the LL.M. program. Such a student may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status. Students on probation must raise their average to at least 2.50 by the end of the probationary period. It is the obligation of the student to petition for continuation and probationary status and to monitor their own probation and eligibility to continue in the program.

Degree Credit Hours

LL.M. students must complete a minimum of 24 hours at Emory Law.

Graduates from ABA-Accredited J.D. Programs

Required Courses

Introduction to the American Legal System (2 credits)—waived

American Legal Writing, Analysis, and Research (2 credits)—waived

Earn a total of 24 credits of electives within the law school

Study Abroad & Exchange Opportunities

A select number of students from ABA-accredited law schools may enter Emory Law's LL.M. program. These students may participate in a cooperative program with the legal department of Central European University in Budapest, Hungary.

Students spend the fall semester in residence at Central European University and the spring semester in residence at Emory Law. A minimum of 24 credit hours of satisfactory academic work is required. Emphasis is on international commercial law, and students may elect to receive the degree from either institution.

Foreign-Trained Attorneys

Required Courses

Introduction to the American Legal System (2 credits)

American Legal Writing, Analysis, and Research (2 credits)

Earn a total of 20 credits of electives within the law school

Juris Master (J.M.) Program

Admissions Requirements

To be considered for admission into Emory Law's J.M. program, candidates must have received at least a bachelor's degree from an accredited college or university by the time of J.M. enrollment. All applications must be accompanied by a non-refundable fee. The application deadline for fall is listed on the Emory Law website.

The following items are required to complete the application:

- Application form and fee

- CV/resume

- Personal statement

- Official transcripts

- Two letters of recommendation

- Interview

- Official LSAT, GRE, GMAT, or MCAT score

 - Required for all applicants without a graduate degree

- TOEFL or IELTS score

 - Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

An interview with one or more members of the J.M. admission committee (in person or via teleconference) is also required of applicants. Qualified candidates will be contacted to schedule the interview after an initial review of a completed application.

Students-in-Special-Standing

Students-in-special-standing are able to take up to 6 credit hours of Law School courses to count towards the J.M. degree requirements. Students must complete the courses taken as a student-in-special-standing within two years of initial matriculation into the J.M. program. Students must take these courses under the same grading scale as other J.M. students. Courses taken as an audit are not transferrable towards the J.M. degree. Students must pass the course(s) taken as a student-in-special-standing with a grade of "D-" or above to count towards their J.M. degree requirements.

General Requirements

Academic Standing

Academic standing is computed on the basis of work done at Emory Law alone. To remain in good standing, students must maintain an overall cumulative minimum average of 2.50 on all coursework.

Any student not in good standing is presumptively ineligible to continue in the J.M. program. Such a student may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status. Students on probation must raise their average to at least 2.50 by the end of the probationary period. It is the obligation of the student to petition for continuation and probationary status and to monitor their own probation and eligibility to continue in the program.

Degree Credit Hours

J.M. students must complete a minimum of 30 hours at Emory Law.

Residency

Residency in the online program is five semesters. Residency in the on-campus program ranges from two to 12 semesters, dependent upon the number of credits enrolled for any given semester.

Required Courses

Introduction to the American Legal System (3 credits, graded, offered online only) **or**
Introduction to the American Legal System (2 credits, pass/fail, offered on campus only)

Analysis, Research, and Communications for Non-Lawyers (3 credits, graded, offered online only)
or

Analysis, Research, and Communication for Non-Lawyers (2 credits, graded, offered on campus only)

One of the following foundational courses:

- Contracts
- Torts
- Legislation & Regulation
- Criminal Law
- Civil Procedure
- Constitutional Law
- Property

Doctor of Juridical Science (S.J.D.) Program

Admissions Requirements

This degree program is designed for those seeking to pursue careers as teachers and scholars of law. It is a highly selective program open only to applicants who possess a distinguished academic record in law, show promise of outstanding scholarship, and demonstrate high potential for completing a scholarly dissertation of required quality.

Applicants must hold a J.D. degree, or foreign equivalent, and an LL.M. degree from an ABA-accredited U.S. institution. Applications must include or be accompanied by a detailed statement of research purpose and a letter from an Emory faculty member attesting to the importance of the applicant's proposed research and agreeing to assume full responsibility for supervising the program of study.

The law school admits a small group of candidates to the S.J.D. class each year through a highly competitive admissions process. The Graduate Studies Committee will admit only the most highly qualified candidates who complete all elements of the application for admission, provide clear evidence of academic excellence, and demonstrate high potential for completing a scholarly dissertation that constitutes a substantial contribution to knowledge.

The application deadline for fall is listed on the Emory Law website.

The following items are required to complete the pre-application:

- Application form and fee
- CV/resume
- Personal statement
- Statement of research purpose
- Letter from Emory faculty

If invited to apply, the following additional items are required to complete the application:

- Official transcripts (translated, if not in English)
 - Including both J.D./foreign equivalent and LL.M. degree transcripts
- Three letters of recommendation
- TOEFL or IELTS score

Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

A substantial research paper written in, or translated into, English or in a language that can be read by an Emory faculty member

General Requirements

Academic Standing

To remain in good standing, students must maintain an overall cumulative minimum average of 2.50 on all coursework at the conclusion of the first term and be certified as making sufficient progress by the program administrator. In each term beyond the first, a student must have a cumulative average of at least 2.50 and continue sufficient progress toward completion to be in good standing.

Any student not in good standing is presumptively ineligible to continue in the S.J.D. program. Such a student may petition the Associate Dean for Academic Affairs for continuation in the program. Students granted continuation remain in the program on probationary status. Students on probation must raise their average to at least 2.50 by the end of the probationary period. It is the obligation of the student to petition for continuation and probationary status and to monitor their own probation and eligibility to continue in the program.

Academic Course Load

S.J.D. candidates may combine course work with directed research and writing credits for a total of 12 credits per semester. Each program must be approved by the supervising faculty member and the Graduate Studies Committee. The choice of courses will be from among those generally offered at the law school and will depend on the particular subject matter and course of study approved for each S.J.D. candidate.

During the first year, S.J.D. candidates may combine course work with directed research and writing credits for a total of 15 credits per semester. Thereafter, students are expected to earn 12 credits per semester.

S.J.D. students may audit courses, which will not be counted toward the candidate's total semester credit load.

Residency

Students in the S.J.D. program must be in residence for a minimum of two semesters during the first academic year of the program.

Dissertation Requirements

Upon successful completion of the residency requirement and performance in courses at a level substantially above the quality expected of J.D. candidates, the Graduate Studies Committee, following its favorable review of the candidate's course work and of the developed research proposal, shall constitute a doctoral committee consisting of three faculty members, including the student's supervisor and a member from a department outside of the law school. Upon the successful oral defense of the research proposal before the doctoral committee, the Graduate Studies Committee shall admit the student to full candidacy for the S.J.D. degree. It is recommended at this stage that an additional year in residency be undertaken, in which the candidate shall research and begin to write the required S.J.D. dissertation.

Within four years of the completion of the residency period (unless for exceptional circumstances an extension is granted by the Graduate Studies Committee), a candidate shall submit and successfully defend in an oral examination a dissertation in the form of a monograph or a series of closely related essays suitable for publication and constituting a substantial contribution to knowledge in its intended field.

Master of Comparative Law (M.C.L.) Program

Admissions Requirements

The Master of Comparative Law is currently offered in partner with Shanghai Jiao Tong University, Koguan Law School and offers students the opportunity to engage in a one-year comparative law experience, spending a semester of full-time enrollment at each law school. The program is open to individuals who have earned a first degree in law or are licensed to practice. Candidates must apply through Koguan Law School and admission decisions are made collaboratively with Emory Law.

The following items are required to complete the application:

- Application form and fee

- Interview (by invitation)

- TOEFL or IELTS score (beginning for admission in the Spring 2020 term)

Students whose native language is not English and students from non-English standard countries must submit either an official TOEFL Score Report (Test of English as a Foreign Language) from Educational Testing Service (if applicable) or an official IELTS score report with their application. A TOEFL score of 600 on the paper-based test, 100 on the Internet-based test, or 250 on the computer-based test or an IELTS score of 7.0 is expected. An applicant may contact the admission office for a TOEFL waiver, based on previous course work in English, employment experience in English, and LSAT scores.

Dual-Degree Programs

In addition to the requirements for each individual degree awarded by the law school, the following special circumstances apply to admission and enrollment in dual-degree programs.

General Requirements

Academic Course Load

Dual-degree candidates may not take courses in the law school and another school that are duplicative in content. For information on duplicative courses, see the current catalogs.

Juris Doctor and Master of Business Administration (J.D./M.B.A.)

Admissions Requirements

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program.

Degree Credit Hours

To receive the J.D. portion of the J.D./M.B.A. degree, students must complete a minimum of 79 semester hours of law school course credit, including all required courses.

The J.D. degree will be conferred when the joint-degree candidate has successfully completed all course work required in both academic programs. If the requirements for the M.B.A. are not fulfilled, a student must complete all traditional J.D. requirements, including residency and 90 law school credit hours.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS) requirements, completion of a course of study in residence equivalent to a minimum total of five semesters at the law school is required.

For the purpose of residency only, courses taken at the Goizueta Business School are included in determining Emory Law residence in any term taken jointly in the School of Law and the Goizueta Business School provided that a minimum of three semester hours of course work are taken at Emory Law. In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program.

After completion of the first year in the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and three semesters at the Goizueta Business School at the respective rates for those schools.

Juris Doctor and Master of Arts in Bioethics (J.D./M.A.)

Admissions Requirements

In addition to all J.D. application material, applicants to the J.D./M.A. in bioethics program should include in their application a personal statement about their interest in the Bioethics Program, a

sample analytical essay offering a brief analysis of a bioethics case, and an additional letter of recommendation that speaks to their critical thinking and written and verbal communication skills.

Degree Credit Hours

To receive the J.D. portion of the J.D./M.A. degree, students must complete a minimum of 79 semester hours of law school course credit, including all required courses.

To receive the M.A. portion of the J.D./M.A. degree, students must complete a minimum of 30 semester hours of graduate credit with a GPA of 3.0 during two semesters of residence at the Laney Graduate School.

The J.D. degree will be conferred when the joint-degree candidate has successfully completed all course work required in both academic programs. If the requirements for the M.A. are not fulfilled, a student must complete all traditional J.D. requirements, including residency and 90 law school credit hours.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS) requirements, completion of a course of study in residence equivalent to a minimum total of five semesters at the law school is required.

For the purpose of residency only, courses taken at the Laney Graduate School are included in determining Emory Law residence in any term taken jointly in the School of Law and the Laney Graduate School provided that a minimum of three semester hours of course work are taken at Emory Law. In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than three-and-a-half academic years in the entire cooperative program.

After completion of the first year at the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and two semesters at the Laney Graduate School at the respective rates for those schools.

Juris Doctor and Master of Divinity (J.D./M.Div.)

Admissions Requirements

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Students are assigned a faculty advisor from each school.

Degree Credit Hours

To receive the J.D. portion of the J.D./M.Div. degree, students must complete a minimum of 79 semester hours of law school course credit, including all required courses.

The J.D. degree will be conferred when the joint-degree candidate has successfully completed all course work required in both academic programs. If the requirements for the M.Div. are not

fulfilled, a student must complete all traditional J.D. requirements, including residency and the 90 law school credit hours.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS) requirements, completion of a course of study in residence equivalent to a minimum total of five semesters at the law school is required.

For the purpose of residency only, courses taken in the Candler School of Theology are included in determining Emory Law residence in any term taken jointly in the School of Law and the Candler School of Theology provided that a minimum of three semester hours of course work are taken at Emory Law. In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program.

After completion of the first year in the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and three semesters at the Candler School of Theology at the respective rates for those schools.

Juris Doctor and Master of Theological Studies (J.D./M.T.S.)

Degree Credit Hours

To receive the J.D. portion of the J.D./M.T.S. degree, students must complete a minimum of 79 semester hours of law school course credit, including all required courses.

The J.D. degree will be conferred when the joint-degree candidate has successfully completed all course work required in both academic programs. If the requirements for the M.T.S. are not fulfilled, a student must complete all traditional J.D. requirements, including residency and 90 law school credit hours.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS) requirements, completion of a course of study in residence equivalent to a minimum total of five semesters at the law school is required.

For the purpose of residency only, courses taken in the Candler School of Theology are included in determining Emory Law residence in any term taken jointly in the School of Law and the Candler School of Theology provided that a minimum of three semester hours of course work are taken at Emory Law. In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program.

After completion of the first year in the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and three semesters at the Candler School of Theology at the respective rates for those schools.

Juris Doctor and Master of Public Health (J.D./M.P.H.)

Admissions Requirements

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Students are assigned a faculty advisor from each school.

Degree Credit Hours

To receive the J.D. portion of the J.D./M.P.H. degree, students must complete a minimum of 79 semester hours of law school course credit, including all required courses.

The J.D. degree will be conferred when the joint-degree candidate has successfully completed all course work required in both academic programs. If the requirements for the M.P.H. are not fulfilled, a student must complete all traditional J.D. requirements, including residency and 90 law school credit hours.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS) requirements, completion of a course of study in residence equivalent to a minimum total of five semesters at the law school is required.

For the purpose of residency only, courses taken in the Rollins School of Public Health are included in determining Emory Law residence in any term taken jointly in the School of Law and the Rollins School of Public Health provided that a minimum of three semester hours of course work are taken at Emory Law. In order that law school residency accrues, the normal rules regarding fractional residency apply and a candidate must complete no fewer than four academic years in the entire cooperative program.

After completion of the first year at the law school, cross registration is freely permitted as long as tuition is paid for five semesters at the law school and two semesters at the Rollins School of Public Health at the respective rates for those schools.

Required Courses

Administrative Law

An additional 5 credit hours in public health or policy-related law courses

Juris Doctor and Doctor of Philosophy (J.D./Ph.D.)

Admissions Requirements

A student already enrolled at the law school or the Laney Graduate School may apply to the other school for admission to candidacy for the J.D./Ph.D. If admitted, the student's previous degree work will be counted toward the joint-degree requirements.

Degree Credit Hours

To receive the J.D. portion of the J.D./Ph.D. degree, students must complete a minimum of 79 semester hours of law school course credit, including all required courses.

The J.D. degree will be conferred when the joint-degree candidate has successfully completed all course work required in both academic programs. If the requirements for the Ph.D. are not fulfilled, a student must complete all traditional J.D. requirements, including residency and 90 law school credit hours.

Residency

In conformity with the American Bar Association (ABA) and Association of American Law Schools (AALS) requirements, completion of a course of study in residence equivalent to a minimum total of five semesters at the law school is required.

A candidate for the joint J.D./Ph.D. program must spend the first full year at either the law school or the Laney Graduate School. The second year must be spent at the other school. Thereafter, the candidate must spend three semesters in residence at the law school and one semester in classes at the Laney Graduate School. This represents a one-semester reduction in the normal course requirements within each school. Beyond classes, the candidate is required to put in whatever additional time is needed to successfully meet the requirements of the Ph.D. program.

For the purpose of residency only, courses taken at the Laney Graduate School are included in determining Emory Law residence in any term taken jointly in the School of Law and the Laney Graduate School provided that a minimum of three semester hours of course work are taken at Emory Law. In order that law school residency accrues, the normal rules regarding fractional residency apply.

Juris Master and Bachelor of Science (J.M./B.S.)

Admissions Requirements

Students at Emory College of Arts and Sciences may, in the spring semester prior to their expected year of graduation, apply to the joint J.M./B.S. degree.

At the time of application, students must be on track to earn at least 60 credit hours at Emory College and rank in the top quartile of their graduating class. Admission is provisional, pending confirmation that the student has earned a cumulative GPA of 3.00 or above from Emory College.

To apply, students must complete all other requirements of J.M. admission, including a standardized test of legal reasoning skills (either the LSAT or the abbreviated LSAT-type test offered by the law school).

Joint-degree applications will be reviewed on a rolling basis, with a final submission deadline of April 1 for the following fall semester.

Academic Course Load

While enrolled in the J.M. program, J.M./B.S. dual-degree students must carry at least 12 credit hours each semester at the law school.

Initial enrollment in the J.M. program is provisional. In the spring semester of the student's senior undergraduate year, a mid-stage progress review will be conducted by the law school to determine the final admission decision. In particular, the Graduate Programs Office will confirm a cumulative GPA of 3.00 or above in law school courses and that Emory faculty members who have worked with the student consider the student to be capable of handling more advanced law school coursework. The Emory College of Arts and Sciences will also confirm that the student is on track to complete the B.S. degree requirements.

Degree Credit Hours

Students who do not satisfy these requirements will not be able to complete the J.M. program. However, up to six credit hours acquired in law school courses may count towards the B.S. as free electives. Failure to complete the J.M. portion of the joint-degree program, as such, should not in any way prejudice a student's ability to complete their undergraduate degree on time.

Dual-degree students earn an undergraduate degree from Emory College of Arts and Sciences in addition to a J.M. degree from Emory Law.

Juris Master and Bachelor of Science with Georgia Institute of Technology (J.M./B.S.)

Admissions Requirements

Students at Georgia Institute of Technology may, in the spring semester prior to their expected year of graduation, apply to a joint J.M./B.S. degree.

At the time of application, students must have completed at least 60 credit hours at Georgia Tech and obtained a 3.50 cumulative GPA.

To apply, students must complete all other requirements of J.M. admission, including a standardized test of legal reasoning skills (either the LSAT or the abbreviated LSAT-type test offered by the law school).

Applicants must also attend at least one class session of a foundational course in the first-year J.D. curriculum at Emory Law and complete a personal interview with a member of the J.M. admissions committee.

Joint-degree applications will be reviewed on a rolling basis, with a final submission deadline of April 1 for the following fall semester.

Academic Course Load

While enrolled in the J.M. program, dual-degree students must carry at least 12 credit hours each semester at the law school.

Initial enrollment in the J.M. program is provisional. In the spring semester of the student's senior undergraduate year, a mid-stage progress review will be conducted by the law school to determine the final admission decision. In particular, the Graduate Programs Office will confirm a cumulative GPA of 3.00 or above in law school courses and that Emory faculty members who have worked

with the student consider the student to be capable of handling more advanced law school coursework. Georgia Tech will also confirm that the student is on track to complete the B.S. degree requirements.

Degree Credit Hours

Students who do not satisfy these requirements will not be able to complete the J.M. program. However, up to six credit hours acquired in law school courses may count towards the B.S. as free electives. Failure to complete the J.M. portion of the joint-degree program, as such, should not in any way prejudice a student's ability to complete their undergraduate degree on time.

Dual-degree students earn an undergraduate degree from Georgia Institute of Technology in addition to a J.M. degree from Emory Law.

Juris Master and Master of Business Administration (J.M./M.B.A.)

Admissions Requirements

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Both schools must agree to admit the applicants to the J.M./M.B.A. joint-degree program. Should one school deny admission to an applicant, the applicant would be denied admission to the J.M./M.B.A. joint-degree program. The applicant may still be accepted to either academic program independent of the other academic program.

Academic Course Load

While enrolled in the J.M. program, J.M./M.B.A. dual-degree students must carry at least 12 credit hours each semester at the law school.

Residency

Students may apply to earn the J.M. and M.B.A. degrees from Emory Law and Goizueta Business School with an additional one semester for the one-year M.B.A. program and two semesters for the two-year M.B.A. program.

Juris Master and Doctor of Medicine (J.M./M.D.)

Admissions Requirements

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Both schools must agree to admit the applicants to the J.M./M.D. degree program. Should one school deny admission to an applicant, the applicant would be denied admission to the J.M./M.D. joint-degree program. The applicant may still be accepted to either academic program independent of the other academic program.

Academic Course Load

While enrolled in the J.M. program, dual-degree students must carry at least 12 credit hours each semester at the law school.

Residency

Students may apply to earn the J.M. and M.D. degrees from Emory Law and Emory University School of Medicine with an additional two semesters of study at the law school.

Juris Master and Master of Public Health (J.M./M.P.H.)

Admissions Requirements

Candidates for this degree program apply to each school independently and must meet the criteria for admission at each school to be admitted to the joint program. Both schools must agree to admit the applicant to the J.M./M.P.H. joint-degree program. Should one school deny admission to an applicant, the applicant would be denied admission to the J.M./M.P.H. joint-degree program. The applicant may still be accepted to either academic program independent of the other academic program.

Academic Course Load

J.M./M.P.H. dual-degree students need to carry at least 12 credit hours each semester at the law school and a minimum of nine credit hours each semester at the Rollins School of Public Health.

Residency

Accelerated M.P.H. students would complete the J.M./M.P.H. degrees in five semesters: three semesters at Rollins and two semesters at the law school.

PART 2: ACADEMIC STANDARDS

School of Law Enrollment

Registration Policies

Policies regarding registration are established by Emory University and implemented by the University Registrar's office in coordination with the Registrar of the School of Law.

Students with an outstanding debt-hold with the Bursar from a previous semester will not be permitted to register.

It is each student's responsibility to ensure that they have properly registered for and successfully completed all required courses and the required number of credit hours necessary to complete their degree.

Tuition and Fees

Each year's tuition and fees are posted on the law school's website. Students taking fewer than 12 hours in a fall or spring semester are billed for tuition on a per-credit basis. The rate per credit hour is established each year together with the full-time tuition rate, and is determined by dividing a semester's tuition by 12.

Reimbursements

Reimbursements of tuition and fees are governed by the University's published policy, adjusted to meet the start date of each law school semester.

Financial Aid Awards and Scholarships

Financial aid awards are governed by University policy and are within the sole purview of the Emory University Office of Financial Services.

Law school scholarship awards are governed and administered by the law school's Office of Admissions and Financial Aid. Financial aid and scholarship awards are conditioned on continued residency, good standing, and compliance with the codes and policies of Emory Law and Emory University.

International Students—Visas

Admission and enrollment of international students to the law school is subject to U.S. Citizenship and Immigration Service (USCIS) regulations. Foreign students are required to comply with health insurance and health coverage clearance rules and must be found eligible for a U.S. student visa before being permitted to register as students in the program. Most international students enter the U.S. on an F-1 student visa. Evidence of financial capability will be requested only after an offer of admission is made to the applicant. Applicants must include a copy of their passport identification with the correct spelling and version of their names in order to process the I-20 form. After receipt of acceptable financial aid documents, the applicant will be sent the I-20 form in order to apply for an F-1 student visa. Visa applications are usually made at the U.S. Embassy or Consulate in the applicant's country of residence.

Leave of Absence

The Assistant Dean for Academic Engagement & Student Success may grant a student a leave of absence upon request when a student must suspend his or her course of study for one or more terms. Students granted a leave of absence must designate a specific date when they will resume their studies. This date may be extended once. If the student has not returned by the designated date, the leave of absence will be converted to a discontinuation. If a leave of absence is extended before grades are assigned for that term, the student will receive a grade of withdrawal (“W”) or incomplete (“I”) for all unfinished courses, depending on the circumstances.

Students must confer with the Office of Student Financial Services for regulations regarding financial obligations. Students are encouraged to consult with the Office of Financial Aid regarding their student loans. Questions about law school funded merit aid should be directed to the Emory Law Office of Admissions and Financial Aid.

Withdrawal

Students may withdraw from the J.D. program for good cause during the semester with the consent of the Assistant Dean for Academic Engagement & Student Success. If a complete withdrawal is granted before grades are assigned for that term, the student will receive a grade of “W” for all unfinished courses. Failure to obtain consent will result in a grade entry of “F” in all courses for which the student is registered.

First-year J.D. students who withdraw must meet with the Associate Dean for Academic Affairs or his/her designee to determine circumstances for returning to the law school. Three-year J.D. students withdrawing in the second semester of their first year must return in a spring semester to complete the first-year program before advancing to the second year.

All other J.D. students who withdraw are eligible to return in a subsequent semester without going through the admissions process a second time, but they must obtain leave to re-enroll from the Associate Dean for Academic Affairs or his/her designee.

Students may withdraw from graduate programs (LL.M., S.J.D., M.C.L., J.M.) for good cause during the semester with the consent of their program director. If a complete withdrawal is granted before grades are assigned for that term, the student will receive a grade of “W” for all unfinished courses. Failure to obtain consent will result in a grade entry of “F” in all courses for which the student is registered.

Graduate students who withdraw are eligible to return in a subsequent semester without going through the admissions process a second time, but they must obtain leave to re-enroll from their program director.

Involuntary Withdrawal

The University reserves the right, through the Dean, to involuntarily withdraw individuals for reasons of academic dismissal, moral turpitude, or medical reasons and to make return to the University conditional upon medical certification of fitness.

Non-Good-Standing Petition Procedures and Practices

Petition Procedures

A student seeking relief from any requirement submits a written petition to the Associate Dean for Academic Affairs or his/her designee containing a short statement of the circumstances that led to the student requiring relief, how these circumstances have or will be corrected, and the good cause upon which relief is sought. The Associate Dean refers this petition and the student's file to the duly appointed Academic Standing Committee. The student may appear in person before the committee. The committee considers the petition, the student's file, and all other materials presented by the student. The committee votes to grant or deny the petition; the affirmative vote of a majority of the entire membership of the committee is required to grant a petition. The petition, the student's file, and copies of the documents are available in the Office of the Assistant Dean for Academic Engagement & Student Success for review.

The committee action becomes final if the committee has granted probation prior to a J.D. student's fifth term, an S.J.D. student's fifth term, an LL.M. student's second term, or a J.M. student's third term.

The committee action becomes final and is not subject to any further review by faculty (but may be reviewed by the Dean) if the committee has denied probation or granted probation beyond the associated term limit.

Petition Practices

There is a strong practice against granting probationary status to a student who has previously been on probationary status and whose cumulative average has declined at the end of the probationary term or to a student who has failed to meet special conditions attached to the grant of probationary status.

Conditions of Probation

Students on probation must take a course load designated by the Academic Standing Committee (normally a full-time course load for full-time students) and must achieve a cumulative average meeting or exceeding the programmatic good standing cutoff by the end of the probationary period. Students on probation are specifically required to meet all conditions imposed by the Academic Standing Committee, including class attendance and regular meetings with the Assistant Dean for Academic Engagement & Student Success.

Students on probation may take a leave of absence any time after the petition is granted and during the probationary period. Students must get consent from the Assistant Dean for Academic Engagement & Student Success. If granted, the probationary conditions apply to the fall or spring semester in which they return.

Course Enrollment

Pre-Registration

Students admitted or approved to select programs and externships may pre-enroll for classes by special permission of the instructor or program coordinator. Priority will be given to pre-registration students in select classes.

Registration

The Emory Law Registrar, in conjunction with the Admission Office, pre-enrolls all first-semester, three-year J.D. and A.J.D. law students. Transfer J.D. students self-enroll. J.M., LL.M., and S.J.D. students enroll with assistance from their respective program coordinator. M.C.L. students are block enrolled by the Registrar.

In the second semester, three-year J.D. and A.J.D. students are block enrolled by the Registrar in all but one elective course. All other law students self-enroll for all courses. It is each student's responsibility to ensure that they are enrolled in the correct courses to satisfy degree and credit requirements.

During open enrollment, students may self-enroll in the number of credits appropriate to the academic course load designated by their degree program. Across the J.D. programs, students who wish to take more than 16 credits must have prior approval by the Assistant Dean for Academic Engagement & Student Success. Across the LL.M., J.M., and S.J.D. programs, students who wish to take more than 16 credits must have prior approval by the Assistant Dean for Graduate Programs.

Students may not take more than 8 hours in any classes for credit or transfer credit during the summer term.

Audits are counted in determining the maximum allowable course load and do not count toward residency.

Add/Drop

At the start of each semester, the registration opens briefly for a period of add/drop. During the add/drop period, students may drop courses without penalty and add available courses so long as their total credit count remains within prescribed loads. Three-year J.D. students in their first year may not withdraw from individual courses.

Students may withdraw from a course after the scheduled change period for cause only with the consent of the instructor and the consent of the Assistant Dean for Academic Engagement & Student Success. Courses dropped after the end of the add/drop period will be reflected as a "W" (withdrawal without penalty), "WU" (unsatisfactory withdrawal), or "WF" (withdrawal while failing) on a student's transcript. Grades of "WF" are counted as "F" (failing) in computing a student's GPA.

Under no circumstances may a student seek to withdraw from a course after the final examination.

Waitlist

Emory Law does not currently support a course waitlist system. Students who are unable to register for a desired class should register for an alternative course.

Course Enrollment Caps

Course caps are set by the instructor and cannot be lifted by the Registrar.

Low Enrollment

There is no general rule on cancellation of courses for lack of enrollment. Emory Law reserves the right to cancel any course at its discretion.

Credit Hour Policy

The credit hours associated with a non-experiential course shall ordinarily be determined using the following formula: 1 credit hour for the combination of each 50 minutes of classroom time or direct faculty instruction and each additional two hours of out-of-class work per week, over the course of a 14-week semester with a 1-week exam period. Designated seminar courses shall be offered for three (3) credit hours over a 15-week semester if no exam is given. Deviations from the foregoing shall be subject to approval by the Curriculum Committee.

Credit for Non-Law School Courses

Three-year J.D. students may take courses in other schools or divisions of Emory University for up to six credit hours towards the J.D. degree. Transfer and A.J.D. students are not allowed to take non-law school courses for program credit. J.D. dual-degree candidates may not take courses in other divisions of Emory University for degree credit, nor take classes for degree credit beyond those accrued as part of the joint-degree program. LL.M. and J.M. students may take one three-credit class outside the law school and apply those credits toward their degree on a pass/fail basis with permission of their program director.

Students must formally petition the Associate Dean for Academic Affairs for permission to enroll in any courses not offered at the graduate level. Petitions must demonstrate a significant nexus between the desired course and the student's professional goals and must demonstrate that those goals cannot be met with courses offered within the law school.

Directed Study and Directed Research

Students may register for directed study or directed research opportunities, with the approval of a sponsoring faculty member and the Associate Dean for Academic Affairs. Directed study and directed research projects range from one to four credits each semester. J.D. students may take a maximum of 18 credits of directed study or directed research over the course of the J.D. program. Students wishing to do directed research or directed study in excess of the 18 credit limit must petition the Associate Dean for Academic Affairs or his/her designee.

Pass/Fail

The option to take a course pass/fail is available only to three-year J.D. students taking a full load of law school courses. Joint-degree, transfer, and first-year A.J.D. students are not allowed to take courses on a pass/fail basis. Graduate students (J.M., LL.M., M.C.L., S.J.D.) are not permitted to select the pass/fail option for any of their coursework, unless they are taking a non-law class, as approved by their program director, or unless that is the predetermined grading scheme for all students in a particular course.

J.D. students may elect to take a total of nine credit hours pass/fail out of the 90 total credit hours required for graduation (79 total credit hours for dual-degree students). A maximum of six credit hours may be taken for law school courses. All courses taken from other Emory University schools and colleges that are not cross-listed are automatically designated pass/fail. Law courses designated by the professor as pass/fail do not count towards the total allowed pass/fail credit hours, including Trial Techniques. The option to take a course pass/fail applies only to elective, upper-level courses that indicate “student option” under the class details. This does not apply to courses that indicate “graded” under class details, seminars, first-year required courses, or the first-year elective.

The minimum grade in the course necessary to receive a “pass” is a “C.” A student electing to take a course pass/fail must notify the Registrar by the deadline published in the law school academic calendar. The student may only elect to make this change in a course once. A student who has elected to take a course pass/fail may not subsequently change the grading status to a letter grade. No changes in grading status can be made after the deadline. If a student does not affirmatively elect to take a course on a pass/fail basis, it will be assumed that the course is being taken for a letter grade.

Pass/fail submissions must be submitted to the Registrar of the law school using the identified method, which will be posted on the Registrar’s home page. A faculty member does not have the option to change the course designation of pass/fail.

Class Attendance

The American Bar Association requires law schools to publish and maintain standards for classroom attendance. Each professor shall set their own attendance policy for each class. It is each student’s responsibility to know and abide by individual faculty policies.

Use of Recording Devices

As a general rule, students may record classes electronically only with the permission of the class instructor. The only exceptions to this rule are to facilitate reasonable accommodations under the Americans with Disabilities Act and if a student is temporarily disabled as a result of a serious illness or accident.

Examinations

Scheduling & Administration

A final examination schedule is published each semester at pre-registration for the next semester. Faculty reserve the right—prior to the start of the final exam period—to remove a scheduled exam, offer a paper option in lieu of said exam, or change a scheduled in-class exam to a take-home exam, unless the take-home exam poses undue hardship for the students or creates an unresolvable conflict with other scheduled exams. Faculty cannot add a final exam to the schedule once the semester has started.

All sections of the same first-year course are examined concurrently.

A student requiring special accommodations on any examinations because of a disabling condition must contact the Office of Access and Disability Resources a minimum of two weeks in advance of the examination period.

Length of Time for Exams

The length of a final examination in an individual course generally corresponds to the number of credit hours, i.e., a two-hour course normally has a two-hour final examination, a three-hour course a three-hour final examination.

Every effort is made by the faculty member administering the examination to ensure that students, regardless of the location chosen, are held to a uniform length of time for the examination, except as a required accommodation under the Americans with Disabilities Act.

English as a Second Language Policy

J.D. candidates for whom English is a second language receive no additional time for final exams. For students pursuing a J.D. degree, the use of a dictionary depends on the type of exam being administered. For a law school exam that is designated “closed book, closed note,” the use of a dictionary is strictly prohibited. For a law school exam that is designated “open book” or “partially open book,” the use of a dictionary is subject to the professor’s discretion. If permitted, a dictionary must be paper, not electronic, and may not contain any markings that are not permitted by the exam rules. If a professor permits the use of dictionaries in some form, the same rule shall apply to every J.D. student (as well as to other degree students) in the class that term. The fact that students in prior terms were allowed to use dictionaries does not establish a right to dictionary use for students in later terms. The professor should announce his or her class policy about the use of dictionaries in the course syllabus and remind students of this policy in advance of the exam period.

S.J.D., M.C.L. and LL.M. candidates may receive 25% additional time for final exams if English is their second language and the TOEFL or the IELTS exam score was part of their application for admission. Students electing to receive additional time will be tested in a separate room from the general examination. Students pursuing an S.J.D., M.C.L. or LL.M. degree for whom English is not their first language (those who utilized a TOEFL/IELTS score as part of their application for admission) are entitled to use a bilingual translation dictionary on all law school exams, even those that are otherwise considered “closed book, closed note” exams. Any such dictionary must be

paper, not electronic, and must not be a law or legal dictionary. A student may not under any circumstances use the pages or cover of this dictionary to take notes or to bring extra material not normally allowed into the exam room. The professor or exam proctor may review the dictionary in advance of the exam to ensure that it does not contain any extraneous markings (e.g., markings that were not part of the original publication). Any dictionary found to be in violation of this policy will be confiscated immediately; the professor may also elect to impose a penalty for this violation of exam rules (e.g., impose a grade penalty and/or initiate a Professional Conduct Code procedure).

Use of Laptop Computers

Students may use their laptop computers to take examinations only with the consent of the faculty member and after the successful installation of the Registrar-designated examination software prior to the examination period. Arrangements are made by the Registrar of the law school for the printing of exam responses and their distribution to individual faculty members, unless faculty have made alternative arrangements.

Deferral of Examinations

It is faculty policy that examinations be taken on the day and at the time scheduled except **if** the student is excused by accident, illness, involuntarily assumed obligations, or pursuant to the ADA or as designated by the Registrar of the law school. A student who is ill on the day of the examination must present the excuse to the Associate Dean for Academic Affairs or his/her designee. It is within the discretion of the Assistant Dean to accept or reject the excuse offered. Medical certification of the excuse is required.

Prior to exams, the Registrar's office will conduct a conflicts check, notifying all students who have exam conflicts and explaining how those conflicts will be accommodated. A conflict is defined as occurring if a student has two examinations within a 24-hour period, i.e. at 9:00 a.m. and 2:00 p.m. on the same day or at 2:00 p.m. and 9:00 a.m. the next day. Students with three 9:00 a.m. exams or three 2:00 p.m. exams on three consecutive days are also deemed to have a conflict unless it is a direct result of correcting a same day conflict and there is no other option available. The Registrar's offered conflict plan cannot be altered or appealed unless students choose the option to take all exams as scheduled, rather than accepting the Registrar's conflicts plan, by notifying the Registrar within 24 hours of receiving their conflict resolutions.

Any student who fails to appear for an examination without an excuse obtained in advance receives an automatic grade of "F."

Once a student has started an exam, they must complete the exam or forfeit the right to finish. Students who become ill during examinations or who miss a part of an examination for some other reason are dealt with by the Associate Dean for Academic Affairs or his/her designee and the faculty instructor.

The Emory Law Registrar's office administers make-up exams.

Retention of Exams

ABA standards require retention of student exams for a minimum of one year. Most faculty members as a matter of practice retain exams for two years or until the students involved have graduated.

Grading

Anonymously Graded Exams

Standard scheduled exams are graded anonymously. Each semester, students are randomly assigned examination numbers to be used as identification for examinations. Identification of examinations by name, student identification number, or social security number is specifically prohibited.

When exams are graded anonymously, faculty members submit a list of grades by examination number to the Registrar of the law school for identification of students, and a copy is retained. Thereafter, faculty members enter grades into the University registration system (OPUS). Grades are not changed after identification of the students except in accordance with the mandatory mean and an announced policy by the faculty member to adjust grades to reflect class participation and/or attendance. Grades cannot be changed after entry unless adjusted for proven mathematical error.

Openly Graded Exams

In some classes, faculty do not grade anonymously either because of the size or the nature of the exam or cumulative project. When named exam projects are graded, faculty must enter grades into the University registration system (OPUS) prior to announcing those grades to students. Grades cannot be changed after entry unless adjusted for proven mathematical error.

Grading Scale

Faculty members use a letter grading system, ranging from “F” to “A+.” The following table reflects the numerical equivalent of the letter grades:

Letter	Quality Points	Letter	Quality Points
A+	4.3	D+	1.3
A	4.0	D	1.0
A-	3.7	D-	0.7
B+	3.3	F	0.0
B	3.0	IF	0.0
B-	2.7	WF	0.0
C+	2.3		
C	2.0		
C-	1.7		

A student must receive a grade of “D-” or above to receive credit for the course. A grade of “F,” “IF,” or “WF” is a failing grade with no credit for the course.

Grades of “S” (satisfactory) that are assigned for courses graded on a satisfactory/unsatisfactory basis carry academic credit but no quality points toward students’ grade point average. Grades of “U” (unsatisfactory), “IU” (unsatisfactory incomplete), or “WU” (withdrawal while unsatisfactory) carry no academic credit and no quality points.

With respect to S.J.D., M.C.L., and LL.M degree candidates who are enrolled in courses along with J.D. candidates, grades for J.D. degree candidates are curved to the mandatory 3.3 mean, without the grades of these other degree candidates being considered. After that J.D.-only curve is established, then the grades for these other degree candidates are assigned using the J.D.-only curve.

J.M. degree candidates have (1) different learning objectives, (2) should not be evaluated on the same basis as J.D. degree candidates, and (3) should be graded with rubrics that are unique to J.M. degree candidates, using a unique curve. These different learning objectives must apply equally to all residential and on-line J.M. degree candidates, and all law school offerings in which J.M. degree candidates are enrolled must be evaluated to establish whether these differences properly are reflected in their learning objectives, evaluations, and grading.

Mandatory Mean

A class mean of “B+” (3.30) is mandatory in every non-seminar class in which more than 10 Emory J.D. students are taking the class for a grade and no portion of a student’s grade is group-based. A mean of 3.30 is recommended in all other classes.

Failed Courses

A student earning a grade of “F” in any course has received a failing grade. A student failing a required course must retake that course. Failing grades will be computed into a student’s overall average and additional courses must be taken to earn the required hours. Failing grades may not be expunged, even if the course is repeated.

Failing a required course that is a prerequisite for other courses will not absolutely prevent students from taking another course in sequence. However, permission from the Associate Dean for Academic Affairs is required for the student to take the sequential course.

Incompletes

A student receiving a grade of “I” (incomplete) in any course in which the grade is determined by an examination, course work, or project work must complete the course requirements within twelve months or else the incomplete will be automatically converted to an “F.”

No student will be certified for graduation nor receive a diploma if incompletes remain on the record. It is the student’s obligation to clear the record.

Reporting of Grades and Release to Students

Posting of grades outside of the University registration system (OPUS) by the faculty is specifically prohibited. Students can check grades online as they are posted. Grades are not disclosed by email or telephone. Graduating students may be informed by the Registrar’s office that they have passed or failed individual courses if such information is relevant to graduation.

Grades are entered into OPUS by the faculty in accordance with a timetable established each semester by the University Registrar.

Class Rank

Class rank is computed for all J.D. students on the basis of work done at Emory Law alone. LL.M., J.M., M.C.L., and S.J.D. students do not receive a class rank. Transfer students and A.J.D. students are inserted in the class ranks for the second-year class after one semester of work at Emory. Class rank is calculated for dual-degree students at different times depending on their status at the law school. Dual-degree students are assigned a class rank during their first year of study at the law school and are recalculated into class rank in any semester in which they are in residency at the law school. Students are not calculated into class rank during semesters in which they are in residency at another school or program, regardless of how many law school courses they take during that time. Final class rank is calculated at the conclusion of a student's J.D. course of study, regardless of the residency of that final semester.

Each semester, class ranks are compiled by the Registrar of the law school. Exact numerical ranks are only made available for students in the top 10% of each class. The Registrar of the law school will report only the class ranks of students in the top 33%. Individual class ranks are not posted. Students, therefore, receive their individual class ranks through the office of the Registrar of the law school.

When reporting class ranks or grades on resumes, students must strictly comply with the policies of the Center for Professional Development and Career Strategy. Students who violate Emory Law or University policies with regard to reporting of grades or class rank will be subject to sanction under the Professional Conduct Code.

Academic Honors

J.D. Awards in Individual Courses

Certificates signed by the Dean are awarded to students receiving the highest grade in each individual course. Duplicate awards may be made for the highest grades in sections of an individual course.

J.D. Dean's List

A full-time candidate for the J.D. degree who has attained a semester average of 3.45 or above on at least 10 hours of law school course work shall be placed upon the Dean's List for that semester.

Joint-degree candidates who are jointly registered in the law school and another division of Emory University must have a minimum of five graded law school credit hours to be eligible for the Dean's List (assuming that they are carrying a course load of 10 or more credits overall that semester).

J.D. First Honor Graduate

The First Honor Graduate is the three-year J.D. student in the graduating class with the highest overall academic grade point average computed on all three years of graded law school work done

at Emory (summer school attendance excluded). That student serves as Student Marshal at commencement.

In the event that two or more students in the graduating class have averages too close to be certain of their exact rank after the final semester, the student with the highest average after five semesters may be named as Student Marshal, but the First Honor Graduate award may not be made until all grades are received for the sixth semester and final ranks are established.

Transfer students, A.J.D. students, students who are or have been transient at another ABA school, and students who have not completed the J.D. requirements in six consecutive semesters are not eligible to be named the First Honor Graduate.

J.D. Graduation with Distinction

All J.D. students graduating with cumulative averages of 3.80 or above graduate with High Honors. All J.D. students graduating with a 3.45 or above graduate With Honors. Transfer students and A.J.D. students can graduate With High Honors or Honors if their averages on work at Emory meet the above requirements. Emory students, transient elsewhere, are eligible for graduation With High Honors or Honors if their cumulative grade point average for work done at Emory meets the above requirements and their average grade for work done while on transient status was at least a “B” or an equivalent numerical grade.

J.D. Order of the Coif

Election to the Order of the Coif is reserved for J.D. students graduating in the top 10% of their class. Election is made by the Emory Chapter of the Order, which consists exclusively of faculty members. It is within the discretion of the chapter to elect honorary members and to elect or refuse to elect members.

Emory students transient elsewhere are eligible for election to the Order of the Coif if (i) their average for work done at Emory was 3.45 or above and places them in the top 10% of their class and (ii) their average grade for work done while on transient status was at least a “B” or an equivalent numerical grade.

J.M. Leadership Award

Each year, the J.M. program selects a J.M. Leadership Award recipient based on academic merit and contribution to the Emory Law community.

LL.M. Leadership Award

Each year, the LL.M. program selects an LL.M. Leadership Award recipient based on academic merit and contribution to the Emory Law community.

Law School Awards

Each year, a number of awards are made to outstanding students for their academic achievement, Moot Court achievement, and/or contribution to the law school community. Some of these awards are made on the basis of grades earned in individual courses or areas of concentration; others are service awards.

Nominations are usually made by an ad hoc committee of the faculty and then submitted to the faculty as a whole for ratification. Faculty members teaching in the area of the awards are consulted before nominations are made. The Associate Dean for Academic Affairs or his/her designee convenes the faculty committee that selects award candidates.

Law student organizations may be recognized for their contributions to the community at an annual award ceremony sponsored by the Student Bar Association in coordination with the Division of Campus Life.

University Awards

Students are named annually to “Who’s Who in American Colleges and Universities” by the Dean’s office in coordination with the faculty. Recipients are honored at a special ceremony sponsored by the Division of Campus Life.

Individual law students may be nominated to receive the Brittain Award. This award is given to the one graduating student in all the divisions of the University who has made the most outstanding contribution to the University community. Selection is by a committee composed of representatives from all the divisions of the University. The recipient is honored at the main University graduation ceremony.

PART 3: CURRICULAR OPPORTUNITIES

Non-Transcribed Certificate Programs

Technological Innovation: Generating Economic Results (TI:GER)

TI:GER is a joint program with Emory University and the Georgia Institute of Technology. The program brings together graduate students in law, business, science, and engineering to work on innovative ways to take ideas from the lab to the marketplace. Students work in multidisciplinary teams to evaluate the commercial prospects for certain university technology and to develop strategies for their exploitation, including writing and presenting business plans for the projects.

Admissions Requirements

The TI:GER program is available to students pursuing a juris doctor degree. Any rising second-year, third-year, advanced standing, transfer, or joint-degree students with two years of study remaining may apply each spring. Participants are selected by the Emory Law TI:GER Program Director. The program typically admits 12 to 16 students each year.

Required Courses

Students enroll in a three-semester curriculum based on instruction in technology commercialization processes, patent and technology law, and business and finance fundamentals.

Law students may choose either the technology/business law track or the patent law track. Depending on the track, students take additional required classes (such as Business Associations, Securities Regulation, Intellectual Property, Trademark, and Copyright and Patent Law), as well as a variety of TI:GER-approved elective courses (such as FDA Law, Corporate Finance, Licensing, International Patent, Corporate Tax, and Partnership Tax) to qualify for the Emory Law TI:GER certificate.

Transactional Law

The Transactional Law Program, which offers a certificate in Transactional Law and Skills, is designed to prepare students for practice in the transactional law area. The program gives students the opportunity to become financially literate and acquire a strong foundation in doctrinal business law as well as to practice contract drafting and other critical deal skills.

Admissions Requirements

Any J.D. student who completes the course requirements is eligible to receive the Certificate in Transactional Law and Skills. No prior clearance is required for admission, though meeting with the Executive Director or Assistant Director upon enrollment is required.

Required Courses

In order to receive the Certificate in Transactional Law and Skills, students must complete the following courses:

- Business Associations
- Contract Drafting
- Deal Skills
- Federal Income Tax: Individuals (or Fundamentals of Income Taxation)
- Corporate Finance (or Real Estate Finance)

Accounting in Action (or Analytical Methods)
Federal Income Tax: Corporations (or Federal Income Tax: Partnerships)
One capstone course (or an externship in transactional law)

The capstone courses, which vary from semester to semester, generally include specialized areas of law such as commercial real estate, commercial lending, mergers and acquisitions, complex restructurings, venture capital, private equity, international capital transactions, and corporate practice. The student must seek the approval of the Executive Director to substitute an externship in transactional law for the capstone course requirement.

Students may seek a waiver of the accounting requirement by contacting the Executive Director and providing a transcript demonstrating the completion of significant course work in accounting.

Any student wishing to receive credit in the certificate program for a course taken elsewhere at Emory University must receive written permission from the Executive Director before enrolling in the course.

It is the responsibility of the student electing to enroll in the certificate program to ensure compliance with all of the requirements.

Journals

Insofar as the law journals consider grades in making selections of candidates, grades earned in elective courses will be excluded from consideration.

Members of the *Emory Law Journal*, the *Emory International Law Review*, the *Emory Bankruptcy Developments Journal*, and the *Journal of Law and Religion* may earn up to four semester hours of academic credit for participation in these journals.

Candidates receive two hours of graded residence credit in their fourth semester and satisfy the writing requirement by producing their journal comment under faculty supervision.

Members may receive an additional two hours of pass/fail, non-residence academic credit in their sixth semester, upon satisfactory completion of all duties as a member or officer of the editorial board.

Members of the *Emory Corporate Governance and Accountability Review* may receive two hours of pass/fail, non-residence academic credit for four semesters of participation, awarded in their sixth semester, upon satisfactory completion of all duties as a member or officer of the editorial board.

Grades received during the fourth semester are collected from the faculty supervisors and sent to the University Registrar by the Registrar of the law school. Certification of satisfactory completion of journal duties in the third year is the responsibility of the Editor in Chief.

Journal editors may promulgate guidelines and policies governing candidacy requirements. As a matter of current practice, candidates for the *Emory Bankruptcy Developments Journal* are required to take Bankruptcy Law in their third semester, and candidates for the *Emory International Law Review* must take International Law. Candidates enrolled in these courses to satisfy journal requirements may not elect to take them pass/fail.

Students transferring to Emory at the end of their first year are eligible to compete for selection by means of a special writing competition organized for transfer students.

Interschool Competitions

Other students and student organizations may not use the Emory name in connection with a publication or interschool competition team without the consent of the Dean's office. The law school maintains an active interest in any function held on or off campus in which the name of Emory Law School is used.

Moot Court Society

The Moot Court Society consists of second- and third-year students interested in encouraging excellence in oral and written advocacy through interschool competitions. Activities of the society are administered by a student board of directors elected by the membership, which may promulgate guidelines governing membership.

The Moot Court Board, in conjunction with the Moot Court Adviser, will certify those candidates whose work meets the standard set forth by the society to be eligible to register for two hours of non-residence, pass/fail Moot Court credit in the spring semester. Students who successfully complete the fall program and compete in the spring tournament or serve on a "special team" may receive two hours of pass/fail, non-residence Moot Court credit in the spring semester. Students cannot receive partial credit for completing only one semester of this sequential fall-spring program. The top forty students who satisfactorily complete the year-long candidacy program will be certified as members of the Moot Court Society and may receive an additional two hours of pass/fail, non-residence Moot Court credit in the following spring semester.

Participants on the Thomas Tang and Frederick Douglass Moot Court teams will receive one hour of non-residence, pass/fail credit in the spring semester for their participation in those programs. The academic credit must be approved by the Moot Court Adviser. These students may receive an additional hour of pass/fail credit the following spring semester.

Mock Trial

The Mock Trial Society consists of second- and third-year students interested in encouraging excellence in oral advocacy through interschool competitions. Activities of the society are administered by a student board of directors elected by the membership, which may promulgate guidelines governing membership, and the Mock Trial Advisor.

The Mock Trial Adviser will certify those candidates whose work meets the standard set forth by the Mock Trial Society to be eligible to register for two hours of non-residence, pass/fail Mock Trial credit in the spring semester. Students who serve as a member or coach of a fall and spring interschool competition team may receive two hours of pass/fail, non-residence Mock Trial credit in the spring semester of their 2L and 3L years. Students cannot receive partial credit for completing only one semester of this sequential fall-spring program.

As Mock Trial participation by its very nature does not lend itself to production of substantial written work, Mock Trial credit cannot be used by students to satisfy the writing requirement.

Other students and student organizations may not use the Emory name in connection with an interschool mock trial competition team without the consent of the Dean's office.

Transactional Law Program Negotiation Team

Students selected to participate on the Transactional Law Program Negotiation Team receive one credit hour of pass/fail credit for the semester in which they participate. Eligibility for team membership and for receipt of credit are determined by the faculty advisor(s) for the team

Skills Programs

General

Emory has a wide range of skills offerings, including simulation courses, clinics, and externships. The skills program is under the overall supervision of a faculty committee. The externship program is monitored and supervised by the Director of Externships. The general eligibility of students to enroll in externships is determined by the Skills/Experiential Learning Committee. Some field placements are restricted to rising third-year students in accordance with the third-year practice rules of the Supreme Court of Georgia or of the U.S. District Court for the Northern District of Georgia. For those placements, students must be certified by the Dean as being in good standing, of good moral character, and as having completed at least two-thirds of their law school work. Individual programs may have other prerequisites.

Clinics

Turner Environmental Law Clinic

Barton Child Law, Public Policy, and Legislative Clinic

Barton Juvenile Defender Clinic

Barton Appeal for Youth Clinic

The Barton Child Law and Policy Center offers four in-house clinical experiences: the multidisciplinary Public Policy Clinic in the fall semester; the multidisciplinary Legislative Clinic, offered in the spring semester; the Juvenile Defender Clinic; and the Appeal for Youth Clinic.

Enrollment in the Juvenile Defender Clinic is restricted to rising third-year students eligible for certification under the third-year practice rules of the Supreme Court of Georgia.

International Humanitarian Law Clinic

Students enrolled in the International Humanitarian Law Clinic must work 150 hours for three hours of graded academic credit.

Volunteer Clinic for Veterans

Capital Defender Workshop

Credit for Clinical Programs Not Undertaken at Emory

Students wishing to receive credit for clinical experiences and programs taken other than through an Emory-sponsored program must petition the Skills/Experiential Learning Committee in writing. Credit is never granted for clinical experiences not sponsored by ABA-accredited law schools. The amount of Emory credit afforded is usually three hours for engagements comparable to the hours required in the Emory Law clinical program, regardless of the amount of credit afforded to the program by another school. Credit is never granted when the student received monetary compensation for the clinical experience. Conditions on the grant of credit are established by the Skills/Experiential Learning Committee and may be waived only by that committee.

Externships

Students enrolled in externships will ordinarily receive three hours of credit (including both academic and fieldwork components). For students who have completed their second year of law school study, select externship placements may be eligible for up to six credit hours (including both academic and fieldwork components), subject to the placement's demonstration that additional fieldwork will provide students with a distinct and significantly enhanced educational experience. The Director of Externships may also place additional restrictions on the eligibility of students for such an externship. Any graded credits authorized for externships shall be limited to the academic component.

Students who have completed their second year may petition to receive academic credit for a summer externship for three to six total credit hours, depending on the number of work hours proposed. To do so, students must first locate and apply to the placement and secure an offer of employment for the summer. Students may then submit a proposal to the Director of Externships to accept that placement as a for-credit externship. Placements will be approved based on the individual proposal and will not, in any case, be approved retroactively. As with school-year externships, students will be required to complete a concurrent academic component, which will make up part of the total credit hours for the externship. However, as an alternative to the standard one-credit externship academic component (which may be offered in tutorial format during the summer), students may instead opt to write a paper under the supervision of a faculty member on a topic closely related to their externship fieldwork. Depending on length, any such paper will be eligible for one or two hours of graded credit out of the total credit hours the student has elected. As part of the process for approving the externship, the topic of the proposed paper must be approved in writing by the supervising faculty member, the attorney supervisor at the placement, and the Director of Externships. To the extent the paper will also be used to satisfy the upper-level writing requirement, the topic must also be approved by the Associate Dean for Academic Affairs. Regardless of the academic component alternative chosen, externship students will be required to provide learning objectives for and written reflection on their externship experience.

Students ordinarily may enroll in no more than one externship, clinic, or practicum in any one semester. The Director of Externships will determine and publish the process by which students will be selected for and enrolled in each type of externship and will be responsible for evaluating the suitability of placements.

Emory will not grant credit to a student for participation in an externship or internship for which the student receives compensation. This does not preclude reimbursement of reasonable out-of-pocket expenses related to the externship.

The director will evaluate the scope of externship offerings that current staffing can support on an ongoing basis, in order to ensure adequate supervision and oversight of students and placements. Any expansion or adjustment of the Externship Program's offerings will be keyed to the capacity for such supervision.

Pro Bono Program

All students are encouraged to undertake pro bono work on behalf of indigents and under-represented groups in our society. Pro bono opportunities are posted on the public interest section

of the law school website. Pro bono hours are reported to the Assistant Dean for Public Service through timesheets posted on the website. Students who complete at least 25 hours of pro bono work during a year are recognized with a certificate of accomplishment and a special celebration event in the spring. Students who complete at least 75 hours of pro bono work over three years receive a medal to wear at graduation and special recognition in the graduation program.

To qualify as pro bono work, the work must be in the legal field, unpaid, and the student must not receive academic credit for it. However, students in public interest placements or in clinics may report overage hours (i.e., those hours above the minimum required for academic credit) as pro bono.

PART 4: PROFESSIONAL REQUIREMENTS

Graduation, Certification, Transcripts, and Diplomas

Students who have satisfied their degree requirements must submit an application for their degree by a deadline set by the University Registrar. Those students will then be certified for graduation to the University Registrar by the Registrar of the law school. Penalties are imposed for failure to meet the deadline, including a \$25 late application fee.

Attendance at graduation is mandatory. Any student who will be unavoidably absent at graduation must make a request in writing to the Registrar of the law school for permission to graduate in absentia. Graduating students do not receive their diploma at the graduation exercise. Diplomas are sent to students when grades are received and indicate a cumulative average adequate to graduate.

Students must request their official transcript through the University Registrar. The Registrar of the law school does not have the ability to print or send transcripts on behalf of a student. Graduating students who are applying for a state bar or who need an official transcript for employment purposes should request their official transcript once degrees have been awarded by the University Registrar.

Bar Examinations

Required Coursework

It is students' responsibility to ensure they have all the credits and required courses for each state in which they wish to sit for the bar exam and apply for licensure.

Students can find information online about bar admission in every state. In August, students entering their final year of study who plan to sit for the July bar exam the following year should check the relevant websites for information on obtaining an application package.

Character and Fitness

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

Institute Policies

Emory University Non-Discrimination Policy

The University is committed to a policy of non-discrimination on the basis of race, creed, color, religion, sex, national origin, disability, veteran's status, or sexual orientation. This policy is in effect with regard to all aspects of the law school program. University procedures for handling complaints of discrimination from students are provided to all incoming students upon matriculation.

Implementation of the University Affirmative Action Plan and policies is the responsibility of the office of the Assistant Vice President for Equal Opportunity Programs.

Disabled Students

Reasonable accommodations are made for disabled students to ensure equal access to law school programs. Accommodations are based on medical tests and the directions of the University's Office of Access and Disability Resources. Disability accommodations are coordinated through the Associate Dean for Academic Affairs or his/her designee.

Confidentiality of Student Records

Use and release of information in student records is governed by federal law (the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment) as interpreted by the University and its Office of General Counsel. Faculty members have access to individual student files in non-good standing matters. To review individual student files for good standing matters (e.g., letters of recommendation), faculty should have a signed student release.

Some students may choose to suppress release of such information as their date and status of enrollment, birthplace, institutions attended, degree(s) earned, and last known address and telephone number. To protect their confidentiality, requests for such information are referred to the Office of the University Registrar. A request to suppress release of information signifies that the University will not release that information to third parties without the written consent of the student, excluding if the law allows for disclosure exception. The request will remain in effect unless and until the student rescinds it.

Students may request to review their own files, but confidential materials therein, such as confidential letters of recommendation, will be removed before release of the file.

Use of Library Facilities

Law students duly enrolled have access to MacMillan Law Library and all other University libraries subject to any limitations set forth in the rules and regulations promulgated by those libraries. All users are subject to the rules for use of the law library promulgated periodically by the Law Librarian. Students may be subject to proceedings under the Professional Conduct Code for violation of library rules.

PART 5: PROFESSIONAL CONDUCT CODE

Emory University School of Law Professional Conduct Code

Preamble

The Emory University School of Law Professional Conduct Code has two important elements at its core. First, it is not confined to misbehavior or dishonesty, but instead begins by emphasizing the positive: specifically, the basic values shared by the entire law school community. This feature is reflected in the Code's title—it is a “conduct” rather than “misconduct” or “honor” Code. Second, because of its ambitious scope, this Code requires Emory students to think beyond the boundaries of the law school, to understand themselves as part of a larger professional context. This too is acknowledged in the title: the Code is addressed to “professionals” rather than “students.”

Because these unusual features are not cosmetic, the background for this Code, as well as its purpose and direction, deserve further elaboration.

The Conduct Code reflects the law school's strong commitment to a set of sustaining, shared values that bind all its elements—students, faculty, and staff—into a true community rather than merely an accidental collection of individuals. These values are also not accidental—they are drawn from the best traditions of the practice of law.

They permit us, like the membership of the legal profession generally, to remain connected and directed despite inevitable disagreement among ourselves on controversial social and legal policies. Indeed, our values cause us to welcome diversity of all kinds among us, enabling us to use it to our mutual advantage. Correspondingly, these values enable us to identify forms of behavior and interaction we will not tolerate because they are inconsistent with the mission we have all jointly set for the institution and ourselves.

The Values Underlying Emory's Legal Education

The following four values characterize and animate Emory Law:

Excellence. This quality is listed first for a reason: without a fundamental and consistent commitment to it, all other aspects of the institution unravel. In the context of a professional education, information alone is never an end in itself. What we seek is the wisdom and judgment to use information to its fullest, most appropriate potential. This means that the key, unavoidable test to be applied to any decision made by any member of our community is whether it moves that person—and us as a whole—in the direction of distinction rather than the merely adequate.

This value is therefore an attitude, not a result. For practicing lawyers, excellence does not mean “success” in some narrow marketplace sense of wealth; instead, it means dedication to one's professional craft. Similarly, for law professors, an ethic of excellence translates to a determination to contribute to the social institution of law by enhancing the many ways it can be analyzed, understood, and improved. Professors seek to make their classes interesting and challenging places to be, particularly as they attempt to link the perspective of their research to the subjects being

discussed and to draw students into generating those ambitious perspectives themselves. Excellence means that the Emory Law faculty's standards for itself and its students must be high.

For law students, a personal ethic of excellence will not be a function of grades, although academic success often follows from adopting this value seriously. Instead, it is again a matter of attitude—the sense of one's seriousness and dedication to this educational enterprise as a whole. That enterprise always has two parts: law school is, of course, "school," which means that digesting vast quantities of information is inevitable; but it is also "law," making the value of excellence connected to something larger, more profound, and more demanding than just the data involved. A commitment to legal excellence, then, necessarily leads to additional fundamental principles.

Integrity. For everyone in our professional context—practicing lawyers, professors, staff, and students—an ethic of integrity is essential as well. This value means much more, however, than simply honesty. It is the consistent personal application of an inner ethic of excellence.

For practitioners, integrity means remaining faithful to the bedrock elements of the rule of law on which the legitimacy of their work depends. This can be summarized, in large part, by the idea that at some point a lawyer's responsibility is not to do what a client demands, but instead to say "no" because the system of law itself—and the lawyer's place within it—will be compromised unacceptably by any lesser response. It is an uncomfortable thing to have to do.

Similarly, for law professors, integrity means remaining faithful to the academic standards and scholarly perspectives on which the legitimacy of legal education depends, even when doing so becomes personally uncomfortable. Teaching, for example, must first be rigorous and thorough before it can appropriately be personable and relaxed. Although integrity requires a scholar to emphasize substance before popularity, these two qualities should, and often do, travel together. The best learning environments are welcoming and engaging.

For law students, integrity requires a special insight: law school is not simply an extension of undergraduate school, where students are so often encouraged to view themselves as mere consumers of education. Quite the contrary, law school demands that its students recognize that they are in different circumstances. As "professionals" rather than just "students," they must acknowledge, sometimes uncomfortably, their own individual responsibility for important elements of their education. When the study of law becomes less than convenient, inspiring, and satisfying, students in a professional context cannot legitimately attribute these difficulties simply to the school or its instructors. Cynicism and integrity are incompatible. Rather than being victims of their surroundings, Emory Law students are expected to be full-fledged participants in their professional development.

Respect. In the context of a professional education, the ethic of respect also has a more focused meaning than its conventional moral form. While all members of the law school community should treat each other with personal respect, professional respect is dependent on a person's commitment to the values of excellence and integrity on which the institution's heritage depends. Interpersonal respect at Emory, in other words, is derived from factors such as the value each of us attributes to the law itself as a social institution, the esteem in which we hold the practice of law as a profession, and the recognition we give to those among us who exhibit the highest standards for themselves

as teachers or students. As a consequence, ridicule of those who take their involvement in this educational community seriously has no place at Emory. By the same token, criticism of those who lack a commitment to excellence and integrity is entirely appropriate. Law students at Emory are entitled, then, to demand the professional and educational best from the faculty and their fellow students, just as faculty are entitled to demand the same from fellow faculty and students. And when these demands are met, as we believe they overwhelmingly are at Emory, respect becomes a natural and integral part of the environment.

Service. The legal system exists not for its own sake, but to regulate and facilitate social interaction. Lawyers operate within a service industry vital to the country's entire population, providing expert assistance in sometimes difficult and controversial circumstances. Lawyers consequently have a special responsibility to see that legal assistance is as widely available in society as it can be. The Emory Law community has long been characterized as emphasizing this ethic of professional service as a regular and expected part of legal education. We encourage faculty and students alike to participate in various activities that stretch the impact of our educational efforts well beyond Gambrell Hall, and in particular to segments of our society that have historically been underserved by the legal profession.

Values and Misconduct

These values in turn provide the necessary perspective for the remainder of this Code, which identifies conduct the Emory Law community considers unacceptable and the procedures for responding to it. For example, it is certainly clear why the Code prohibits dishonesty in all its varied forms—lying, cheating, stealing, plagiarizing, taking unfair advantage, and so on. These actions are all fundamentally at odds with the values of excellence and integrity, and they manifest contempt for our community rather than the respect it deserves. In addition, tolerance of dishonesty becomes unacceptable, requiring those who take our values seriously to consider the painful personal responsibility of reporting those who do not. Even comportment, in and out of the classroom, becomes important as it reflects the degree to which we acknowledge the law school's values both personally and practically.

Unacceptable conduct by students is subject to prosecution before the Professional Conduct Court ("Conduct Court") as described in this Code.

Jurisdiction

All students registered at Emory University School of Law are subject to this Code. Students include full-time and part-time students, students in degree courses in any division of the University, and special students such as visiting and transient students.

Notice

All students shall receive a copy of the Code upon matriculation.

Pledge

As a condition of registration, each student must file with the Office of the Law School Registrar a copy of the following pledge signed by the student:

I, _____, as a student entering Emory University School of Law, understand that I am joining an academic community and embarking on a professional career. The law school community and the legal profession share important values that are expressed in the Emory University School of Law Professional Conduct Code. I have read the Code, I accept its terms and procedures as a condition of registration, and I will conduct my academic, professional, and personal life to honor those shared values.

If a student is mistakenly permitted to register without having a written pledge on file, this fact will not permit that student to contend that her or she is not subject to this Code.

Offenses

The following are acts of misconduct that will subject a student to prosecution under this Code.

Academic Misconduct

Intentionally obtaining or giving information about the content of an examination, knowing that the release of that information has not been authorized, or otherwise intentionally giving or obtaining unauthorized assistance on any academic assignment or examination.

Failing to report to the Assistant Dean for Academic Engagement and Student Success unintentional receipt of information about the content of an examination, knowing that the release of that information has not been authorized.

Plagiarizing or plagiarism, which means using, intentionally or not, a written document or electronic record reflecting the ideas or words of another as one's own without proper attribution to the source of those ideas or words.

Intentionally using, giving, or obtaining unauthorized assistance on any academic assignment or examination.

Intentionally misshelving, hiding, or damaging library property or intentionally removing library property without authorization.

Intentionally misappropriating another student's books, notes, outlines, papers, or study materials without permission.

Intentionally giving false or misleading information to any member of the law school community or a committee thereof for the purpose of gaining academic advantage or influencing a decision on an academic matter.

Intentionally violating the law school's administrative policies or those of any of its programs including but not limited to Moot Court, the law journals, the law library, the field placement program, the first-year legal writing program, the Kessler-Eidson Program for Trial Techniques, and the Center for Professional Development and Career Strategy with the intent of gaining unfair advantage or evading previously assumed obligations.

Unlawful Conduct

Intentionally violating University rules and regulations applicable to law students; see policies.emory.edu.

Deception in University matters including, but not limited to, knowingly furnishing false information to the University or to third parties regarding academic performance at the University or at any academic institution previously attended; counterfeiting, forging, or altering any University document, record, registration, or identification; knowingly furnishing false or misleading information to the University or its agents for the purpose of gaining financial assistance or avoiding payment of financial obligations; or falsely holding oneself out to be an employee of the University or an officer of a student organization.

Abusing the person or property of another, including conduct occurring on University property that threatens the personal safety or the property or the physical or mental health of a member of the University community; or stealing or misappropriating another person's property while that person is on University property.

Conviction for breach of the law of the United States or any state.

Unethical Conduct

In the context of any field placement or any employment situation in which local legal rules would apply if the student were a member of the local Bar, engaging in conduct that would be sanctionable under those local rules.

Intentionally breaching the confidentiality of proceedings under this Code.

Giving false information or testimony to the Conduct Court.

Failing to report to the Associate Dean for Academic Affairs or his/her designee conduct that would subject a student to prosecution under this Code.

Acting in a manner not otherwise directly covered in this section that shows an intentional disregard for the ethical standards of the legal profession or the fundamental values of the Emory Law community.

Summary Sanction for Minor Offenses

Offenses that do not rise to the level of professional misconduct but which nevertheless merit sanction may be summarily sanctioned by the faculty member or senior staff person who discovers the misconduct. Examples of this kind of misconduct include violation of course rules that do not involve academic dishonesty and violation of rules relating to decorum in the law school or law library.

The faculty member or senior staff person sanctioning the conduct will provide in writing to the Associate Dean for Academic Affairs or his/her designee the name of the student, the offense sanctioned, and the sanction imposed. Summary sanctions will not become a part of the student's academic file. They may be considered by the Conduct Court only in determining the appropriate

sanction should the student be convicted of a subsequent violation of this Code. Information about summary sanctions is not subject to the confidentiality requirements for proceedings under this Code.

Any student who is dissatisfied with the imposition of a summary sanction may appeal by contacting the Assistant Dean and requesting that the sanction be vacated and that prosecution under this Code be undertaken.

Negotiated Resolution

Any prosecution may be resolved through a negotiated resolution. Resolution discussions may be initiated by the accused student, the complaining party, or the Associate Dean for Academic Affairs or his/her designee at any time prior to the meeting of the Conduct Court to hear the charge. Negotiations for the resolution of a dispute must be undertaken promptly and shall not be allowed to cause a substantial delay in the proceedings of the Court. If the negotiating parties fail to reach agreement within a reasonable period of time, prosecution of the offense shall proceed as described in this Code.

The parties to a negotiated resolution shall include the accused, the prosecutor, and the complaining party. Resolution discussions may take place only with the unanimous consent of all the negotiating parties. If parties consent to the negotiations, the prosecutor shall inform the Associate Dean for Academic Affairs or his/her designee of who will convene the negotiation session. If the complaining party is not a member of the faculty or senior staff, the Associate Dean shall recruit a member of the faculty to participate as a negotiating party.

Any sanction permitted under this Code may be imposed by agreement. All resolution agreements must include a short statement of the circumstances of the negotiated resolution. All parties must read and approve the statement before the resolution can be considered final. Any negotiated resolution must be approved by the Dean.

The statement will be maintained in the files of the Dean and will be kept confidential, except that it must be disclosed to negotiating parties in any future resolution negotiations relating to the same accused student or in any prosecution of the same accused student for a further offense under this Code. The Dean shall notify the law school community generally of the fact of a negotiated resolution without revealing identifying information about the accused.

The Professional Conduct Court

Offenses other than those which fall under Emory University Policy 1.3 will be prosecuted before the Professional Conduct Court. The Conduct Court will have five members.

Two members of the Court will be law school faculty members appointed by the Dean. Appointments will be made no later than April of each year to run for 12 months. One faculty member shall be designated by the Dean as Chief Justice of the Court.

Two members of the Court will be law students elected from the student body. Elections will be held no later than April of each year with the term of office to be 12 months.

One member of the Court will be a member of the Emory Law Advisory Board. This member will be appointed by the Chief Justice of the Court on a case-by-case basis. The Advisory Board member appointed must be a law school graduate and must not be an employee of Emory University.

Investigation

The Associate Dean for Academic Affairs or his/her designee shall investigate complaints under this Code. If the Assistant Dean is personally a party or otherwise unavailable to serve in a particular case, the Dean shall appoint a substitute from the faculty of the law school to investigate the case.

When a complaint of misconduct is made to the Assistant Dean, he or she will investigate the complaint as expeditiously as possible, and if he or she finds reasonable cause to believe that an offense has been committed, he or she will formally notify the accused of the charge and refer the charge to the prosecutor, unless the misconduct falls under Emory University Policy 1.3. If it falls under Policy 1.3, the process described therein will be followed. The accused will be notified of the charge in writing by delivery of a sealed envelope in person or to his or her student mail file. A notice will be sent to the student by e-mail to check his or her mail file.

Prosecution

The student body shall elect a rising third-year student for the purpose of serving as prosecutor under the Code. Elections will be held not later than April of each year with the term of office to be 12 months.

The student body shall also elect a rising second-year student as deputy prosecutor for the purpose of assisting the prosecutor as requested on a case-by-case basis and serving as prosecutor in the event that the prosecutor is a party or otherwise unavailable to serve in a particular case. The deputy prosecutor shall be elected for a term of office of 12 months to run concurrently with the term of the prosecutor.

The deputy prosecutor will be encouraged, but is not required, to run for election as prosecutor as a third-year student.

If for any reason both the prosecutor and deputy prosecutor are unable to serve in a particular case, the responsibilities of prosecution in that case will fall to the president of the Student Bar Association or designee.

Concurrently with the election of the prosecutor, the student body shall elect a rising third-year student to serve as defense counsel in prosecutions under this Code. This student will be available to serve as defense counsel for any student accused of an offense under this Code if the student so requests.

Confidentiality

All proceedings, except summary sanctions, up to the final resolution of the charge shall be kept confidential by all participants unless the accused chooses to waive confidentiality, in which case all parties are relieved of the responsibility of confidentiality. The accused shall not be presumed

to have waived confidentiality by speaking to potential witnesses or student defense counsel about the allegation while preparing his or her defense. Confidentiality requirements also do not prevent an accused student from discussing his or her situation with parents or guardians. Any breach of confidentiality shall be brought to the attention of the Court.

Information on summary sanctions may be shared amongst faculty and senior staff but not with students.

Procedure

The prosecutor will ask the Chief Justice to convene the Court to hear the charge. The Chief Justice will convene the Court as promptly as possible. The Court must convene during the academic term in which the offense occurred or was discovered; however, if the offense occurs or is discovered any time within 14 days of the beginning of or during the examination period, the hearing may be deferred until the beginning of the next semester.

If the accused is a student in his or her final semester, his or her diploma will be withheld pending resolution of the charge.

If a member of the Court is a party to the case, or otherwise unavailable to serve, the Dean or the president of the Student Bar Association, as appropriate, will appoint a substitute to hear the case.

The Hearing

The accused may admit the charge. If the accused does so, the prosecutor will inform the Court of this admission and may make recommendations as to an appropriate sanction. The Court will then proceed to consider sanctions.

If there is no admission, the prosecutor will prosecute the charge before the Court.

All members of the Court must be present to constitute a quorum.

The accused may represent him or herself or may ask another member of the law school student body or the elected defense counsel to act as representation at the hearing. All cases brought before the Court will be prosecuted and defended by members of the student body.

The prosecutor and the accused may present any relevant information, including witness testimony.

Hearings shall be closed.

The Court shall have the authority to maintain an orderly and efficient hearing.

The burden of proof for conviction shall be by clear and convincing evidence.

Conviction must be by vote of at least four of the five members of the Court.

The Chief Justice shall inform the accused orally of the Court's decision immediately after a decision is reached.

If the accused is acquitted, the Chief Justice will notify the Dean of the acquittal as soon as possible. The Dean will make known the final resolution of the case to the law school community. The accused shall have the option of having the Dean publish his or her name along with the fact of the acquittal.

If the accused is convicted, the Court shall then consider sanctions. A vote of at least four of five members of the Court is required to adopt a sanction or sanctions; a vote to expel a student must be unanimous.

Sanctions

One or more of the following sanctions may be imposed:

An oral reprimand to be administered by the Dean.

A written reprimand placed in the student's permanent file and reported to any Bar to which the student seeks admission.

Suspension for not less than one semester nor more than four semesters, with a written reprimand in the student's permanent file to be reported to any Bar to which the student seeks admission.

Delay in graduation for a specified period of time after normal completion of degree requirements with a written reprimand in the student's permanent file to be reported to any Bar to which the student seeks admission.

Expulsion with a written reprimand in the student's permanent file to be reported to any Bar to which the student seeks admission.

Other sanctions may be imposed in the appropriate case, such as termination from the staff of a law journal or a failing grade ("F"). If a student is convicted of cheating or plagiarism, a grade of "F" in the course is presumed to be the appropriate sanction in addition to any other sanctions.

Post-Conviction

The Chief Justice will communicate the Court's decision and sanctions to the accused orally immediately after the decision is reached. The Chief Justice will also notify the Dean of the Court's decision and sanction(s) in writing as soon as possible after the hearing. He or she will forward to the Dean the verdict, the findings of fact, and any documentary evidence, notes, or tape recordings of the proceedings. Copies shall be provided to the accused.

The Chief Justice will also inform the accused that he or she has 10 calendar days from the date of the hearing in which to appeal the conviction and/or the sanction(s) to the Dean. If the Dean is unavailable to hear the appeal, the appeal will be to the Associate Dean of Academic Affairs.

Appeals must be in writing. If the Dean does not receive a written appeal within 10 calendar days after the hearing, the conviction will stand and the sanction(s) of the Court will be imposed. This will be the final resolution of the case. If the accused does appeal, the Dean shall have a further 15 calendar days after receipt of the written appeal to consider the appeal. The Dean may grant the appeal and overturn the conviction, or confirm the conviction and impose the sanction(s), or confirm the conviction and impose a lesser sanction. The Dean's decision on the appeal will be communicated to the Chief Justice and to the accused student in writing. The Dean's decision shall be final and not subject to further appeal.

The Dean will then notify the law school community generally of the final resolution of the charge. If the accused student is convicted of a charge for which a period of suspension or expulsion or a delay of graduation is imposed, the notice to the community will include the name of the convicted student.

The functions of the Dean under this subsection may be fulfilled by a designee.

Amendments

This Code may be amended by majority vote of the law school faculty. Amendments will be proposed by a committee composed of faculty and students.

Effective Date

This Code supersedes the Student Honor Code adopted in August 1984. It has an effective date of March 1, 2000.

Date of publication:
March 2000

Minor clarifications, appendices revised:
June 2001/June 2005
June 2006/2009

**PART 6: AMENDMENTS, APPENDICES, AND
EFFECTIVE DATES**

Amendments

This Student Handbook may be amended by majority vote of the law school faculty. New versions and amendments will be effective dated and posted to the Emory Law website.

Appendices

Appendices and minor clarifications may be added to this Student Handbook to supplement, support, and clarify its established policies, procedures, and contents.

Effective Date

This Student Handbook supersedes all prior versions of the Emory University School of Law Handbook. This Handbook has an effective date of:

May 7, 2018