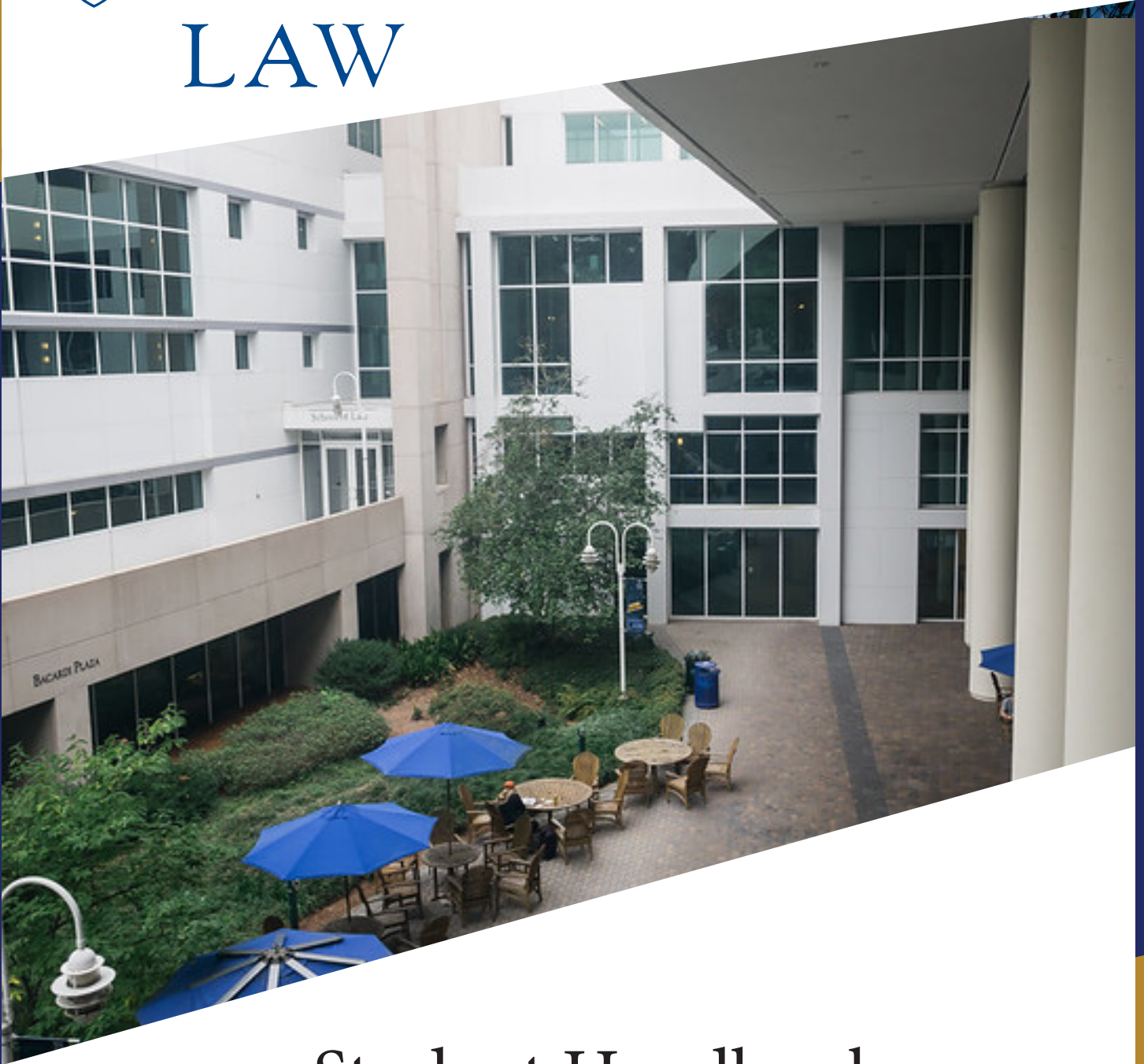




EMORY  

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# Student Handbook

2020-2021

**Emory University School of Law**

**Student Handbook**

**2020 – 2021\***

\* Due to the COVID-19 pandemic, some policies and procedures may be applied differently during the Fall '20 and/or Spring '21 semesters. Such changes will be posted on the law school website and communicated via email to students as promptly as possible.

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# INTRODUCTION

The Emory Law Student Handbook is a reference guide for law students and the law school community regarding the academic and administrative policies, rules, and requirements of Emory University School of Law. These policies and procedures are intended to ensure student success and to help students achieve the high academic and professional standards expected of those entering into the legal profession. Part of being an excellent lawyer involves understanding and abiding by relevant rules and procedures.

## Disclaimer

This student handbook is subject to amendment and change by the law school without prior notice. Any amendment that goes into effect during the 2020-21 academic year will be posted on the Emory Law website in the [student handbook section](#). It is the responsibility of each student enrolled in the law school to understand and comply with all regulations and policies within this student handbook, including any posted amendments and the Emory University School of Law Professional Conduct Code (Part V of this handbook).

The provisions of this student handbook do not constitute a contract, express or implied, between any applicant or student and Emory University School of Law or Emory University.

## Equal Opportunity/Affirmative Action Policy

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Office of Equity and Inclusion, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

## Accessibility

Reasonable accommodations are made for students with documented disabilities to ensure equal access to law school programs. Accommodations are based on medical documentation and the directions of the University's Department of Accessibility Services (DAS). Disability accommodations are coordinated through the Associate Dean for Academic Programs & Students, or their 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 [FERPA], 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 the Hugh F. 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.

## **SACSCOC Accreditation**

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404.679.4500, or visit the web at <http://www.sacscoc.org> for questions about the accreditation of Emory.

## **American Bar Association Character and Fitness Standard Statement**

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every US 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.

Emory University is a tobacco-free campus.

## **PART 1: DEGREE REQUIREMENTS**

# **Juris Doctor (J.D.) Program**

## **General Requirements**

### *Academic Standing*

Academic standing is determined on the basis of work done at Emory Law alone. To remain in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework completed at the conclusion of the second term (i.e. the term after which the student has completed at least 25 semester hours). Thereafter, at the conclusion of each term, students must maintain 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, or graduate from, the J.D. program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status, and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her 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 their designee. A student may not take more than 8 hours for credit or transfer credit during the summer term. Audited courses are counted in determining the maximum allowable course credit load but do not count toward credits for purposes of the residency requirement.

### *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 spring semester 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 elective courses will be graded against all 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, in accordance with ABA Standard 303. Experiential courses include simulation courses, practicum courses, law clinics, externships, and the Trial Techniques program. A full listing of eligible courses may be found on the law school website [here](#). Only courses specifically approved as experiential under ABA Standard 303 and listed on the law school website may be used to satisfy this degree requirement.

- **Evidence**

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

- **Kessler-Eidson Trial Techniques Program**

Trial Techniques is a two-hour required course normally taken during the 2L year. The course meets on five Friday afternoons during the spring semester and eight full days following the examination period in the spring. Students earn two hours of pass/fail credit for this program. Attendance at all sessions is mandatory; attendance is 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 must take the program when next regularly offered in order to satisfy the graduation requirement.

- **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 at least 30 pages in length, exclusive of endnotes (i.e. 30 pages of text). A minimum grade of “C” is necessary to satisfy the writing requirement. This requirement may be fulfilled through a seminar, directed research, or by writing a journal comment as a board candidate.

A more detailed description of the requirements and guidelines for the Upper-Level Writing Requirement may be found in **Appendix A**.

## **Three-Year J.D. Students**

### ***Admission Requirements***

Relevant application deadlines are located on [www.lsac.org](http://www.lsac.org) under the Emory Law application. An application must be accompanied by a non-refundable fee or fee waiver code.

The following items are required to complete the application, unless waived by the appropriate administrator:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC), which includes official transcripts and two letters of recommendation
- LSAT Score including the writing assessment
- Application form and fee
- CV/resume or statement of activities
- Personal statement
- TOEFL or academic 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 or an official IELTS score report with their application. 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.

The Office of Admission may determine that an interview is warranted. In such cases, Emory Law will contact the applicant to schedule the interview.

It is the applicant's responsibility to ensure that the file is complete by the deadline.

### **Early Decision J.D. Program**

Applicants to Emory Law may choose to apply through the Early Decision Program. The deadline for Early Decision applications is indicated on the admission website. 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 as indicated in the admission notification.

This is a binding-decision program. An Early Decision applicant must enroll at 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 admission season as part of the regular decision process.

### **Woodruff Fellows**

A limited number of Woodruff Fellowships in Law are awarded each year to 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](http://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 American Bar Association (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 ABA and Association of American Law Schools (AALS) standards, completion of a course of study of at least six semesters is required. To be considered “in residence” during a fall or spring semester, a student must be enrolled in and complete at least 12 semester hours of credit.

If appropriate, students with special needs may be permitted to enroll for fewer than 12 semester hours and/or to graduate in more than six semesters, at the discretion of the Associate Dean for Academic Programs & Students. However, 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 Programs & Students may take a minimum of three, and a maximum of eight, semester hours in each of two summer sessions at an ABA-accredited law school. For each eight-credit summer session, a student may 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 Associate Dean of Enrollment Management and Student Services administers the selection and coordination of students for study abroad. Students may study abroad only in the first semester of their third year.

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

Study abroad credits are recorded on a student's transcript with a pass/fail grade. These credits count towards the pass/fail credit-limit for purposes of Order of Coif academic honors and maximum pass/fail limits.

### *Emory Students Transient Elsewhere*

In extraordinary circumstances, a three-year J.D. student may be permitted to spend up to 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 Programs & Students or their designee and should describe a compelling reason for the request. Compelling reasons typically include such situations as family illness or existing marriage to a spouse located in another city. Other reasons will be evaluated by the Associate Dean for Academic Programs & Students or their 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 Law. Transient student status is not permitted 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 Law 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 Programs & Students or their 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 as a transient student on a pass/fail basis. Such courses 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**

### ***Admission 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, on a space-available basis.

Applicants should submit all application materials through the Law School Admission Council (LSAC) website by the application deadline listed on the LSAC website.

The following items are required to complete the application unless waived by the appropriate administrator:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC), which includes official transcripts and two letters of recommendation;
- Application form and fee
- CV/resume or statement of activities
- Personal statement
- Interview
- TOEFL or academic 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 or an official IELTS score report with their application. 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.J.D. students must complete four semesters in residence at Emory Law. To be considered "in residence" for this purpose, a student must be enrolled in and complete at least 12 semester hours of credit.

Where appropriate, students with special needs may be permitted to enroll in fewer than 12 semester hours and/or to graduate in more than four semesters, at the discretion of the Associate Dean for Academic Programs & Students.

**Please note that for financial aid and other purposes, such as certain student visa requirements, *full-time* students are those enrolled in *at least 12 semester hours*.**

Under no circumstances may a student on academic probation take fewer than 12 hours during a probationary semester.

### Summer School Attendance

A.J.D. students may not take non-Emory Law summer courses for program credit.

### Study Abroad & Exchange Opportunities

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

### Emory Students Transient Elsewhere

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

## **Transfer Students**

### Admission Requirements

Space available for transfers varies from year to year, depending upon a variety of factors. A student in good standing at another accredited law school (ABA-AALS) may be eligible to begin studies at Emory Law as a transfer student after the first year (28 credits).

Emory Law will begin reviewing applicants after one semester of law school grades and rank. The Office of Admission and Financial Aid may defer a final 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 that the class rank is consistent with the application's self-disclosure. Deadlines are listed on the LSAC application.

The following items are required to complete the application, unless waived by the appropriate administrator:

- 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
- TOEFL or academic 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 or an official IELTS score report with their application. 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.

If the Office of Admission and Financial Aid determines that an interview is necessary, the office will contact the applicant.

### Degree Credit Hours

To receive the J.D. degree, transfer students must complete a minimum of 60 credit 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

Transfer students must complete four semesters in residence at Emory Law. To be considered “in residence” for this purpose, a student must be enrolled in and complete at least 12 semester hours of credit.

Where appropriate, students with special needs may be permitted to enroll in fewer than 12 semester hours and/or to graduate in more than four semesters, at the discretion of the Associate Dean for Academic Programs & Students. However, under no circumstances may a student on academic probation take fewer than 12 hours during a probationary semester.

**Please note that for financial aid and certain other purposes, such as student visa requirements, *full-time* students are those enrolled in *at least 12 semester hours*.**

### Summer School Attendance

Transfer students may not take non-Emory law summer courses for program credit.

### Study Abroad & Exchange Opportunities

Transfer students are not eligible for study abroad.

### Emory Students Transient Elsewhere

Transfer 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 will be assessed to ensure that the coverage was roughly equivalent to the coverage in the Emory course. The Associate Dean for Academic Programs & Students is responsible for evaluating transfer student records to ensure that course requirements have been met. In cases of significant disparity, Emory Law may require that the transfer student retake the course entirely or take part of the course to ensure that the course requirement is properly fulfilled. Such decisions are at the sole discretion of the Associate Dean for Academic Programs & Students and may not be appealed.

In order to receive credit at Emory Law for a course taken at the prior institution, the student must have 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 be granted only by the Associate Dean for Academic Programs & Students 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

## Admission Requirements

To be considered for admission to Emory Law's LL.M. program, candidates must have received a first degree in law, or be eligible for license 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 application deadline listed on the LSAC application.

The following items are required to complete the application, unless waived by the appropriate administrator:

- Credential Assembly Service (CAS) report from the Law School Admission Council (LSAC), which includes official transcripts (translated, if not in English), and two letters of recommendation
- Application form and fee
- CV/resume
- Personal statement
- Interview by invitation
- TOEFL or academic 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 or an official IELTS score report with their application. 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 determined on the basis of work done at Emory Law alone. To be in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the LL.M. program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status, and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her 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.

### **Required Courses – Foreign-Trained Attorneys**

- 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

### **Required Courses – Graduates from ABA-Accredited J.D. Programs**

- 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

## **Juris Master (J.M.) Program**

### **Admission Requirements**

To be considered for admission into Emory Law's J.M. program, candidates must have received 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 or fee waiver. The application deadlines may be found on the Emory Law website.

The following items are required to complete the application, unless waived by the appropriate administrator:

- 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 or an official IELTS score report with their application. 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.

### *Students-in-Special-Standing*

Students-in-special-standing may take up to six credit hours of law school courses to count towards the J.M. degree requirements. Students must complete any course taken as a student-in-special-standing within two years of their initial matriculation into the J.M. program, in order to apply those credits toward their J.M. degree. 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 any course 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 be in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the J.M. program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status, and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student’s obligation to petition for continuation and probationary status and to monitor his or her 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***

JM Students must be in residency for a minimum of two semesters. Students taking primarily residential courses may complete the program in two full-time semesters. Students taking courses online or part time typically take five semesters to complete the program. Students must complete the program within four years of their initial admittance. Students who fail to complete the program within four years will be discontinued though they may apply for readmission.

### ***Required Courses***

- Introduction to the American Legal System (three credits, graded)
- Analysis, Research, and Communications for Non-Lawyers (three credits, graded, offered online only)
- *One of the following* foundational courses:
  - Contracts
  - Torts
  - Legislation & Regulation
  - Criminal Law
  - Civil Procedure
  - Constitutional Law
  - Property

In addition, all JM students must attend two non-credit bearing program Residencies:

- Kick-Off Residency, taken in the first year of matriculation

- Capstone Residency, taken within 12 credits of graduation

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

### **Admission 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 research proposal detailing the importance of the research, methods, and identifying at least two Emory Law faculty with whom they wish to work. Students who have a law degree from a common law country, and/or a graduate degree in law or related field may have the LL.M. degree requirement waived.

The law school admits a small group of candidates to the S.J.D. class each year through a highly competitive admission 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 in his or her intended field.

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

The following items are required to complete all application materials through the LSAC website. No materials submitted directly to Emory Law will be accepted. Applications must include:

- Application form and fee
- CV/resume
- Personal statement
- Research proposal
- Official transcripts, including both J.D./formal equivalent and LL.M. degree transcripts
- Three letters of recommendation. One letter may be from a supporting Emory Law faculty member, as appropriate.
- 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 grade point average of at least 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 grade point 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, or graduate from, the S.J.D. program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status, and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her own probation and eligibility to continue in the program.

### Academic Course Load

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. In the first year, students must take at least one course in legal or jurisprudential theory, chosen in consultation with their advisor. This course must be taken for a grade.

After the first year, students are expected to earn 12 credits per semester in directed research and writing. After the first year, students may choose courses from among those generally offered at the law school as approved by their supervising faculty member as part of the approved course of study for each S.J.D. candidate. Students may take courses for a grade, or audit courses, at any time during their program. Audited courses will not be counted toward the candidate's total semester credit load.

### Graduation Credits

**Over the course of the program, a student must accumulate a total of 108 credits to graduate.** Presumptively, students will enroll in 15 credits in the first two semesters, and 12 credits for each subsequent semester. Also in the third semester, or as approved by the committee, students will register for the three-credit Prospectus Defense course. The presumption is that the Prospectus Defense will take place prior to the conclusion of the second year. In addition, in the student's final semester the student will register for the three-credit Dissertation Defense. In special circumstances, this timeline may be accelerated by approval of the student's dissertation supervisor, the Graduate Programs Committee, and with approval of the Dean. Regardless of the pace of accumulating credits, students must earn a minimum of 108 credits to graduate from the program.

### **Typical SJD Schedule**

	First Semester	Second Semester
First year	15 credits	15 credits
Second year	12 credits + <b>3 credits Prospectus Defense</b>	12 credits
Third year	12 credits	12 credits
Fourth year	12 credits	12 credits + <b>3 credits: Dissertation Defense</b>

**Total: 108 credits**



## Residency

Students in the S.J.D. program must be physically in residence and conduct their work from Emory Law's Atlanta campus during the first two semesters of the program. After the first two semesters in residency, students must be enrolled in the program, but may complete their research and writing from another location if remote work is approved by the student's faculty supervisor and the Executive Director of Graduate Programs. Students are strongly encouraged to stay in residence in Atlanta for at least their third and fourth semesters.

## Dissertation Requirements

*Prospectus Defense.* Upon successful completion of the first two semesters and performance in courses at a level substantially above the quality expected of J.D. candidates, the Graduate Studies Committee 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. In the third semester of enrollment, the student will present a research prospectus to his or her doctoral committee, and complete a successful oral defense of the prospectus before the doctoral committee. Students may petition to accelerate the prospectus defense to the first year, or delay it to the fourth semester. Petitions to accelerate or delay the prospectus defense will be granted or denied by the Executive Director of Graduate Programs, on recommendation of the student's supervisor and committee.

Upon successful completion of the oral defense and acceptance of the prospectus by a student's doctoral committee, the Graduate Studies Committee shall allow the students to proceed in the program. If a student fails to successfully complete the oral defense, and/or the student's doctoral committee does not accept the Prospectus, the student will be discontinued from the program. Students who fail may appeal that decision to the Executive Director of Graduate Programs who, in consultation with the Dean, will give a final decision on any appeal. Any student dismissed from the program may not reapply.

*Dissertation Completion Process.* After a student has completed and passed the prospectus defense, the student may continue research and writing under the supervision of his or her committee, subject to the residency and enrollment requirements outlined above. In their seventh semester, students must declare their intent to schedule their oral defense examination of their dissertation. The oral defense and submission of a final dissertation will take place during the student's eighth semester, unless for exceptional circumstances an extension is granted by the Graduate Studies Committee.

After the oral defense, and examination of the dissertation, the student's committee may rule as follows: *Full pass*; *Pass with minor revisions required*; *Pass with major revisions required*; *Fail*. The decision of the committee to grant a pass, or a pass requiring any sort of revision, is not appealable. The decision to fail a candidate in his or her dissertation will result in immediate dismissal from the SJD program. The decision of the committee to fail a candidate may be appealed to the Executive Director of Graduate Programs who, in consultation with the Dean, will give a final decision on any appeal. Any student dismissed from the program may not reapply.

In his or her final semester, 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. To graduate, the student must submit a final copy of his or her dissertation, along with his or her committee's final approval, as directed by the Executive Director of Graduate Programs.

*Final Graduation.* To graduate, a student must meet all final dissertation deadlines:

	Spring Graduation	Fall Graduation
Declare intent to schedule oral defense next semester	December 1	May 1
Notice of intent to defend and graduate	February 1	September 1
Oral defense and committee action ( <i>pass, pass with minor revisions, pass with major revisions, fail</i> )	By March 1	By September 15
Minor revisions to committee for review	April 1	October 15
Final signoff by supervising professor	April 15	November 1
Final dissertation submitted	May 1	November 15

Students who pass with major revisions required will be automatically deferred to the next semester's graduation. Students who fail the dissertation will be discontinued from the SJD program.

Any student who misses these deadlines will be delayed to graduate the following semester.

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

### Admission 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 those who have earned a first degree in law, those who are eligible for practice, or other qualified individuals. 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 unless waived by the appropriate administrator:

- Application form and fee
- Interview (by invitation)
- English Proficiency Test administered by Emory Law representative or its designee
- TOEFL or IELTS score, for students interested into transferring into LL.M. program, 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 or an official IELTS score report with their application. 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 be in good standing, students must maintain an overall cumulative minimum grade point average of 2.50 on all coursework. Any student not in good standing is presumptively ineligible to continue in, or graduate from, the M.C.L. program.

A student who becomes presumptively ineligible to continue in the program because of a lack of good standing may petition the Academic Standing Committee for continuation in the program. Students granted continuation remain in the program on probationary status, and must raise their cumulative grade point average to at least 2.50 by the end of the probationary period. It is the student's obligation to petition for continuation and probationary status and to monitor his or her own probation and eligibility to continue in the program.

### ***Degree Credit Hours***

M.C.L. students must complete a minimum of 24 hours. Up to 11 hours may be earned at a student's home institution and applied to the M.C.L. degree under the governing articulation agreement.

### ***Residency***

The M.C.L program is currently only open to students through articulation agreement with their home institution outside the United States. Students must spend two semesters (or a minimum of five months) in residency at Emory Law to complete the M.C.L. degree. Additional residency requirements may be imposed by the governing articulation agreement between schools.

### ***Required Courses***

- Introduction to the American Legal System (two credits)
- American Legal Writing, Analysis and Research (two credits)
- One course in comparative law/comparative law experience (one credit or more)

# 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 course listing.

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

### *Admission 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 at Emory 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.)

### *Admission 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 at Emory 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.)**

### ***Admission 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 at Emory 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.)**

### *Admission 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.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 at Emory 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.)**

### ***Admission 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 at Emory 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 five credit hours in public health or policy-related law courses

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

### ***Admission 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 at Emory 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 Master of Business Administration (J.M./M.B.A.)**

### *Admission 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 Master of Public Health (J.M./M.P.H.)**

### ***Admission 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**

# **Emory Law Enrollment**

## **Registration Policies**

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

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 credit 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. The policy for the current semester can be found [here](#).

## **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 Admission 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**

When a student wishes to suspend their course of study for one or more terms, they may submit a leave request to the Assistant Dean for Academic Engagement & Student Success, who has discretion to grant such a leave upon finding that it is warranted by the particular circumstances. 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 granted before grades have been assigned for the current term, the student will receive a grade of withdrawal (“W”) or incomplete (“I”) for all unfinished courses, depending on the circumstances.

Students granted leaves of absence must confer with the Office of Student Financial Services for regulations regarding their 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 Admission and Financial Aid.

## **Program Withdrawal**

A student may withdraw from the J.D. program for good cause during the semester with the written consent of the Assistant Dean for Academic Engagement & Student Success. If a program withdrawal is granted before any grades have been assigned for that term, the student will receive a grade of “W” for all unfinished courses. Failure to obtain the specific prior written consent of the Assistant Dean for Academic Engagement & Student Success to withdraw from the J.D. program 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 Programs & Students or their designee to determine circumstances for the student to return to the law school. Three-year J.D. students who withdraw during 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 admission process a second time, but they must obtain permission to re-enroll from the Associate Dean for Academic Programs & Students or their designee. However, following a second Program Withdrawal, a student must re-apply for admission to the J.D. program.

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 the Executive Director of Graduate and Online Programs or their designee. If a program withdrawal is granted before grades have been 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 admission process a second time, but they must obtain leave to re-enroll from the Executive Director of Graduate and Online Programs or their designee. However, following a second Program Withdrawal, a student must re-apply for admission to the relevant graduate program.

## **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 Programs & Students or their 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 Executive Director of Graduate and Online 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, but do not count toward residency credit requirements.

## 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 add or drop courses.

Students may withdraw from a course after the scheduled change period for cause only with the consent of both the course instructor and 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**

The OPUS registration system supports a limited waitlist functionality. Students who are waitlisted or are unable to register for a desired class should register for an alternative course.

## **Course Enrollment Caps**

Course caps are set by the instructor or required by classroom size and cannot be lifted by the Law Registrar.

## **Low Enrollment**

There is no general rule for cancellation of courses based on low 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: one 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 one-week exam period. Designated seminar courses shall be scheduled for two hours per week of classroom time and carry three credit hours based on the substantial weekly reading, research, and writing that they entail. Deviations from the foregoing shall be subject to approval by the Curriculum Committee.

## **Credit for Non-Classroom Courses and Activities**

J.D. students may take a maximum total of 18 credits in courses or approved law school activities that do not meet in the classroom for traditional coursework. Examples of courses and activities included under the 18-credit limit include Moot Court, Mock Trial, Journals, the *non-classroom portion* of Externships, Directed Research, Directed Study, and Practicums in which students are required to do work outside of the traditional classroom setting. They do not include approved experiential courses that are taught in a classroom setting such as ADR, Negotiation, Doing Deals, and Clinics.

## **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 permitted 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 Programs & Students 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 Programs & Students or their designee. Directed study and directed research projects may range from one to four credits each semester, but are typically two credits. J.D. students may take a maximum of 18 credits of directed study and/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 Programs & Students or their 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. Dual- or joint-degree, transfer, and A.J.D. students are not eligible to elect 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. A maximum of six of these nine pass/fail credit hours may be taken in law school courses. All courses taken in other Emory University schools and colleges that are not cross-listed are automatically designated pass/fail. Law courses designated by the professor as exclusively pass/fail, including Trial Techniques, do not count towards the total of nine allowed pass/fail credit hours. The option to take a course pass/fail applies only to elective, upper-level courses that indicate “student option” under the class details. Seminars, first-year required courses, first-year electives, and courses that indicate “graded” under class details may not be taken pass/fail.

A student who wishes to take a course pass/fail must make the selection in OPUS by the University deadline. Students may elect to make this change in a course only once. A student who has elected to take a course pass/fail may not subsequently change the grading status to a letter grade, so students should ensure that their choice is final before making the selection in OPUS. No pass/fail elections or other changes in grading status can be made after the deadline. If a student does not affirmatively elect to take a course pass/fail, it will be assumed that the course is being taken for a letter grade.

Faculty members do not have the option to change the course designation of pass/fail.

## **Class Attendance**

Class attendance is an integral part of the learning process and reflects professional responsibility. Consistent with American Bar Association requirements, the law school requires regular attendance in all courses. A student who attends fewer than 80% of classes in a course, whether due to excused or unexcused absences, is presumed to have excessive absences. Excessive absences can result, without advance notice or warning, in any of the following sanctions:

1. reduction of the student’s final grade;



2. denial of permission to complete course work, or sit for examinations; or
3. receipt of a grade of F (Failing), all at the discretion of the faculty member involved.

Students are advised that faculty members may, and often do, establish their own specific attendance and preparation requirements, which may be stricter than this general standard. A student who has been notified that they will receive a grade of F due to excessive absences may petition the Associate Dean for Academic Programs & Students, prior to the end of the final exam period, to instead receive a grade of W (Withdrawn).

***Online Class Attendance during COVID-19 Reduced Density Protocols:*** For any class that is being offered in synchronous online format, live attendance online constitutes “attendance” under the above attendance policy. Students who have symptoms or who have been exposed to Covid should NOT attend class in person under any circumstances. Students are responsible for recording their online attendance in accordance with the faculty member’s instructions (e.g. by using the chat function in Zoom). Faculty will be as flexible with attendance as the ABA Standards and Guidances permit. Under current ABA rules, watching a recorded lecture asynchronously is not sufficient for attendance purposes.

### **Use of Recording Devices**

As a general rule, students may not record classes except with the express permission of the class instructor. Classes may be recorded in accordance with disability accommodations granted by the Office of Accessibility Services (OAS), or at the discretion of the instructor for such reasons as religious observance, illness, or accident (or for any reason that the instructor deems appropriate). Instructors may also choose to make class recordings available to all students as a matter of classroom policy.

## **Online Behavior and Privacy**

### **Collegiality**

Students at Emory Law commit to a spirit of collegiality and respect in both residential classes and the online environment. Students will be respectful, positive, and constructive when responding to peers, instructors, and Emory Law staff and administrators.

### **Humor and Extraneous Comments**

In an online environment, sarcasm or certain types of humor can be misconstrued. Students shall strive to be aware of cultural differences among their peers and avoid humor related to controversial subjects or that might be misinterpreted. Students should also avoid extraneous comments that may be distracting, disruptive, or potentially offensive to others.

### **Prohibited Behavior**

1. Behavior toward community members. Students shall refrain from profanity, obscene content, threatening or abusive comments, online bullying, and cyber-stalking. Such behavior will not be tolerated and may subject offenders to sanctions, including suspension or termination of access; disciplinary actions (up to and including termination of employment) in accordance

with applicable university policy; civil or criminal prosecution. See [Information Technology Conditions of Use](#), [Emory University Policy 5.1](#).

2. Class material, lectures, recordings, discussions, images or other materials. Students will not download, retain, publish, or post any material generated by professor or by any other student for anything outside the immediate class. Students may not retain or post faculty materials, may not post any portion or image of live or asynchronous classes to any medium outside those approved for a particular class. Students shall not share classmates' academic work, including group work, in social media or other forums without explicit permission.

## **Privacy**

Students shall not post photos, recordings or videos of classmates without their explicit permission on social networks or elsewhere.

# **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.\*

Students who require testing accommodations for a disabling condition should register with the [Office of Accessibility Services \(OAS\)](#) to request reasonable accommodations. Please be mindful of OAS deadlines, posted on the [OAS web page](#), when requesting accommodations for midterm or final examinations. Accommodated exams may be administered at the OAS Testing Center rather than at the law school, depending upon space and proctor availability.

## **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.

\* Note that this policy may be suspended for Fall '20 and/or Spring '21 exams due to COVID-related restrictions.

## **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 and Exam Conflicts Policy**

It is faculty policy that examinations be taken on the day and at the time scheduled **unless** 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 Programs & Students or their designee. It is within the discretion of the Associate Dean for Academic Programs & Students or their designee to accept or reject the excuse offered. Medical certification of the excuse is required.

**Exam Conflicts:** If a student has two examinations scheduled at the same time or 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,

a conflict is deemed to exist. Prior to exams, the Registrar's office will conduct a conflict check, notify any student who has an exam conflict under this policy via email, and offer an alternative plan that resolves the conflict. The Registrar's offered conflict plan cannot be altered or appealed, but the student may choose to take all exams as originally scheduled, unless there is a direct conflict, rather than accepting the Registrar's conflicts plan. If the student chooses to reject the conflict plan and take their exams as originally scheduled despite the conflict, the student must notify 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 Programs & Students or their designee and the faculty instructor.

The Emory Law Registrar's office administers off-schedule exams given under this section.

### **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 or administrative 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 or administrative 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 Programs & Students or their designee 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; after twelve months, the incomplete will be automatically converted to an “F.”

No student will be certified for graduation nor receive a diploma if incompletes remain on their record. It is the student’s obligation to clear their 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. Final course grades may not be communicated via 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.

Final course 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 with a minimum of 6 graded law credits. 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 the student(s) who receives 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.

Dual- or 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 JD students who have graduated in the top 10% of their class and who are elected to the Order by the Emory chapter, which consists exclusively of full-time Emory Law faculty members.

- Students are eligible for election only if they have completed 75% of their coursework for the Juris Doctor degree in graded courses. “Graded coursework” includes courses taken for a grade at Emory, or taken for a grade at another ABA-accredited law school and reported as a pass on the Emory transcript, for which the credit was used to satisfy the Emory Juris Doctor degree requirements. It does not include courses taken pass/fail at Emory or elsewhere, and it does not include courses taken at non-ABA-accredited law schools.
- For Emory Law Class of 2020: courses taken at non-US law schools for a grade, but which transfer to Emory Law as pass-fail units, will count as graded coursework for Coif eligibility purposes. Beginning with the class of 2021 and for all successive classes, such courses DO NOT count as graded coursework.
- Students who come to Emory as transfer students, or who visit elsewhere as Emory students, are subject to the same eligibility rules as Emory students who begin their law school careers at Emory: they must complete 75% of their coursework in graded courses, and their grades must place them in the top 10% of their graduating class.

Order of the Coif is an honor society, and each new member must be truly worthy of the honor. For that reason, it is within the discretion of the chapter to refuse membership to a student in the top 10% of the graduating class whom the chapter determines is unfit for membership, based on the chapter’s assessment of his or her character and behavior while at Emory. The determination of unfitness may include, but is not limited to, consideration of whether there were Professional Conduct Court proceedings brought by faculty, students, or staff against the student resulting in a finding of responsibility or admission of guilt (adjudicated or negotiated resolution), or whether a summary sanction was issued against the student for a Conduct Code issue.

### *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 Programs & Students or their 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-Transcripted 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.

### ***Admission Requirements***

The TI:GER program is open to any student pursuing a juris doctor degree, including AJD and transfer students. Participants are selected by the Emory Law TI:GER Program Director. The program typically admits 12 to 16 students each year.

### ***Required Courses***

Students are required to complete two courses: Fundamentals of Innovation (I & II) to receive the TI:GER certificate.

Law students may choose either the technology/business law track or the patent law track. Depending on the track, students may take additional classes such as Business Associations, Securities Regulation, Intellectual Property, Trademark, and Copyright and Patent Law).

## **Transactional Law**

The Center for Transactional Law and Practice, which offers a Certificate in Transactional Law and Skills, prepares 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.

### ***Admission 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 two academic years of participation in these journals.

Candidates receive two hours of graded credit in their fourth semester (their second semester of journal work), and satisfy the writing requirement, by completing their journal comment under faculty supervision.

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

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.

Journal comment grades received during the fourth semester (the second semester of journal work) are entered into OPUS by the student's faculty advisor. Each journal's editor-in-chief is responsible for certifying that journal board members have satisfactorily completed their journal duties so as to receive appropriate credit for their four semesters of ungraded journal work.

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 University School of Law is used.

### **Moot Court Society**

The Moot Court Society is comprised of second- and third-year students interested in pursuing 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. To be eligible to join the Moot Court Society, students must have successfully completed both semesters of ILA/ILARC or their equivalent. Therefore, some transfer students may not be eligible.

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. The Moot Court Board, in conjunction with the Moot Court Adviser, certifies 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 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 Society**

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 the faculty skills and experiential learning 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 externships 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.

### **Credit-Bearing Clinics**

Students enrolled in the following faculty-supervised clinics receive graded academic credit. The number of credits earned and hours worked may vary from year to year and among the clinics. Students should consult the individual clinic web pages and course offerings for details. All clinics are open to second- and third-year law students; 2Ls enrolling in the Juvenile Defender Clinic must be eligible to practice under the Student Practice Rule.

- **Barton Child Law and Policy Center Clinics**

The Barton Child Law and Policy Center offers four in-house clinical experiences: the multidisciplinary Public Policy Clinic (offered in the fall semester); the multidisciplinary Legislative Clinic (offered in the spring semester); the Juvenile Defender Clinic (JDC); and the Appeal for Youth (AFY) Clinic. All of the Barton Center clinics work to promote and protect the legal rights and interests of children involved with the child welfare, juvenile justice, and criminal justice systems.

The **Public Policy Clinic** engages students in the process of policy development, from conceptualization to the drafting of concrete proposals for reform. Working in teams, students begin by identifying and researching real life problems relating to children and youth. Research is qualitative and quantitative, involving both the examination of scientific or statistical data and interaction with affected and interested stakeholders. Student teams explore options for addressing complex social problems—for example, through administrative policy changes, public education, legislation, litigation, or a combination of strategies -- and produce blueprints to guide system change and improvement efforts. Students also participate in ongoing initiatives in the Georgia child advocacy community and in building and sustaining partnerships with state agencies and with public interest organizations.

The **Legislative Advocacy Clinic** engages students in the real-world process of taking a reform from the proposal stage to actual enactment. Students hone their advocacy skills by interacting with legislators and elected officials on current law reforms spearheaded by the Barton Center and its community partners. They attend legislative sessions and present evidence-based testimony in support of statutory changes and policy reforms. They live the life of a legislative advocate, experiencing first-hand the realities of relationship-building and compromise that are hallmarks of the legislative process. Students also provide technical assistance to legislators and other stakeholders in assessing the merits and legality of various proposals.

The **Juvenile Defender Clinic (JDC)** provides holistic legal representation for children in delinquency and status offense proceedings. Student attorneys represent youth clients in juvenile court and provide legal advocacy in areas derivative of a client's juvenile court case. By allowing students to work directly with clients and take responsibility for the caseload, the JDC aspires to help students understand the impact of the legal system on a community. Students will establish attorney-client relationships with the youth and learn to be responsible for all aspects of the client representation. Specific goals include:

- To train law students to become skilled, ethical, and reform-minded professionals
- To provide highly effective representation to the clinic's clients
- To teach law students how to think independently, synthesize facts and legal principles, and plan litigation strategies
- To improve an adolescent's chance of becoming a productive citizen
- To develop a law student's ability to analyze the substantive law and apply it to the practical courtroom experience
- To help law students understand the impact of the legal system on a community.

The **Appeal for Youth (AFY) Clinic** provides holistic appellate representation for youthful offenders in the juvenile and criminal justice systems. The goal of the AFY Clinic is to dismantle the "school-to-prison" pipeline through skillful and strategic litigation. By increasing the number of appeals from adjudications of delinquency and by providing post-conviction representation for youth who were tried and convicted as adults, the AFY clinic seeks to end the unwritten policies and practices that result in youth being committed to juvenile detention facilities and to decrease the number of youthful offenders who languish in Georgia's prisons.

- **International Humanitarian Law Clinic**

The International Humanitarian Law Clinic works directly with international tribunals, militaries, non-government organizations, and other entities to enhance protections during wartime and ensure accountability for war crimes, genocide, and crimes against humanity. Students work directly with attorneys at one or more organizations and, under the supervision of the clinic director, engage in a wide range of complex and sophisticated legal writing and analysis on challenging issues across the spectrum of the law of armed conflict.

The International Humanitarian Law Clinic is open to second- and third-year law students. Students receive three credit hours and must work a minimum of 150 hours on their assigned clinic projects. Students may enroll in the IHL Clinic for two semesters.

- **Turner Environmental Law Clinic**

The Turner Environmental Law Clinic provides important pro bono legal representation to individuals, community groups, and nonprofit organizations that seek to protect and restore the natural environment for the benefit of the public. Through its work, the clinic offers students an intense, hands-on introduction to environmental law and trains the next generation of environmental attorneys.

The Clinic enrolls up to ten second-year and third-year students each semester. Student-attorneys work a minimum of 150 hours in the Clinic and receive three credit hours towards graduation. Students may work in the Clinic for two semesters.

### *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. Externships 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 Programs & Students. 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 externships or in faculty-supervised 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 apply 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 Law Registrar. 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 Law Registrar 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 Law Registrar 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.

## **PART 5: PROFESSIONAL CONDUCT CODE**

# 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 he 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](http://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 Programs & Students or their 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 Programs & Students or their 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 Programs & Students or their 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 Programs & Students or their 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 Programs & Students or their 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 for Academic Programs & Students.

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; EFFECTIVE DATES**



## **Amendments**

Academic policies, requirements, and processes contained in this handbook may be amended by majority vote of the faculty Curriculum and Grading Committee or, if warranted, by majority vote of the full faculty. Changes to administrative policies and procedures may be effectuated by the relevant law school department, with approval of the Associate Dean for Academic Programs & Students. The Student Handbook will be posted on the Emory Law website; amendments adopted during the academic year will also be posted, along with their effective dates.

## **Effective Date**

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

August 10, 2020

# APPENDIX A

## Upper-Level Writing Requirement Guidelines

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

### *Guidelines for All Papers*

Every paper must demonstrate the following:

1. Complete and thorough research of the topic with appropriate and accurate citation to sources used. Research must include reference to (a) primary sources such as case and statutory authority and (b) secondary materials including but not limited to legislative history materials, law review articles, and other works of legal scholarship and non-legal materials where appropriate;
2. Thorough analysis of the researched materials consistent with the logical development of an overall premise or theme;
3. Original analysis including identification of unresolved issues and suggestions for their resolution, conclusions based upon the analysis of the sources, and suggestions for likely future developments where appropriate; and
4. Clear, well-organized discussion of the topic with due regard to the fundamentals of good expository writing, including conformance with grammatical rules, accurate spelling and punctuation, and proper sentence and paragraph structure.

Plagiarism of any part of the paper will result in an “F” and/or other sanctions deemed appropriate by the Professional Conduct Court.

### *Mechanical Requirements*

1. Papers must be a minimum of 30 pages in length, exclusive of footnotes and bibliography. Papers must be typed double-spaced on 8 1/2” by 11” paper with one-inch margins and font no larger than 12 points.
2. Footnotes must conform to the rules of citation found in the *Uniform System of Citation (the “Bluebook”)*.
3. A bibliography of sources must be attached to the paper.

### *Supervisory Requirements*

1. Students must submit a topic outline to the faculty supervisor in accordance with a deadline established by the faculty member.

2. Students must submit a first draft to the faculty member in accordance with a deadline established by the faculty member and must meet with the faculty member thereafter to discuss the draft.
3. A substantial draft must be submitted no later than the last day of classes in the semester.
4. The final paper is due no later than the last day of examinations in that semester.
5. **With the exception of the minimum length requirement of 30 pages**, individual faculty members may vary these requirements at their discretion or impose such additional requirements for outlines, drafts, or conferences as they see fit.

# APPENDIX B:

## Information Technology Policies

### *Personal Computer Support Policy*

1. The Emory Law School Information Technology Department (“ELS IT”) provides limited assistance with student computers. Because of variations in computer systems and installed software, ELS IT will only spend a maximum of two hours per incident on student computers.
2. ELS IT does not provide assistance with personal computers owned by faculty or staff or other non-students.
3. ELS IT does not do hardware repairs or replacements. Users should contact the manufacturer regarding hardware repairs or visit a third-party IT support service.

### *Student Personal Computer Support Agreement*

1. By submitting his or her personal computer to ELS IT for assistance, student agrees to the following terms:
  - a. The student must be currently enrolled and the owner of the personal computer submitted for diagnosis and repair.
  - b. The student assumes all risk of loss from any and all causes or in any way related to or resulting from the repair or service by ELS IT.
  - c. The student acknowledges that he or she has backed up any and all data before relinquishing the personal computer to ELS IT.
  - d. Upon request, the student must provide any relevant and official recovery or operating system software for reinstallation, as well as information such as passwords, serial numbers, and the like.
  - e. Student agrees to work cooperatively with ELS IT to resolve the issue.
  - f. ELS IT will not work on computers with unlicensed software installed.
  - g. The student agrees to put the personal computer into an English-language mode at the request of ELS IT.
  - h. Any antivirus software other than the university-provided antivirus software may be removed, regardless of whether it was previously purchased by the student. The University-provided antivirus may be installed and updated.
  - i. If the problem is related to Microsoft Office, ELS IT may remove and reinstall Office applications, regardless of whether they were previously purchased by the student.
  - j. Software deemed to pose a security risk may be removed, in the sole discretion of ELS IT.
  - k. Any third-party firewall application will be uninstalled and an operating system supplied firewall may be activated.
  - l. A suite of freely usable anti-spyware/malware and maintenance software may be installed on the student’s computer.
  - m. ELS IT, at any point and in its sole discretion, may decline to continue to attempt to resolve the issue when further efforts appear fruitless, or when the student is not able to cooperate in resolving the issue.
  - n. Computers will be attended to in the order in which they are received.

### *Non-Computer Device Support Policy*

1. ELS IT will spend a maximum of 30 minutes assisting faculty, staff, and students with cellphones, tablets, and other non-computer devices.
2. Support for non-computer devices is limited to assisting in getting devices connected to the Emory wireless network and helping with configuring Emory email.

### *Computer Labs*

1. There is a computer lab located on the second floor of the library.
2. Use of the lab is limited to current Emory Law School (“ELS”) students, faculty, staff, and guests (“users”). Use by other persons is prohibited.
3. Lab computers may not be saved or reserved in advance for individual use. Staff members are authorized to make any computer that is unattended for more than fifteen minutes available to another user.
4. Users may not tamper with the lab printers or attempt to add paper or toner.

### *Emory Law-Provided Computers*

Emory Law IT provides various computers in the classrooms and in other spaces throughout the law school and in the computer lab and other spaces (“law school computers”). The following provisions apply to those computers, wherever located:

1. Users may not install any software program or utility on any law school computer nor tamper with, alter, copy, or delete any software program or utility from any law school computer.
2. Files saved to law school computers are subject to deletion without notice. Users are responsible for saving their data to USB memory devices or to online services such as Box.
3. In the event of problems with law school computers, users should seek help at the ELS help desk on the second floor of the library. Alternatively, users should visit <http://help.emory.edu/> or email [lawhelp@emory.edu](mailto:lawhelp@emory.edu) for help.

### *General Policies*

1. Misuse of computer or network resources, including but not limited to: use of another individual's identification or password; using computer or network resources to send anonymous, obscene, unwanted, harassing, or abusive messages; using computer or network resources in violation of copyright laws; use of computer or network resources to interfere with the normal operation of the university computer system; or any other violation of policies established by the Library & Information Technology (LITS) or Emory University is prohibited.
2. Violation of any of these policies may result in:
  - a. Removal of inappropriate material from the relevant IT resources;
  - b. Suspension or termination of access;
  - c. Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy;
  - d. Civil or criminal prosecution.