



UNM

SCHOOL *of* LAW

**2007-2008
Bulletin & Handbook
of Policies**

TABLE OF CONTENTS

2007-2008 Academic Year Calendar	3
2008-2009 Academic Year Calendar	4
Classification of Law Students	5
Full-Time Law Student	5
Transferring Law Student	5
Transfer of Credits	5
Visiting Law Student	5
Readmitted Law Student	5
Administrative Withdraw	5
Leave of Absence	5
Joint Degree Student	6
Computer Account for Joint Degree Student	6
Admissions	6
Truthfulness and Disclosure: Prerequisite to Admission and Graduation	6
Admission Changes	6
The Juris Doctor Degree	7
Full-Time Law Program	7
Orientation	7
Flexible-Time Legal Education Program	7
Graduation Requirements	7
Credit Hours and Grade Point	7
Required Courses	8
First Year Required Courses	8
Second Year	8
Professional Responsibility	8
Clinic	8
Advanced Writing Requirement	8
Statement of Purpose	8
Requirement	8
Standards	9
Means of Compliance:	9
Deadlines:	9
Non-Complying Writing	10
Research Paper Guidelines	10
Fees & Charges	11
Certificates	11
Indian Law Certificate	11
The Natural Resources and Environmental Law Certificate	11
Extra-Curricular Activities	12
Journals and Competitions	12
<i>Natural Resources Journal</i> (NRJ)	12
<i>New Mexico Law Review</i> (NMLR)	13
<i>Tribal Law Journal</i>	13
Team Competitions	13
Policy Regulating Extra-Curricular Activities	13
Eligibility	13
Academic Credit for Student Participation	13
Journals	13
Moot Court Competitions	14
Mock Trial Competitions	14
Reimbursement of Expenses	14
Special Programs	15
Guanajuato Summer Law Institute	15

BULLETIN AND HANDBOOK OF POLICIES 2007 - 2008

North American Student Exchange Program	15
University of Tasmania Exchange Program	15
Franklin Pierce Law School Exchange Program	16
Visiting Other Law Schools	16
Commencement	16
Honors, Awards and Prizes	16
Academic Awards	16
Top Grade	16
Semester Honors	16
Dean's List	17
Honor Roll	17
Scholarships	17
Graduation Awards and Honors	17
Academic Excellence	18
Order of the Coif	18
Thesis Honors	18
Additional Awards and Prizes	18
Student Services Information	20
Academic Records	20
Access To and Confidentiality of Student Records	20
Social Security Number	21
Public Information	21
Student Address Changes	21
Name Changes	21
Law School Academic Records	21
Faxing Academic Records	22
Holds on Records	22
Residency for Tuition Purposes	22
Registration	22
Academic Advisement and Support	22
Support for Students with Disabilities	22
Schedule of Classes	22
Limited Enrollment Courses	23
Visiting Law Students	23
Registration Procedures	23
Failure to Enroll	23
Student I.D. Card	23
Changes in Enrollment	23
Dropping and Adding Courses	24
Exceptions	24
Withdrawal from the University/Law School	24
Tuition Refund	24
Tuition and Fees	25
Hours	25
Tuition and Fees Payment	25
Semester Course Loads	25
Summer Term	25
Tuition and Fees Refund Deadlines	25
Refunds	25
Restriction of Services and Sanctions	26
Financial Holds	26
Registration Sanction	26
Service Charge on Delinquent Accounts	26
Collection Agency	26
Withholding Services	26
Other Fees	26

Student Group Health and Accident Insurance	26
Computer/Duplicating Fees	27
Malpractice Insurance	27
Student Bar Association Dues	27
Academic Regulations	27
Definitions of Good Standing	27
Professional Good Standing	27
Academic Good Standing	28
Provisional Academic Good Standing	28
Alcohol and Drug Policy	28
Alcohol	28
Drugs	28
Prevention Programs	29
Grades	29
Letter Grade Definitions	29
Computation of Grades	29
Grade Points	30
Grade Point Average	30
Grading Practices	30
Grading Options	30
Exception	30
Limited Grading Options	30
Auditing Law Courses	31
Incomplete (I) Grade	31
Incomplete Papers	31
Time Table for Completion of an Incomplete Grade	32
Submission of Grades by Faculty	32
Grade Notification	32
Bar Graph/Rank	32
Review of Grades	32
Grade Change Deadline	32
Student Objection to Grade	32
Limitations on Repetition of Courses	33
Classroom Courses	33
Policy on Clinical Externships	33
Exception	33
Externship Compensation	33
Course Enrollment Outside of Law School	34
Independent Research	34
Limitation	34
Compensation for Coursework	35
Dishonesty in Academic Matters	35
Student Papers	35
Use of Journal Case Notes	35
Policy on Academic Retention And Suspension	35
Maintenance of Grade Point Average	35
Automatic Probation	36
Suspension	36
Committee on Student Suspension, Retention and Readmission	36
Petition for Relief from Suspension	37
Consideration of Petition	37
The Committee Decision	38
Review of the Committee Decision	39
Attendance and Classroom Standards	39
Class Attendance Policy	39
Weather Policy	40

BULLETIN AND HANDBOOK OF POLICIES 2007 - 2008

Examination Period	40
Delay	40
School Closure	40
Jury Duty	40
Leave of Absence or Reduction in Course Load	40
Classroom Conduct	41
Classroom Use	41
Smoking Policy	41
Tape Recording of Classes	41
Examination Information	41
Scheduling	41
Reading Period	41
Examination Procedures	41
First-Year Practice Exams	41
Mid-Term Examinations	42
Take-Home Examinations	42
In-House Examinations	42
Procedures for Late Examinations	42
Release and Reuse of Examination Questions	43
Retention of Examinations and Student Access	43
Student Grievances	43
Rights and Responsibilities at The University of New Mexico	44
Sexual Harassment	44
Student Employee Grievance Procedure	44
Student Grade Grievance Procedure	44
Student Standards and Grievance Procedure	44
Exceptions	44
Discrimination Complaint Procedure	44
Additional University Policies	44
Financial Aid and Employment	45
Grants	45
Financial Aid for Extra-Curricular Activities	45
Employment During Law School	45
First-Year Students	45
Second and Third-Year Students	46
Short-Term Loans	46
Law Student Services	46
Academic Support Programs	46
Career & Student Services	46
Stress Management	47
Enrollment Certification	47
Bookstore	47
Computer Use	47
Law School Computer Accounts	48
Required Laptop Computers	48
Network Printing Policy	48
Student Computer Lab	49
Laptops and Network Access	49
Email Quota	49
Email Lists	49
Email Lists	49
Emergencies	49
Health Care	49
Law School Communication	50
Parking	50

BULLETIN AND HANDBOOK OF POLICIES 2007 - 2008

Veterans Affairs	50
Equal Educational Opportunity Policy	50
Affirmative Action Policy	50
Appendix A – Student Honor Code	
Appendix B – Standard of Character and Fitness	

The School of Law is a unit within The University of New Mexico. As such, the School of Law follows all University policies and regulations (dated January 2007-2008) not contained elsewhere in the Bulletin and Handbook of Policies. The regulations and policies of the School of Law due, in that case, supersede those of the University.

The provisions in this publication are not intended to be a contract between the School of Law, and the University of New Mexico. The provisions of this publication are subject to change at any time without notice by the School of Law and the University. The School of Law and the University reserves the right to add, delete or change any provisions or regulations at any time.

BULLETIN AND HANDBOOK OF POLICIES 2007 - 2008

This **Bulletin and Handbook of Policies, 2007-2008** reflects the current policies of the University of New Mexico School of Law and is intended as a source of information for questions concerning the Rules and Regulations of the Law School and other matters pertaining to a student's law school career. **All students are held responsible for the information contained in the Handbook and for complying with all requirements, rules and regulations herein.** The policies and statements contained herein are subject to continuous review and evaluation and may be changed at any time without notice by the faculty and administration of the UNM School of Law. **Any such changes will supersede the provisions set forth in this edition (August 2007) and all previous editions.**

The School of Law is a unit within the University of New Mexico. As such, the School of Law follows all University policies and regulations (UNM Catalog 2007-2008) unless stated otherwise in this Bulletin and Handbook of Policies. The regulations and policies of the School of Law shall, in that case, supersede those of the University.

The provisions in this publication are not intended to be a contract between the students, the UNM School of Law, and the University of New Mexico. The information it contains was accurate at the time of publication. The UNM School of Law and the University reserves the right to withdraw or change any provisions or requirements at any time.

Spring Semester 2008

Date	Day	Event
January 16	Wednesday	Law Center Inauguration
January 21	Monday	Martin Luther King Day (No Classes)
March 13-14	Monday-Friday	Spring Break (No Classes)
April 03	Wednesday	Last Day of Classes
4/10	Thursday-Friday	Reading Period
4/11-16	Monday-Friday	Final Examination Period
4/17	Saturday	Commencement

1. Extension periods are an integral part of the academic calendar. Students are expected to be available for extension periods during the designated period.

2007-2008 ACADEMIC YEAR CALENDAR

Fall Semester 2007

Date	Day	Event
August 16 & 17	Thursday-Friday	First-Year Orientation
August 20	Monday	Classes Begin
September 3	Monday	Labor day (No Classes)
October 8	Monday	First-Year Practice Exams (1L classes canceled)
October 11-12	Thursday-Friday	Fall Break (No Classes)
November 22-23	Thursday-Friday	Thanksgiving Vacation (No Classes)
November 30	Friday	Last Day of Classes
December 3-4	Monday-Tuesday	Reading Period
December 5-15	Wednesday-Saturday	Final Examination Period
December 14	Friday	Commencement

Spring Semester 2008

Date	Day	Event
January 16	Wednesday	Law Classes Begin
January 21	Monday	Martin Luther King Day (No Classes)
March 10-14	Monday-Friday	Spring Break (No Classes)
April 30	Wednesday	Last Day of Classes
May 1-2	Thursday-Friday	Reading Period
May 5-16	Monday-Friday	Final Examination Period
May 17	Saturday	Commencement

Note: Examination periods are an integral part of the academic calendar. Students are expected to be available to sit for examinations during the designated period.

2008-2009 ACADEMIC YEAR CALENDAR

Fall Semester 2008

Date	Day	Event
August 21-22	Thursday-Friday	First-Year Orientation
August 25	Monday	Classes Begin
September 1	Monday	Labor day (No Classes)
October 13	Monday	Fist Year Practice Exams (1L Classes Canceled)
October 16-17	Thursday-Friday	Fall Break (No Classes)
November 27-28	Thursday-Friday	Thanksgiving Vacation (No Classes)
December 5	Friday	Last Day of Classes
December 8-9	Monday-Tuesday	Reading Period
December 10-20	Wednesday-Saturday	Final Examination Period
December 20	Friday	Commencement

Spring Semester 2009

Date	Day	Event
January 14	Wednesday	Law Classes Begin
January 19	Monday	Martin Luther King Day (No Classes)
March 16-20	Monday-Friday	Spring Break (No Classes)
April 29	Wednesday	Last Day of Classes
April 30 - May 1	Thursday-Friday	Reading Period
May 4-15	Monday-Friday	Final Examination Period
May 16	Saturday	Commencement

Note: Examination periods are an integral part of the academic calendar. Students are expected to be available to sit for examinations during the designated period.

CLASSIFICATION OF LAW STUDENTS

Full-Time Law Student: Full-Time is defined as a student enrolled for a minimum of 12 credit hours and a maximum of 16 hours. See *Semester Course Loads* (page 25) for specific information and exceptions.

Transferring Law Student: The School of Law accepts a limited number of transfer students who have completed one full-time year at other ABA-approved law schools. Credits that have been earned at another law school, but do not meet the minimum graduation requirements of that school are not acceptable for transfer credit. Courses where the student received a grade below a C will not be accepted at the UNM School of Law.

If admitted with advanced standing to UNM, the student's right to continue in the JD program depends entirely on work done at UNM. Transfer students are ineligible for certain prizes and awards given by the law school.

Transfer of Credits: The Assistant Deans for Registration and Admissions will evaluate the transcript and determine the number of credits and courses that will be accepted towards meeting UNM graduation requirements. The School of Law can accept up to a maximum of 43 hours of credit from another approved ABA school.

Visiting Law Student: Students who have completed their second full-time year at another ABA-approved law school and who wish to receive their degree from that school but spend their final year (**a maximum of two semesters**) at UNM may be considered for admission as visiting students. Visiting students are not eligible for financial assistance from UNM, may not enroll in courses which are oversubscribed by regular UNM law school students, and may participate in on-campus interviews only if appointment times are not filled by regular UNM law students.

At the end of each semester, grades will be reported to the home institution when they become available. Special requests to meet early deadlines set by the home school cannot be accommodated.

Readmitted Law Student

Administrative Withdraw: First-year, first semester: A student who voluntarily and administratively withdraws from the University and the law school during the first semester of their first-year has no continuing student status. Subsequent applications are made as part of the regular admission process. The student should notify the law school Associate Dean for Academic Affairs and the Assistant Dean for Registration in writing of the reasons for discontinuing their law studies prior to withdrawing. The letter will be placed in the student file.

Leave of Absence: First-Year, second semester: A first-year student in good academic standing who requests and receives a leave-of-absence during the second semester and withdraws from the University and the law school and who does not return within the specified time period stated in their request for leave but not to exceed two calendar years must apply as part of the regular first-year admission process.

It will be determined on a case-by-case basis if first-year classes must be repeated at the time of admission. Grades earned will remain on the student's academic record, and may be counted into the students' cumulative grade point average.

Second and Third-year students: Students with upper-class standing that request and receive a leave-of absence and who do not return within the specified time period but not to exceed two calendar years, must request readmission through the law school Assistant Dean for Registration 45 days prior to the semester in which they wish to enroll. The student may be required to petition

the Committee on Student Suspension, Retention and Readmission for permission to return to their law studies if circumstances warrant.

Joint Degree Student: Students can earn the J.D. degree and a Master's or Ph.D. degree in an academic field at UNM. Students must satisfy the admissions and other academic requirements of both the law school and the graduate school. The School of Law accepts up to six credit hours of appropriate graduate courses toward its degree requirements, and the graduate department concerned accepts six hours of law courses toward its degree requirements. Credit will not be given for law school work completed in another non-law graduate program prior to matriculation in the UNM School of Law. See *Course Enrollment Outside of Law School* (page 34) for further information.

Computer Account for Joint Degree Student: Following the law school policy established for all graduating law students, once a joint degree student completes the requirements for a Juris Doctor degree, the student's computer account at the law school will be discontinued.

ADMISSIONS

Truthfulness and Disclosure: Prerequisite to Admission and Graduation

The law school's admission of an applicant from matriculation through graduation is contingent upon the truthfulness of information contained in the application materials submitted by the applicant and/or persons in the applicant's behalf, including letters of recommendation; correcting any misinformation provided to the college; and disclosure of information required by the rules or regulations of the college. Students have a duty to disclose new incidents and events relating to their character and fitness to study and practice law that occur subsequent to their admission. Discovery of false information and nondisclosure, whether given directly or indirectly, prior or subsequent to admission, is grounds for withdrawal of the offer of admission, immediate dismissal at any point in the student's course of study, or revocation of a J.D. degree if already conferred. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

Admission Changes

Amending/Updating Law School Admissions Application: Students should immediately set up an appointment with the Assistant Dean for Admissions if they become aware of any information, either before or after entering law school, applicable to questions on the admissions application requiring amendment or updating. Prior to that scheduled appointment, the student is required to furnish the Assistant Dean for Admissions with a letter fully explaining the omitted information and the reason for such omission.

THE JURIS DOCTOR DEGREE

Full-Time Law Program

The UNM School of Law offers a full-time course of study leading to the degree of Juris Doctor (J.D.) Applicants for admission to the School of Law are required to take the Law School Admission Test (LSAT), to register for the Law School Data Assembly Service, and to have a baccalaureate degree from an accredited college or university before time of registration. Beginning law students will be admitted at the opening of the fall semester only. The normal period for a full-time law student to complete requirements for a J.D. degree is two to three years.

The maximum period for a full-time law student to complete requirements for a J.D. degree is five years from the date of matriculation. Failure to complete the requirements for the Juris Doctor degree within five years will result in immediate dismissal from the law school and without any financial reimbursement from the School of Law or the University of New Mexico.

Orientation

All Fall Semester courses for first-year students begin during orientation and **attendance is required**. Orientation is designed to assist new students in making a successful transition to the law school. The orientation program includes an overview and introduction of the first-year courses, information about the curriculum, computer instruction, the first meeting of faculty and staff, familiarity with the Law Library, student organizations, the Mentor Program, and the Student Honor Code.

Flexible-Time Legal Education Program

The Flexible-Time Legal Education Program (FTLEP) allows law students by permission of the Associate Dean for Academic Affairs to take less than the minimum of 12 credit hours currently required each semester. FTLEP students may take as few as 8 credit hours in any semester, but must complete the J.D. degree in no more than nine semesters (4½ academic years). Summer terms do not count towards the nine semester limit.

FTLEP is not a true part-time program in that the existing pattern of classes shall be followed (i.e., essentially all will be scheduled throughout the day, Monday - Friday between 8:30 a.m. and 6:00 p.m.). The FTLEP, however, will enable students who take 8 or 9 credit hours to work more than 20 hours per week.

Students interested in this program must request permission of the law school Associate Dean for Academic Affairs and the Assistant Dean for Registration to enroll in it prior to the beginning of law school or any semester thereafter. FTLEP students may re-enroll as full-time students with the permission of the Associate Dean for Academic Affairs or the Assistant Dean for Registration.

Graduation Requirements

To graduate from UNM with a J.D degree, a student must meet all of the following requirements:

Credit Hours and Grade Point Average: The student must earn at least **86 hours** of law credit with a passing grade and a cumulative grade point average of 2.00 (C) or better within five years of the date of first enrollment. No more than 42 semester hours may be earned at other law schools. (*See "Visiting Student Status."*)

Required Courses

All required courses must be completed in residence. The required first-year curriculum is prescribed by the law school faculty and is subject to change at their discretion.

First-Year Required Courses: The student must take the full first-year curriculum offered upon entrance. First year students will be administratively assigned to sections for all of their required courses by the law school Assistant Dean for Registration. Students are not permitted to switch to other sections not assigned to them by the Assistant Dean for Registration. Any first-year student withdrawing from a required course without permission of the Dean or Associate Dean for Academic Affairs will be immediately suspended from law school.

Second-Year Required Courses: Constitutional Rights must be taken in the first semester of the second year. Students will be administratively assigned to sections by the Assistant Dean for Registration. Students are not allowed to switch sections not assigned to them by the Assistant Dean for Registration.

Professional Responsibility: The student must take and pass (a grade of C or higher) a professional responsibility course, "Ethics"(Law 750). This requirement is a pre- or co-requisite with the clinic program. If a student receives a grade below a C, the student must repeat the course no later than the next semester the course is offered, and the student is enrolled. The lesser grade will remain on the student's academic record, but the hours will not count towards the 86 credits required for graduation.

Clinic The student must participate satisfactorily in at least six hours of clinical law school credit, as prescribed by the faculty. No extern field experience courses or skills courses apply toward this requirement. There are prerequisites and/or co-requisites for some clinical courses. A student must have a cumulative law school G.P.A. of 2.00, and must have successfully completed 40 credit hours to be eligible to enroll in a clinical course. A student on academic or professional probation will not be permitted to enroll in any clinic until removed from probation, even if it means skipping a term due to the 30 day grade deadline rule to determine academic standing.

Advanced Writing Requirement

Statement of Purpose: The advanced writing requirement reflects faculty recognition that writing is an essential feature of a legal career. For that reason, writing should be an integral part of a law student's education and should also function as a culmination or synthesis of that education. The goal of the writing requirement is to permit each upper-class student to produce a written product demonstrating significant legal analysis. This written product should either build on comprehensive legal research or be a synthesis of information across subject matter lines. The essence of the advanced writing requirement is a **substantive and substantial analytical experience**, culminating in a significant paper that has undergone a series of systematic, thorough, and scheduled revisions. Linked to this is the faculty's commitment to provide each student with an opportunity to grow as a writer, taking his or her writing and analytical skills to a higher and more sophisticated level.

Requirement: Every upper-class Juris Doctor Degree candidate must produce and submit a substantial written work. To satisfy the writing requirement the work must be approved by a member of the full-time law faculty who supervises the work as meeting the law school's requirement for advanced writing. A review by a second full-time member of the faculty is at the discretion of the supervising faculty member. The writing requirement cannot commence until after completion of first year law studies.

Page length will vary depending on the instructor and nature of the subject matter. However, in most cases, students will be required to submit a paper of at least 20 pages.

Standards: Standards for meeting the writing requirement shall be careful topic-formulation; in-depth research; creative thesis-development; thorough analysis and presentation of relevant law and policy; precise drafting; effective organization; systematic revisions of the paper; and regular consultation throughout the process.

Means of Compliance:

1. The primary avenue in which students will fulfill their writing requirement is by enrolling in a "*writing requirement seminar*," specifically designed to fulfill the advanced writing requirement. The faculty member shall grade the seminar paper and assign it a letter grade for purposes of the seminar grade and shall also determine independent of the grade for the seminar if the paper satisfies the advanced writing requirement. If the paper does not satisfy the writing requirement, the faculty member shall promptly notify the student that it does not and provide an explanation to the student of why it does not. If the student decides that he or she wishes to resubmit the paper in order to satisfy the writing requirement and if the faculty member agrees to supervise the resubmission, the faculty member and student shall then agree on a writing schedule including a fixed deadline for completion of the resubmitted paper. A student may also decide to satisfy the advanced writing requirement by enrolling in a different seminar or through independent research as provided in this policy. Students are advised to carefully consider the deadlines for completion of the writing requirement as set out below; or
2. Satisfaction of all the requirements for academic credit for either the New Mexico Law Review or the Natural Resources Journal. All writing requirements, as stated above, must be met for any Journal article to fulfill the writing requirement.

3. In cases in which no seminar satisfies a student's interest or schedule, exceptional arrangements may be made whereby the student fulfills the writing requirement through independent research. Any such exceptions require approval from the Associate Dean for Academic Affairs in consultation with the Assistant Dean for Registration.
4. Normally, all writing requirement seminars shall be offered as a 2 or 3 credit hour course. Students wishing to enroll in a seminar, but who do not wish to satisfy the advanced writing requirement in the seminar, should enroll in the seminar for 2 credit hours. Students wishing to satisfy the advanced writing requirement shall enroll in the seminar for 3 credit hours. In seminars offering this option, the election as to 2 or 3 credit hours shall be made by the student. In certain advanced writing requirement seminars the professor may designate the seminar as a 3 credit hour seminar for all enrolled students. In this case, the student should notify the professor they wish to meet their writing requirement through the course.

Deadlines:

1. Students must identify with the Assistant Dean for Registration their avenue for fulfilling the writing requirement no later than the end of the first semester of their second year. Students must enroll in a seminar, Journal, or independent research by the second semester of their second year or by the first semester of their third year.
2. Approval from the Associate Dean for Academic Affairs is mandatory for any student to elect to meet this requirement in their second semester third year. Students should be aware that by waiting until their last semester in school to meet the writing requirement puts in jeopardy their graduating on time, given the potential that it will take more than one semester to complete the requirement. **The deadline for completion of the paper will be set by the professor, but no later than the deadline for the entire class.**
3. The deadline for completion of the advanced writing requirement shall be the date set by the writing seminar faculty member or the supervising faculty member in an independent research paper, which normally should be at **the end of the semester** in which the student is enrolled.

Deadline for Papers Not Satisfying the Writing Requirement by the End of the Enrolled Semester: For second-year students enrolled in a fall or spring writing seminar/independent research or third-year students enrolled in a fall seminar/independent research, and who's paper did not meet the writing requirement standards, and on agreement by the professor, may continue to work with the professor so that the paper will satisfy the writing requirement. If such an agreement is reached by the student and professor, the student must submit a final revised paper that, in the opinion of the supervising professor, meets the writing requirement standards. The deadline for the paper to be complete is no later than **four months** from the last day of class in the semester in which the student was enrolled in the writing seminar/independent research. There will be no adjustment or extension granted beyond the four months deadline.

Time Table for Completion of the Writing Requirement (Dates will vary by calendar year):

Term Paper was started	Date paper must be complete
Fall (last day of class December 1 st)	April 1 st
Spring (last day of class April 30 th)	August 30 th
Summer (last day of class July 28 th)	November 28 th

Definition of Deadline: Deadline means the reader(s) must submit the signed writing requirement form to the Assistant Dean for Registration by the above stated dates.

Responsibility for knowing about these deadlines and for complying with these deadlines is on each student. Students who do not comply with this requirement or whose final paper, as submitted, is deemed unsatisfactory by the first or second faculty reader will not be eligible for graduation until the writing requirement has been satisfactorily met.

Non-Complying Writing: Since the advanced writing requirement is intended to function as a culmination or synthesis of a law student's education, neither initial case notes nor briefs prepared in connection with Moot Court competitions satisfy the advanced writing requirement. Written work, which satisfies general course requirements, does not meet the advanced writing requirement unless the course is a seminar as defined in this policy.

Research Paper Guidelines

1. **Appropriate Topic:** The research paper must have a legal theme broad enough to encompass a significant legal issue and narrow enough to allow comprehensive treatment of that issue. The topic must deal with a subject that has a substantial existing literature of primary and secondary sources, which can provide the point of departure for the student's work. Empirical studies and interdisciplinary work which otherwise satisfy the writing guidelines are encouraged.
2. **In-Depth Research:** The research paper must demonstrate that the student has a full grasp of the relevant existing primary and secondary authorities. At a minimum, the paper will comprehensively canvas and organize the existing authorities to provide a point of departure for the author's argument or point of view. In addition, the paper must demonstrate a mastery of the use of authority to construct and support the arguments presented.
3. **Faculty Supervision:** One purpose of the advanced writing requirement is to encourage professional interaction between the student and the supervising faculty member during the preparation of the paper. The student and faculty member shall meet periodically to discuss and agree upon a topic, to discuss and review the results of preliminary research, and to discuss and review an outline and one or more drafts of the paper prior to submission of the final draft.
4. **Significant Analysis:** The paper must be more than a narrative assemblage of the available authorities or other research data. The paper must organize the research data into a coherent structure informed by the author's consistent arguments or point of view. The author must demonstrate a marked capacity to use legal authority and other data to develop and support the author's argument or point of view.
5. **Form and Length:** The paper must be free from grammatical errors or misspellings. The writing must exceed minimum standards of effective, accurate expository prose. Footnotes must comply with Blue Book or ALWD form. The paper must be of sufficient length to address adequately the issues presented. At a minimum the paper will be 20 pages in length.

Fees & Charges: All fees and tuition charges incurred prior to graduation must be paid.

If any of the above requirements are not met, the degree cannot be conferred. Examples typically include: a grade of "incomplete" entered on the records; credit not received for a course taken as a Visiting Student; not fulfilling the 86 hours; incomplete writing requirement. **The degree will be conferred in the term when all requirements have been finally met.**

CERTIFICATES

Indian Law Certificate: The Indian Law Certificate can be earned in the J.D. program by law students who meet the requirements for this specialized study of Indian Law. Students enroll in the certificate program in their second year and plan their studies with a faculty advisor from the certificate program. Certificate recipients must complete: 21 hours of coursework in Indian Law, including specific required courses; an experiential component available in clinical work and externship; the writing requirement for the J.D. in a study focused on an Indian Law subject; and academic performance standards in the specialty. Information on the certificate requirements is available from the Indian Law faculty advisor.

The Natural Resources and Environmental Law Certificate: Students have two options for obtaining the Natural Resources Certificate:

Option One requires a student to become a member of the *Natural Resources Journal* through the write-on competition. The student will earn 12 credits toward graduation requirements and 10 of those credits will go toward the Certificate as an NRJ staff member and editorial board member. In addition, NRJ members must successfully complete 10 hours of elective courses in the natural resources area and fulfill their writing requirement by writing on a natural resources topic. Additionally, the student's writing requirement must be written on a natural resources topic and must have two faculty readers. However, the first reader may waive the requirement of the second reader. Students may earn the 10 additional credits in a number of ways. Most students fulfill this portion of the requirement entirely with law school courses. A list of approved classes meeting the 10 credits will be provided by the Natural Resources Committee. A student must take either administrative law or environmental law and they must take either federal public lands, natural resources law or water law. If a student can demonstrate to the program administrator that they have taken an equivalent law school class, these requirements may be waived. However, with prior approval from the Natural Resources Committee, graduate courses from other UNM departments may satisfy as many as six hours of this requirement. Credit hours from an externship in the field of natural resources or a moot court related to natural resources issues may also be used to satisfy this requirement.

Option Two for earning the Certificate requires that a student earn 21 natural resources credits. A list of approved classes meeting the 21 credits will be provided by the program Natural Resources Committee a student must take either administrative law or environmental law and they must take either, federal public lands, natural resources law or water law. If a student can demonstrate to the Natural Resources Committee that they have taken an equivalent law school class, these requirements may be waived. A portion of these 21 credits must be earned through participation in two of the following: a 2- or 3-credit externship in the field of natural resources, a graduate level class dealing with natural resources in another UNM department or school, a moot court related to natural resources, or an independent study in the area of natural resources. Additionally, the student's writing requirement must be written on a natural resources topic and must have two faculty readers. However, the first reader may waive the requirement of the second reader.

NOTE: Any courses taken outside of the Law School must be pre-approved by the Assistant Dean for Registration.

If you have questions regarding either option check with the Natural Resources Committee.

EXTRA-CURRICULAR ACTIVITIES

Journals and Competitions

***Natural Resources Journal (NRJ)*:** The *Natural Resources Journal* is an internationally recognized quarterly devoted to the examination of resource issues. To become an NRJ staff member, first-year students must participate in the writing competition held during the summer semester following the completion of their first year of law school.

Under the supervision of the faculty editor-in-chief, the managing editor, and the student editors, NRJ staff member's aid in the production of the Journal in the fall semester of their second year by cite checking. In addition, NRJ staff members must take NRJ I (Advanced Writing in Natural Resources), a writing seminar directed by the faculty editor that explores the art of multi-disciplinary writing in the natural resources area. Seminar students also select a topic for their own research and begin the process of writing a natural resources thesis of their own. Students receive three credits for the combined Journal and seminar work. In the spring semester of the second year, students continue to work on the Journal as both staff members and members of the incoming editorial board. They also continue work on their seminar papers under the direction of the faculty editor-in-chief. For this combined work, the students will receive three academic credits.

As third-year editors, students participate in all aspects of the Journal production, including the selection of articles. They are also expected to complete the thesis begun in the fall of their

second year by the start of the fall semester of their third year. The Journal anticipates publishing as many of the student articles as space and quality allow. Third-year editors complete their work as NRJ editors in the spring semester of their third year. For the final two semesters of work, students receive six academic credits, three per semester.

NRJ Policy Regarding Transfer Students: The Natural Resources Journal is happy to review second-year transfer student applications. Transfer students may obtain a write-on competition packet from the managing editor of the NRJ by picking up a packet in person in the Journals Suite, Rm. 1321 of the law school; by calling 505-277-4910; or by emailing to NRJ@law.unm.edu. Packets must be returned to the managing editor by 4:00 P.M. on the last day of the second full week of the fall semester. Packets will be reviewed using the same standards as the summer write-on competition for non-transfer second-year students. The NRJ will make a decision regarding acceptance by the end of the third full week of the fall semester.

New Mexico Law Review (NMLR): The *New Mexico Law Review* is a symposium of issues consisting of articles written by practitioners and professors emphasizing recent student-edited general legal journal published three times a year. The lead articles and developments in the law. The third issue of the Law Review contains an annual survey of New Mexico law in the form of pertinent case notes written by student staff members. Students are eligible for membership beginning their second year. As a Law Review staff member, the student is involved in extensive cite-checking and proofreading of articles for publication, and the student is also required to write a case note of publishable quality during the first year on staff. After successful completion of these requirements, the student is eligible for appointment to a position on the Editorial Board for the next year. A third-year student who does not receive a board appointment has the option to become an assistant editor or to write a comment for possible publication in the Law Review.

Tribal Law Journal: The goal of the *Tribal Law Journal* is to provide a reliable forum for the discussion of internal indigenous law. The purpose of the *Tribal Law Journal* is to promote indigenous self-determination by facilitating discussion of the internal law of the world's indigenous nations. The internal law of indigenous nations encompasses traditional law, western law adopted by indigenous nations, and a blend of western and indigenous law. Underscoring this purpose is the recognition that traditional law is a source of law.

The *Tribal Law Journal* provides native peoples, practitioners, and law students an opportunity to contribute their work to the discussion relating to internal indigenous law. The contributions will include, but are not limited to, tribal court case comments, reflections on tribal systems, the development of tribal law, the value of tribal law, interviews and teachings.

An on-line forum provides free access and the opportunity for comment and discussion about journal items. The editorial working group reserves the right to edit comments for length, legality, and appropriateness of comment. The on-line forum provides a variety of media to best capture indigenous thought and expression. See semester schedule for credit hours.

Team Competitions

The School of Law regularly sponsors student participation in team competitions (e.g., Mock Trial Competition, Philip C. Jessup International Law Moot Court Competition, and National Moot Court Competition). Information regarding specific competitions is available on the law school website, and in the Career and Students Services Office.

Policy Regulating Extra-Curricular Activities

Eligibility: Second and third-year law students in good academic standing (a minimum of a 2.00 cumulative g.p.a.) may try out for the publications staff and various trial competitions described below.

Academic Credit for Student Participation

Journals

1. *Natural Resources Journal*

- A. In the fall semester of their second year, student staff members must be enrolled in NRJ I (Advanced Writing in Natural Resources) seminar. The student shall receive two hours of academic credit for the seminar, and one hour of credit for cite checking.
- B. In the spring semester of their second year, student staff members must be enrolled in NRJ II and shall receive three hours of credit for cite checking.
- C. Third-year students on the editorial board must be enrolled in NRJ III in the fall semester and NRJ IV in spring semester and shall receive three hours of credit per semester for Journal work.

2. *New Mexico Law Review*

- A. Student staff members shall receive two hours of academic credit per semester. These two hours include any seminar requirements of the publications.
- B. Student members of the editorial board shall receive three hours of academic credit per semester.

Moot Court Competitions.

The Law School recognizes that interscholastic competitions such as moot courts, trial advocacy, negotiation, and interviewing and counseling are valuable learning experiences for students. The purpose of this policy is to support student participation in these competitions in a manner that makes them academically rigorous, and financially feasible

- A. Selection of Competitions: In addition to the Mock Trials, the Curriculum Committee will compile a list of other competitions that, in its judgment, have sufficient academic merit to award students one hour of Law School credit for their participation. This list will be completed no later than March 31 each year. If it so chooses, the Committee may rank the competitions in order of their importance to the academic mission of the Law School.
- B. Coaching of competition teams will be provided by full time professors and adjuncts to the extent allowed by the competitions. The Law School will make a good faith effort to find and fund a coach for those competitions on the list. Should there be no appropriate coach identified for the competitions, or budgetary constraints prohibit funding a coach, the competition will not be offered that academic year.
- C. Selection of Participants: The Law School expects that law students participating in interscholastic competitions will typically be selected by competing in an intra-school competition that is administered by the competitors or other student volunteers.
- D. Law Students who have received credit for participating in an interscholastic competition will not be allowed to participate for credit in the same competition in subsequent years.

Mock Trial Competitions

Students may participate in Mock Trial Competition for two hours of credit.

Reimbursement of Expenses: Additionally, the Law School, in coordination with interested participants, will estimate the cost of supporting each competition. The Law School will advise the participants in each competition of the amount of funding it is able to provide beyond the hiring of a coach. If the amount of support that the Law School is able to provide is less than the actual cost of participation including registration fee and travel, it will be the responsibility of the participants to secure funding for the difference. Financial support for competitions will be prioritized in the order of favor those competitions have historically been successful and that have proven academic merit. If no financially viable means can be arranged to offer a competition, it will not be offered that academic year.

Competitions that are not on the Committee's approved list may be added during the academic year by the Committee, but the Law School will not provide financial support for the competition beyond making a good faith effort to assign a full time member of the faculty as the teams' coach or provide an honorarium for a qualified adjunct to coach the team.

Special Programs

Guanajuato Summer Law Institute

The law schools of UNM, Southwestern University, and Texas Tech, in cooperation with UNM's Latin American Institute, offer four weeks of summer law study in Guanajuato, Mexico, followed by an optional internship in a Mexican law firm. This Summer Institute features an introduction to Mexican Law and international law subjects related to Latin America. All courses are taught in English by American and Mexican law professors. The Institute has been approved by the Accreditation Committee of the ABA Section on Legal Education. A student must be in good academic standing (minimum 2.00 cumulative g.p.a.) to be eligible to attend the Summer Institute.

North American Student Exchange Program

UNM is one of three law schools in the U.S. selected to participate in an exchange program between Mexico, Canada, and the United States. The program promotes a greater understanding of the legal systems and cultures of the member countries with an emphasis on the North American Free Trade Agreement. Two to three UNM students are selected each year to study for one semester in law facilities in Mexico and Canada. The students pay UNM tuition, receive a stipend to cover part of the expense, and receive 12-15 hours of credit for successful completion of the course work. UNM students are eligible to participate after their first year of law school with selection based upon a demonstrated interest in international law. Those students attending a law school in Mexico or French Canada must have excellent language skills in Spanish and French. A student must be in good academic standing (minimum 2.00 cumulative g.p.a.) to be eligible to attend the program. Hours passed with a C or better will be brought in as credit. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

University of Tasmania Exchange Program

Whenever a student who has completed one year at UNM School of Law wishes to attend the University of Tasmania School of Law, at his/her own initiative, that student may request permission to do so from his/her own dean, who will then refer the request to the dean of the other law school. If both deans agree that it is in the interest of the institutions and the student to attend the other law school, permission will be granted. These occasional student-initiated visits may not exceed one semester and they will be supervised by one faculty member at each law school. A student must be in good academic standing (minimum 2.00 cumulative g.p.a.) to be eligible to attend the program.

Any University of New Mexico student who wishes to participate in this program must comply with the requirements of the American Bar Association's "Criteria for Law School Approval of Student-Initiated Study Abroad for Academic Credit". UNM will not grant more than 12 semester hours of credit for study overseas. Students visiting UNM or the University of Tasmania from the other institution will be formally registered at their home institution during the period of the visit, and continue to pay tuition and fees, and receive financial aid, as they would if they were attending classes at their home institution. Further, each law school will treat any student visiting for the semester as that law school would treat any other visiting student, and the law school will supply the student with the same student amenities that it provides all other visiting students. Hours passed with a "C" or better will be brought in as credit. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

Franklin Pierce Law School Exchange Program

The University of New Mexico School of Law and the Franklin Pierce Law Center have established an exchange program where students pay home institution tuition but enroll in classes at the host institution. Franklin Pierce Law Center specializes in the areas of intellectual property and patent law.

A maximum of two students from each institution will be permitted to attend the host institution in any one semester. To be eligible for the exchange program, students must have a grade point average of at least a 2.5 and entering either their second or third year of law studies. The host institution will make every effort to allow exchange students access to courses, co-curricular and extracurricular activities. Hours passed with a "C" or better will be brought in as credit. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

Visiting Other Law Schools

Law students who have completed their first year of legal studies and are in good standing are allowed to earn credit from other ABA-accredited law schools and apply it towards their University of New Mexico Juris Doctor degree. Common examples of such arrangements are international summer programs or relocation due to the employment situation of a spouse/partner. The approval of the Associate Dean for Academic Affairs and the Assistant Dean for Registration is required, and interested students should consult with the Associate Dean for Academic Affairs for more information. Note that only passing grades (C or better) are transferable to UNM School of Law for credit and such grades are NOT included in the calculation of the student's cumulative grade point average. However, if a grade of "C-" or less is received, the grade will be calculated into the student's cumulative grade point average.

Study Abroad Programs: Law Students who have completed their first year of legal studies and are in good academic standing are allowed, with approval from the Associate Dean of Academic Affairs, to study abroad at foreign non-ABA approved law schools.

The ABA standards mandate specific requirements be met by the student, the home institution, and the host institution when a student elects to visit a foreign school. See the Associate Dean for Academic Affairs for more information.

Commencement

Juris Doctor degrees are conferred three times per year at the conclusion of the spring, summer, and fall semesters. Commencement exercises are held once a year at the law school at the end of spring semester. Graduating students and their families are encouraged to attend.

Honors, Awards and Prizes

Academic Awards

Top Grade: A law professor has the option of noting the student who earned the top grade in each of his or her courses. Such notations are marked on the student's record.

Semester Honors: Any law student in good standing will be eligible for:

Dean's List: grade point average of 3.50 or higher during a semester in which 12 or more credit hours are earned, of which at least nine are graded;

Honor Roll: grade point average of 3.00 or higher during a semester in which 12 or more credit hours are earned, of which at least nine are graded.

BULLETIN AND HANDBOOK OF POLICIES 2007 - 2008

Students enrolled in a formal joint-degree program shall be eligible for the School of Law's Dean's List and Honor Roll if they are enrolled in at least 12 credit hours from either school. Of these, at least nine credit hours must be at the School of Law and six of the nine credit hours must be graded. Only grades earned at the School of Law shall be included in the grade point calculation for such honors.

Scholarships: the following scholarships are awarded annually. Application information is distributed to enrolled students early in the fall semester.

- The New Mexico Black Lawyers Association, Johnnie L. Cochran, Jr. Award
- Not for the Top Student Scholarship
- Robert C. Poole Merit Award—established by the law firm of Poole, Kelly & Ramo, in honor of the firm's founder, to be awarded to the first-year law student with the highest grade point average
- The Rodey Merit Scholarship—established by the law firm of Rodey, Dickason, Sloan, Akin & Robb, P.A. to be awarded to a first-year student who has demonstrated the potential to make an outstanding contribution to the study of law
- Rudolph and Betty Schwere Scholarship - Labor
- Judge Oliver Seth Scholarship - Mediation
- Carlos F. Vigil Scholar
- Helen Carter Writing Prize
- Don G. McCormick Endowed Writing Prize
- Raymond W. Schowers Writing Prize
- Estevan Aguilar – Trial Skills

Graduation Awards and Honors

Students will not be eligible for any academic honors based upon rank or cumulative grade point average, including election to the Order of the Coif, unless they complete a minimum of 60 graded course hours at UNM School of Law, including no fewer than 20 graded first-year course hours at the UNM School of Law.

At the discretion of the faculty, a student who is ineligible for recognition under the above policy may receive special recognition for outstanding academic performance at the UNM School of Law.

Academic Excellence: The J.D. degree may, at the discretion of the faculty, be awarded with the honors indicated to graduating students who have successfully completed the requirements prescribed by the faculty and who have achieved the following overall grade point averages in their law school work:

- | | |
|-------------------|------|
| • cum laude | 3.40 |
| • magna cum laude | 3.60 |
| • summa cum laude | 3.80 |

Order of the Coif: A chapter of the Order of the Coif was established at the school in 1971. This prestigious national organization honors the top ten percent of each year's graduating class.

Thesis Honors: The faculty annually may award one or more special certificates of honor to students who produce a thesis of exceptional quality. Supervising faculty may nominate a student's thesis for honors. All nominated papers will be read by a committee annually appointed by the Dean. If the Committee agrees that the student's thesis is of exceptional quality, a certificate of honor shall be awarded to the student.

Additional Awards and Prizes: The faculty recognizes outstanding academic achievement and significant contributions to the law school community by graduating students through these awards.

- ABA/BNA Award – recognizes excellence in the study of Intellectual Property Law
- ALI/ABA Award – recognizes a student who best represents a combination of scholarship and leadership.
- Atkinson & Kelsey Award—recognizes excellence in Family Law
- American Bankruptcy Institute Medal—for excellence in bankruptcy studies
- Clinical Legal Education Association Outstanding Student Award – recognizes a third-year student who excelled in clinical legal education.
- Honors in Clinical Law—recognizes outstanding performance in the clinical program
- Margaret Keiper Dailey Award—given in recognition of awareness of social problems, concern for people in trouble, and professional dedication to equal justice for all
- Dean's Awards—honors students for outstanding contributions to the law school community
- The Honorable Pete Domenici Award—recognizes excellence in Environmental Law
- Faculty Award—recognizes outstanding contributions to the law school community
- Freedman, Boyd, Daniels, Hollander, & Goldberg Prize—recognizes excellence in Criminal Law
- The Frederick M. Hart Prize—honors students who have shown excellence in Commercial Law
- Health Law Scholar Award—presented to a third-year student who has demonstrated interest and proficiency in Health Law
- Award for Excellence in International and Comparative Law
- LexisNexis Awards—acknowledges outstanding contributions to scholarship by the top three ranked members of the third-year class
- UNM Law Library Award—honors the outstanding third-year student who has excelled academically and exhibited exceptional contributions to the law school community.

BULLETIN AND HANDBOOK OF POLICIES 2007 - 2008

- Julia Raymond McCulloch Memorial Award—presented to a student who has shown outstanding scholarship and a demonstrated interest in the field of Constitutional Law
- McLeod Prize—presented to a third-year student who has demonstrated interest and skill in Advocacy
- Irwin Stern Moise Award in Legal and Judicial Ethics—recognizes a third-year student deemed most deserving on the basis of demonstrated scholarship, interest, and activity in the fields of Legal and Judicial Ethics
- Hugh B. Muir Award—in honor of Professor Muir, this award recognizes an outstanding third-year student who has excelled in Tax Law
- Judge Oliver Seth Award—recognizes a student for excellence in Alternative Dispute Resolution
- Judge Oliver Seth Award in Ethics
- Sheehan, Sheehan, and Stelzner Award—pursuit of excellence award
- Lewis R. Sutin Award—in honor of Judge Sutin, formerly of the New Mexico Court of Appeals, this award is presented to an outstanding student in either Trial or Appellate Advocacy
- Tort Scholar Award—presented to a third-year student who has demonstrated interest and proficiency in Tort Law
- Albert E. Utton Natural Resources Law Award
- National Association of Women Lawyers' Award—presented to a third-year student for academic achievement, interest, and contribution to the advancement of women in society
- The Jerrold L. Walden Memorial Award—established as a memorial to Professor Walden, this award recognizes a student who has evidenced the qualities of heart that distinguished Professor Walden
- Wall Street Journal Award—recognizes students for excellence in Corporation and Business Law
- Thomson West Law Award in Domestic Relations—recognizes excellence in domestic relations.
- The Mary Beth & W. Richard West, Jr. Award for Excellence in Indian Law—established by W. Richard & Mary Beth West, this prize is for a third-year American Indian student who has shown excellence in and commitment to the area of Indian Law

STUDENT SERVICES INFORMATION

Academic Records

Official academic records are maintained by the main campus Office of the Registrar. Records and documents pertain to a student's academic standing and progress, including admissions application, college transcripts, test scores, grades and academic standing.

Educational records are also maintained by the law school Assistant Dean for Registration and Records Office and other University Offices. Officials responsible for all official educational records are identified as deans, directors, or department heads in the University catalog.

Access To and Confidentiality of Student Records

The university has an approved policy for confidentiality of student records. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, 513).

All enrolled and former students may have access to their educational records maintained within the University. Those individuals and agencies having access to a student's records include:

1. University faculty and staff performing their job responsibilities related to academic and educational programs
2. Parents claiming the student as a dependent on their federal income tax return
3. Scholarship and other financial aid organizations supporting the student
4. State and local officials who must, by law, receive information from UNM
5. Organizations carrying out any accrediting program offered by UNM
6. Appropriate persons in an emergency
7. Any party designated by a valid court order (since it is not generally University policy to release information based solely on an order of subpoena, such instances will be referred to the Office of University Counsel)
8. Any person with the written consent of the parent for students under age 18, or the student if over age 18

Social Security Number

Your Social Security Number (SSN) will not be the primary University identification number. It will not appear on your UNM Lobo identification card. UNM is required to collect your SSN in order to provide full access to services such as financial aid, to ensure an accurate academic record, and for record-keeping purposes. The University will protect the confidentiality of your SSN as required by law.

Public Information

A student's name, local and permanent addresses, telephone listing, electronic mail address, date and place of birth, major field of study, classification, dates of attendance, honors and degrees awarded, participation in officially recognized activities and sports, weight and height of members of athletic teams, and most recent previous educational agency or institution attended by the student are considered public information and is available to the general public. This information can be released unless an annual written request to withhold the information is on file in the Records Office and the law school. Such requests must be submitted within two weeks of the start of each semester. Offices maintaining educational records provide students with an opportunity to review their educational records. Students have the right to challenge the content of the record (except grades). If the student feels the information is misleading, inaccurate, or otherwise in violation of the student's privacy or other rights, specific information concerning the student's challenge of record may be obtained from the Office of the University Secretary who maintains the policy on the confidentiality of student records.

Questions regarding student records and UNM's policy concerning the confidentiality of such records should be directed to the office maintaining the specific records in question. Any dispute over the contents of the records will be handled through informal meetings or discussions in the office where

the record is maintained. If informal meetings are not satisfactory, a student has the right to a formal hearing.

Student Address Changes

Address change forms are available at the Reception Desk in the Administrative Office of the law school. All completed address change forms must be presented in person with two forms of ID to the main campus records office. Once the change has been submitted, the student is required to inform the law school Registrar's Office of such change.

Name Changes

Students who need to process a change of name for their academic records must bring appropriate documentation to the Records Office in the Student Services Center on Main Campus. Appropriate documentation includes, photo identification (driver's license or passport) and the Social Security Card showing the new name. Name changes will be processed only for currently enrolled students. The School of Law cannot make a name change on a student's law school records until the change has been made with the main campus Records Office. Students shall notify the law school Registrar's Office immediately of name changes.

Law School Academic Records

The School of Law Assistant Dean for Registration and Records issues both official and unofficial copies of School of Law academic records. These records show all law school coursework, honors, and grade point averages. (Students needing University transcripts, which show ALL work completed at UNM, regardless of college affiliation, should contact the University Registrar for a copy of their University transcript). The student's signature is required to authorize the release of their record. Academic record release forms are available in the law school reception area. There is no charge for copies of a law school academic record.

Faxing Academic Records: Although the School of Law will fax academic records in **emergency** situations, the very nature of telephone transmission renders the document "unofficial". The student or alumnus may be asked to cover any costs incurred in the faxing process.

Holds on Records

No academic records or grades will be released to the student or to any other person or institution until all of the student's outstanding obligations to the law school and university have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to, loans, library fines, duplicating fees, tuition and fees and other charges. Academic records may also be held for non-financial reasons such as, but not limited to incomplete admission status.

Residency for Tuition Purposes

All students are classified according to their residency status for tuition purposes. Any student wishing to change from non-resident to resident classification must submit a residency petition to the University Registrar's Office, Student Services Center, Room 261 before the end of the SECOND week of classes for a given semester.

Information explaining all requirements for establishing New Mexico residency is available on-line at the law school web site or for more information call 277-2125.

Registration

Academic Advisement and Support

Students at UNM School of Law are encouraged to work with all of the faculty members as mentors and advisors. First year students may look to their Practicum section instructors for guidance in matters relating to law school. In addition, students are encouraged to confer with the attorney-counselors in the Career and Student Services Office with respect to any academic or

personal matters, including advisement about classes, academic performance and academic support. Students in need of a formal faculty advisor may request one at any time during their period of enrollment at the law school by contacting the Career and Student Services Office.

Support for Students with Disabilities:

The Career and Student Services Office is available to assist students with a qualified disability. In order to receive accommodation for a physical, mental or learning disability the student is required to contact the main campus department of Accessibility Services at 277-3506. In addition, a student should inform Bonnie Stepleton in the Career and Student Services office. All matters related to disability are held in strict confidence.

Students may also make an appointment with the Associate Dean for Registration to discuss their academic progress towards meeting graduation requirements. Students may also consult with the Registrar about the rotation of future curriculum offerings to assist the student in planning a two-year course of study.

Schedule of Classes: The schedule is available on the law school website and can be accessed at <http://lawschool.unm.edu/>. It is the responsibility of the student to check the web schedule for any changes and/or updates which may occur.

Limited Enrollment Courses: Prior to each new semester, a lottery will be conducted for all limited enrollment classes. Students will have a period of one week in which to indicate two limited enrollment class choices. The Registrar's Office will then draw names for each class up to the limit of the class. Such names for each class will be posted and students whose names were drawn will have two days at the beginning of the enrollment period in which to enroll in the class. After the initial restricted enrollment period for limited enrollment classes, enrollment in said classes is open on a first come, first serve basis for all students. **It is an honor code violation for any student whose name was not drawn to enroll in a limited enrollment class during the restricted enrollment period.** Once maximum course enrollment has been reached the course will be closed. If an enrolled student drops the course it will open for further enrollment. Occasionally a student may enter a closed class by permission of the instructor. Obtain a "closed class" card from the law school Registrar's Office. The card must be signed by the instructor.

Visiting Law Students: A Visiting Law Student may enroll in limited enrollment courses with permission of the law school Assistant Dean for Registration only after all participating UNM law school students have been seated.

Registration Procedures: Registration instructions for law students deviate from regular University procedures. Students will be notified by email about each semester's requirements and deadlines by the School of Law Registrar's Office. Registration information with detailed instructions, course listings, and schedules is made available by the law school Assistant Dean for Registration and on the law school web page. Please refer to the information for up-to-date guidelines for each session. It is the responsibility of the student to regularly check the web schedule for any changes and/or updates to time, day, or professor.

Failure to Enroll: Only students registered (enrolled) by the University deadline for late enrollment shall be classified as a law student and will be permitted to attend classes. Individuals who do not register (enroll) by the University deadline published in the main campus semester schedule of classes have no status with the law school or the University and may not attend classes.

A student who has not registered by the deadline, and who has not requested and received a leave of absence from the law school Associate Dean for Academic Affairs and in consultation with the Assistant Dean for Registration, must petition the Committee on Student Suspension, Retention and Readmission for permission to be re-admitted if they are interested in resuming their legal education.

Student I.D. Card: UNM issues photo identification cards to all students. The I.D. card is required to conduct numerous activities campus-wide such as: checking out books from the libraries, use of Student Health Center, Johnson Center facilities and admission to UNM athletic events. New students must obtain a student photo identification card in the Lobo Card Office located in the Student Union Building (SUB) on main campus after being admitted to UNM. Returning students use their existing I.D. card.

Changes in Enrollment: Once registered, students may process schedule changes through the drop/add procedures during appropriate periods.

The following information refers to **16-week courses**:

Dropping and Adding Courses: Students drop or add courses through the Lobo web using their UNM Net ID prior to the published deadline dates. Incoming first-year students must obtain a UNM Net ID prior to registering for classes by logging on to www.my.unm.edu. Enrollment instructions for using the Lobo Web will be explained by the Assistant Dean for Registration during orientation. After the deadline date, contact the law school Assistant Dean for Registration for the procedure and fees.

A full-semester law school course may be **dropped** by a student for any reason during the first six weeks of the semester. Do not expect your professor to drop you if you stop attending class. In courses scheduled for less than a full semester, i.e., half-semester or courses of a given number of weeks, a student may drop for any reason until midway through the course (a date to be determined and announced by the instructor).

Exceptions

- Students may **not** withdraw from first-year courses, Constitutional Rights Law, Ethics, or Clinic without the permission of a dean.
- The period for withdrawal from Judicial Extern, Law Office Extern and certain specifically designated special seminars, without obtaining the instructor's permission, is limited to the first two weeks of the semester.
- When the course instructor has indicated in advance that a shorter withdrawal period (or none at all) will apply in a particular course.

A full-semester law school course may be dropped with the instructor's permission from the sixth week of classes through the final day of classes. Similarly, a shorter course may be dropped with the instructor's permission after the course's midpoint through the last classroom meeting. This action requires a grade of WP/WF be assigned by the professor and appears on the student's academic record. After the last classroom meeting any law school course may be dropped only under extraordinary circumstances and only with permission of the instructor and the Dean or an Associate Dean. This action requires a grade of WP/WF be assigned by the professor and appears on the student's academic record.

Withdrawal from the University/UNM Law School: Students can withdraw from all courses on or after the first day of classes through the last day of classes prior to final exams through the website. **Students must contact the Associate Dean for Academic Affairs for advisement prior to withdrawing from any course.**

Students who withdraw during the first six weeks of classes will not receive either a course or grade notation on their academic record. Withdrawals initiated after the sixth week of classes will be subject to grades of "W/P" or "W/F". The grade of "W/F" will be calculated as a failing grade in the student's grade point average. All withdrawal grades will be assigned by the professor upon completion of the University withdrawal process.

When students leave the University during a semester and do not complete the withdrawal process, they become liable for grades of "F" in their courses, even though they have been passing at the time of leaving.

Tuition Refund: Prior to the first day of classes, if a student registers and pays tuition and later finds he/she cannot attend, the student can cancel his/her registration and receive a full refund directly from the UNM Student Services Center. It is the **student's responsibility** to withdraw by contacting the School of Law Assistant Dean for Registration. Students who do not officially cancel or withdraw their registration prior to the start of classes will be subject to the University Tuition Refund policy (page 21 and Withdrawal from the University/Law School deadlines (page 22).

Tuition and Fees: All tuition and fee charges, as well as fees for special services, are subject to change without notice. A student's readmission, registration, library or parking privileges, release of official records, and other requests may be restricted or denied unless satisfactory financial arrangements have been made for all outstanding charges. Registration is not complete until tuition and fees are paid or cleared through the Bursar's Office.

Hours: Hours for the purpose of tuition are defined as hours for credit, credit/no credit, and/or audit.

Tuition and Fees Payment: Detailed information on procedures, processes, and deadlines is made available each semester from the Assistant Dean for Registration's Office at the School of Law. Students are required to satisfy all financial obligations due the University before registering for a new semester. For detailed information and tuition schedule, check with the law school Registrar's Office, Main Campus schedule of classes on the web, or the Admissions Office.

Semester Course Loads: The *maximum* number of hours that may be taken for law credit per semester is 16, unless **prior** permission to take more is obtained from the law school Assistant Dean for Registration.

The *minimum* load per semester to be considered a "full-time" law student by the law school is 12 hours of work creditable toward the J.D. degree. All students (except those in their final year who need fewer to satisfy degree requirements or those students on the FLEX program) must take at least 12 hours toward the J.D. degree unless PRIOR permission to take fewer is obtained from the Assistant Dean for Registration. However, students wanting to take nine or fewer hours may be required to take more by the Veterans Affairs Office or by loan, grant, or scholarship agencies.

Summer Term: During the summer Term, three credit hours or more (up to nine credit hours) is considered full-time. Less than three credit hours is considered part-time.

Tuition and Fees Refund Deadlines: : Tuition and Special Course Fees will be refunded in accordance with the dates published in the current UNM schedule of classes on the web.

Refunds: All tuition, fee, and special course fee charge adjustments are based on the date of the official drop, withdrawal, or disenrollment. To receive consideration for a refund of paid tuition and fees, students must complete drop procedures for their courses, and then complete a two-part Refund Request form available from the Bursar's Office. All refunds (except housing deposits) are requested at the Bursar's Office by completing a Refund Request form. Immediate cash refunds are not given for withdrawal from the University or for reduction in paid credit hours. If a refund is due and overpayment was made by check, there is a 21-day hold period from the payment receipt date before the refund is processed. The refund check will be mailed to the student's current system address. Please confirm with the Bursar's Office your address when making a refund request. MasterCard and Visa card refunds will be credited to the charge card. Card number and expiration date must be provided by the student to the Bursar's Office.

Restriction of Services and Sanctions

Financial Holds: No transcripts or other information relating to any student's records at the University shall be released or delivered to the student or to any other person, entity,

or institution until all student debts (including but not limited to debts existing on account of loans to the students) to the University and all of its affiliates, including but not limited to, the New Mexico Educational Assistance Foundation, have been paid, or other arrangements satisfactory to the University have been made for their payment regardless of whether the debt has been discharged in any proceeding under the United States Bankruptcy Act. However, students have the right to inspect and review educational records to the extent that such right is granted by applicable laws and regulations.

Registration Sanction: No student shall register at UNM until she/he has paid ALL past due charges.

Service Charge on Delinquent Accounts: A service charge may be assessed on a student's delinquent account.

Collection Agency: Following the end of each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a Statement of Account does not relieve students of the responsibility for payment. If payments or arrangements are not made on a timely basis the account may be placed with a collection agency, with a collection fee added to the account. Should it be necessary for an outside agency to effect a collection, reasonable collection costs of at least 30% of the delinquent amount shall be added to the amount due and shall be paid by the debtor. If UNM obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable court costs and attorney's fees.

Withholding Services: Students who have had their registration canceled or have delinquent accounts will be denied privileges and services available to students enrolled in the University and in good financial standing. Students with delinquent accounts will be subject to sanctions that withhold:

1. Future registrations
2. Readmission
3. Transcripts requests
4. Installment payment arrangements
5. Future parking and library privileges
6. Bar Certification (for graduates)

Other Fees

Student Group Health and Accident Insurance: The group health and accident insurance is available only to students attending UNM and carrying six or more semester hours during a regular semester. Participation is at the student's option, except that foreign students are required to have this coverage for themselves and dependents. Please check with the Student Health Center for current rates and to complete an application and make payment.

Computer/Duplicating Fees: All law students will be charged a basic annual fee for duplicating costs and computer services. This fee is \$300.00 for the 2007-2008 academic year. The fee will be payable in two installments—one half, \$150.00, will be billed the first semester, and the remainder will be billed the second semester. The UNM Bursar's Office will bill students for all duplicating and computer services fees, and payments should be made directly to that office.

See page 48 for policy on print limits.

Malpractice Insurance: New Mexico does not mandate practicing lawyers to carry malpractice insurance. The School of Law Clinic, however, believes it is a fundamental professional responsibility to protect clients from potential harm that may be caused by our negligence. The Clinic negotiates a new malpractice insurance premium each year, buying the

most coverage for the most reasonable rate. To keep the cost down for each student, all students enrolled in Clinical courses are required to pay an equitable share of the cost of maintaining this insurance. This fee is approximately \$125. The malpractice fee is automatically charged to the student when they enroll in a clinic.

Student Bar Association Dues: Officers of the Student Bar Association collect one-time voluntary dues of \$90 during the first week of the fall semester. Payment of these dues entitles each student to a locker and allows participation in SBA-sponsored activities. SBA dues are based on six semesters, thus refunds in the case of early withdrawal are prorated to the semester of withdrawal.

Academic Regulations

Definitions of Good Standing

Professional Good Standing

Good standing in a professional school means more than just academic good standing. The University of New Mexico School of Law recognizes its responsibility to maintain a program that prepares its students for admission to the bar and for effective and responsible participation in the legal profession, including, but not limited to, the capacity to honestly and competently represent the interests of others. In conformity with the American Bar Association's Academic Standards (2007), UNM School of Law will monitor the progress of law students throughout their studies, and will not continue the enrollment of a student whose inability to do satisfactory work is sufficiently manifest so that, in the Dean's judgment, the student's continuation in school would inculcate false hopes in the student, represent a risk to the public, or detrimentally affect the education of other students.

The definition and list of "Relevant Conduct" for the Standard of Character and Fitness found in the Comprehensive Bar Admission Requirements (2007) of the National Conference of Bar Examiners and the American Bar Association Section of Legal Education and Admissions to the Bar serve as the school's guideline in assessing the professional behavior and capacity of students. (See Appendix B-1.)

On account of neglect of study, incapacity for the law, untruthfulness or nondisclosure of required information, or conduct or character not in keeping with the standards of the school or the legal profession, the University of New Mexico School of Law reserves the right to terminate the attendance of any student, to remove any student from the list of candidates for the Juris Doctor degree, or to otherwise discipline any student. Any person, by registering in the University, agrees to this reserved right of the law school to place such person on disciplinary probation or to sever his or her connection with the law school, regardless of academic standing, at any time circumstances warrant.

Any student who is not in professional good standing may be placed on probation or have their attendance terminated by administrative action. The student shall be notified in writing at their official address of any such action. A student who is placed on probation may be required to comply with conditions of probation as determined by the Dean. Failure to comply with such conditions may result in immediate suspension. A student whose attendance is terminated for failure to be in professional good standing may petition for relief by way of the procedure set forth for suspension as explained on page 37 of this handbook. UNM School of Law reserves the right to demand reasonable proof from any student who is suspended or whose attendance is terminated that the student is capable of being in professional good standing before readmission.

Academic Good Standing: A student is considered to be in good academic standing as long as he/she maintains a minimum cumulative grade point average of 2.00. A student whose attendance is terminated for failure to be in academic good standing may petition for relief by way of the procedure set forth for suspension as explained on page 37 of this handbook.

Provisional Academic Good Standing While on Probation: A student on academic probation, who is making academic progress, is in provisional academic good standing with the law school.

Alcohol and Drug Policy

Alcohol

1. No alcoholic beverages of any type may be on University property at any time except for special events that have been administratively approved by the law school, and a liquor request form has been signed by the Provost of the University.
2. Student events approved may serve only beer, wine or champagne, and an ample supply and variety of nonalcoholic beverages must also be provided.
3. The sponsor of the event is responsible for the pick-up or removal of kegs and coolers and trash from the law school premises within 24 hours following the end of the event.
4. Any person observing abuse of alcohol by students or employees while on college property, or while representing the college, or while participating in college activities whether on or off college property should report same to any dean.

Drugs

1. The use of illegal drugs or the misuse of prescription drugs on University property is strictly prohibited.
2. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of *New Mexico Statutes* and the University of New Mexico (current UNM catalog and other University publications.)
3. "Use" of a drug shall include use, possession, manufacture, sale or distribution on University property of any one or more illegal drugs.
4. Any person violating this policy will be subject to administrative disciplinary action and may result in expulsion from the law school and the University.
5. Any person observing or having knowledge of the use of illegal drugs on University property should report same to any dean.

Prevention Programs

Resources are readily available to assist any person who is having a problem with substance abuse or who is concerned with someone else's drug or alcohol use. The law school prefers to address problems concerning substance abuse through rehabilitation methods, and will encourage individuals to seek treatment. Such individuals should consult with the Assistant Dean for Career and Student Services. Students needing assistance should also be aware of the Lawyers Assistance Program.

Grades

The grades awarded in all courses are indicative of the quality of work done. Their significance in most courses at the University is as follows:

Letter Grade Definitions

A	Excellent	4 grade points per credit hour.
B	Good	3 grade points per credit hour.
C	Satisfactory	2 grade points per credit hour.

D	Barely Passed	1 grade point per credit hour.
F	Failed	0 grade points per credit hour.
CR	Credit	Gives credit for the course but is not computed in the grade point average. CR credit is the equivalent of at least a grade of "C".
NC	No Credit	Not computed in the grade point average.
I	Incomplete	The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. Courses given a grade of "I" are excluded in the calculation of the grade point average.
AUDIT		Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option
WP	Withdrawal Passing	Courses given a grade of "WP" are excluded in the calculation of the grade point average.
WF	Withdrawal Failing	A grade of "WF" will be calculated as a failing grade in the student's grade point average.
W	Withdrawal	A "W" grade is used for approved administrative withdrawals.

Computation of Grades

1. Course grades shall be recorded as letter grades in all courses except those courses designated as "CR", "C-", "D+", "D", "D-", "F" or "Credit/No Credit".
2. Each grade shall be assigned a fractionated grade point value. (see *Grade Points below*)
3. Only letter grades shall be computed in determining a student's grade point average, including non-passing grades earned in "CR/C-/D+/D-/F" courses.
4. Grade points - grade points shall be determined in each course by multiplying the numerical value of the grade earned by the number of credit hours for the course.
5. Grade point average - a student's grade point average shall be determined by dividing the total number of grade points earned in all graded courses by the number of credit hours attempted in such courses.

Grade Points: the University of New Mexico utilizes a fractionated grading system. Following are the allowable letter grades and associated grade points:

A+	=	4.33
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0.00

Note: "A+" became effective fall semester 1991. An "F+" is not a valid grade.

Grade Point Average: A student's academic standing is referred to in terms of a grade point average calculated by dividing the total number of grade points earned at the School of Law by

the total number of graded hours attempted. Courses given a grade of "WP", "CR", "NC", or "I" are excluded in the grade point average calculation.

Grading Practices: Law professors must grade all students in a course using the same grading system. Available grading systems are:

- A. Regular fractionated grading (most law courses)
- B. "CR", "C-", "D+", "D", "D-", "F" (typically "skills" courses, e. g., mediation courses, and designated elective courses throughout the law school)
- C. "CR/NC" (examples of courses designated by the faculty as using this grading system are participation in the New Mexico Law Review, the Natural Resources Journal, and various Moot Court competitions)

Grading Options: Law students must register for courses using the GRADING option. Because law professors must grade all students in a course using the same grading system, students **do not** have the option to take a particular course on a "Credit/No Credit" basis.

Exception: By faculty policy, the only courses where a student is allowed to register using the "CR/NC" grading option are Moot Court competitions and Law Journal courses since these must be graded as "CR/NC".

Some professors, after consulting with the Associate Dean for Academic Affairs, may choose to grade an entire course on a "CR", "C-", "D+", "D", "D-", "F" basis and any necessary grading adjustments will be made at the law school Registrar's Office. This grading system is not the same as "CR/NC". In addition, a student may register for a course as an audit, without credit. The audit card must be submitted to the law school Registrar's Office not later than November 15th for the fall semester and April 15th for the spring semester.

Limited Grading Options: Students will be able, during their law school years, to take up to two designated elective courses on a "CR", "C-", "D+", "D", "D-", "F" basis.

Please note the following:

No required courses are available on this basis (i.e., first year courses, Constitutional Rights, Ethics, and Clinic).

This optional grading system may be selected only in elective courses in which the option is made available by the instructor. A list of elective courses so designated will be available by the beginning of the semester.

A student may take no more than one elective course under this option during a semester, and no more than two elective courses during the student's law school career.

In order to exercise this option, a student must complete a grading option card, which is available from the law school Assistant Dean for Registration, and submit it to the law school Registrar's Office no later than November 15th for the fall semester and no later than April 15th for the spring semester. Submission of a grading option card is irrevocable; there will be no exceptions.

Students selecting this grading option will be expected to meet all course requirements, including class participation, examination, papers, etc.

Auditing Law Courses: Law electives may be audited. Students wishing to enroll in a limited enrollment course as auditors are allowed to enroll on a space available basis. An auditor who fails to attend class may be dropped at the instructor's request or a grade of F may be submitted. The fee for audited courses is the same as for credit courses. Audit enrollment receives no credit and is not included in the student's total course load for purposes of enrollment

certification, but audited courses are included on the student's transcript. Once a student elects to audit a course, the status cannot be reversed to a grade or credit. Courses taken for audit may be repeated for credit. The deadline for auditing a class is November 15th for the fall semester and April 15th for the spring semester.

Incomplete (I) Grade: According to the academic policy, no "I" grade can be outstanding for a student who is graduating from the University.

The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the course work within the official dates of session.

Incomplete Papers

1. For any course in which a paper is a component of the grade, the paper must be submitted by the due date established by the professor and applicable to all members of the course (which, in any event, must be no later than one week after the last day of the examination period). Requests for extensions may be approved by the supervising faculty member, but, if an extension is granted, the final course grade will be "CR", "C-", "D+", "D", "D-", "F".
2. Papers written for independent research credit, whether or not in satisfaction of the advanced writing requirement, shall be due no later than one week after the close of the examination period. An extension may be granted by the supervising faculty member, at his or her discretion, and will result in a grade of "I".
3. The grade of "I" is given only when circumstances beyond the student's control have prevented completion of course work within the official dates of the semester. Requests for extension of time to fulfill requirements of a course are limited to one extension.

If course requirements are not completed within a five month period after receipt of an "Incomplete", credit will not be granted for the course and the Assistant Dean for Registration will submit a grade of "F", unless strong justification has been made by the student to the instructor for a grade of "WP" (Withdraw Pass).

Time Table for Completion of an Incomplete Grade

Term Incomplete was received	Date the work must be completed
Fall (December 14th)	May 16th
Spring (May 16th)	October 16th
Summer (August 1st)	January 16th

Submission of Grades by Faculty: Faculty shall submit grades for all courses to the Assistant Dean for Registration as soon as possible but no later than 30 days following the last examination for the fall and spring semesters, and 20 days after the last class day for the summer term.

Grade Notification: Students log on to the Lobo web to receive grades.

Bar Graph/Rank: The School of Law does not provide an academic rank order of students. Rather, a bar graph (numerical grouping of grade point averages) is utilized to illustrate a student's academic standing in relation to the other members of the class. The graph is updated at the conclusion of the fall and spring semesters.

Review of Grades: Students are prohibited from discussing their examination, examination number, or grade with a professor prior to the time grades have been submitted for posting. After grades have been submitted, a professor may change a grade only after he/she has determined that a mathematical, transpositional error, or other similar event not involving the exercise of

discretion in grading, has occurred in the grading process and the change is approved by the Associate Dean for Academic Affairs.

Grade Change Deadline: Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation. Otherwise, the grade stands as originally reported. No grades can be changed upon graduation.

Student Objection to Grade: When a student has questions about the grade he or she received on a paper or in a course, the student should first talk with the professor. If the matter is not thereby resolved, the following procedure is to be followed:

The student may confer with the Dean, who will seek to work the matter out.

After conferring with the Dean, the student may formally question a grade by filing a written notice with the Dean. On receipt of the notice, the Dean will appoint two or more faculty members as a committee to make a recommendation. The Committee may seek advice inside or outside of the faculty. If, after considering the Committee's recommendation, the Dean believes a change in grade should be made, he/she shall confer with the full faculty before acting.

Because of the position, the Dean represents both students and faculty in such matters, and he/she has a broad responsibility and authority. Any decision made pursuant to this policy shall be reviewable by the President and the Regents of UNM. Specific details on this review process may be found in the current UNM Pathfinder. Also, refer to Student Standards and Grievance Procedure on page 44.

Limitations on Repetition of Courses

In order to assure educational value in classroom courses and the clinical field experience, the following regulations have been adopted:

Classroom Courses

1. No student shall repeat the same course without the prior written permission of the Associate Dean for Academic Affairs based on a finding of substantial educational value. The Associate Dean shall inform the Assistant Dean for Registration that approval has been granted.
2. No student shall repeat the same course more than once.
3. When a student is granted permission to repeat a course he/she will receive credit only once. However, **all attempts** and **all grades**, are computed in the student's Grade Point Average.

Repetition of Clinical Externships: Externships do not fulfill the clinical requirement. A student shall be allowed to take a maximum of one externship, which has been approved by the Associate Dean for Clinical Affairs.

Exception: Students who have already taken one externship will be allowed to take up to three additional hours of credit for an approved second externship if they:

1. Secure a full-time faculty member willing to actively supervise the proposed externship; such supervision shall include at least three meetings between the student and the faculty supervisor, scheduled regularly throughout the semester.
2. Submit a written proposal for the externship to the Associate Dean for Clinical Affairs and be granted an exception to the current policy. The proposal should (1) identify the externship; (2) explain the reasons for the additional externship and demonstrate its educational benefit; (3) describe the expected academic written work product, and (4) identify the faculty advisor.

3. Produce, as a result of the externship, an academic written work product which will satisfy the supervising faculty member and guarantee an academic component.

No student shall repeat a law extern or judicial extern course under the same supervising attorney, law firm, agency, or judge.

A student may not take a second externship during his/her semester of clinical practice or in the same semester as the first externship. The Student Practice Rules apply to all externships. The Associate Dean of Clinical Affairs will be available to consult throughout the program. The student's externship supervisor should meet with the student at the beginning of the semester and is responsible for collecting the externship paper at the end of the semester.

The second externship should be an ADR, Judicial or Law Practice externship approved by the Associate Dean of Clinical Affairs, and, except as provided by the policy above, all rules governing externships continue to apply.

Externship Compensation: A student may not receive compensation for an externship program for which they receive academic credit.

Course Enrollment Outside of Law School

Up to six credits in 500 level courses in other colleges of this University or other fully accredited institutions of higher learning may be taken for elective law credit after enrollment in the School of Law. The "Approval Form for Course Taken Outside the Law School" must be completed and approved in advance by the Assistant Dean for Registration. If a grade of "C" or better is received in such a course, "CR" will be entered on the law school academic record, and the appropriate number of credit hours will be counted toward the law school's degree requirement of 86 hours. If a grade of "C-", "D+", "D", "D-", "F" is received, the grade will be entered on the academic record and calculated into the student's grade point average.

Permission of the instructor is required for any course taken outside the law school for elective law credit, and the student must undertake the responsibility of resolving any conflict of law school class meeting or examination schedules with the class meeting and examination schedule in such an elective course.

Credit will not be given for law school work completed in another non-law graduate program prior to matriculation in the UNM School of Law.

Independent Research

A student and full-time law school faculty member may agree to an independent research project for one, two, or three hours of credit. It is anticipated that the student will meet with the faculty member regularly during the completion of the project to review the work being done. A written product normally is expected, but its length and content shall be determined by the supervising faculty member. It is the responsibility of the student to confer with the supervisor concerning the progress of the research before the deadline.

Enrollment for independent research is completed by registration in Independent Research and submission of the approval form for independent research of a program approved in writing by the supervising law school faculty member. This form must be submitted to the law school Assistant Dean for Registration by the end of the second week of classes in any semester.

No student may receive more than a total of six hours of independent research credit during his or her law school career, except with permission of the Associate Dean of Academic Affairs.

The written product of independent research may satisfy the student's writing requirement for graduation as defined by the School of Law policy on the *Advanced Writing Requirement* (page 8).

Limitation: Independent research programs are not intended to serve as substitutes for courses given at the law school. Accordingly, credit may ordinarily not be earned for study in subjects that are covered in classes that have been, are, or will be available to students during their law school careers. This rule does not extend to the following circumstances: (a) the subject matter of the proposed program is not available in the law school curriculum, or (b) the student has registered in the course covering the subject matter, but has been excluded from it because of class size limitations and will not have another opportunity to enroll in that or another course covering the subject matter of the proposed program, or (c) the student has taken, or is taking, a survey or introductory course in the area, and wishes to do advanced work which is not made available in the curriculum.

No credit shall be given for previously completed work, for paid work, or for work for which credit has been or will be given by any other faculty member. Permission for any exception to this rule must be obtained from the Dean or an Associate Dean. (see page 31, Dishonesty in Academic Matters)

Policies currently governing completion of examinations and papers for courses and seminars apply to independent research.

A faculty member teaching a normal load is permitted to supervise a maximum of six credits per semester of individual research, unless the Dean makes an exception. Independent research will be graded on the basis of "CR", "C-", "D+", "D", "D-", "F".

Compensation for Coursework

A student may not receive compensation for any coursework (including Independent Research and Externships) for which he or she receives academic credit.

Dishonesty in Academic Matters

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other university records.

Students at the School of Law are governed by the *Student Code of Conduct*. Please refer to Appendix A for the complete policy statement.

Student Papers require a student's original research and writing. Without advanced approval from the course instructor(s), papers may not have been prepared for other classes, nor simultaneously submitted to another class, nor have been written in other settings. If there is any question concerning the applicability of this policy, students should fully explain the issue to the course instructor(s). When it is determined that a student has committed an act of academic misconduct, whether or not grades for that course have been turned in by the professor before the violation became known, the student shall be given a grade of "F" for the course.

Other sanctions may be imposed by the Dean as defined in the Professional Good Standing clause (page 24) or by the SBA Honor Board, if the matter is referred to that governing body.

Use of Journal Case Notes: No student may fulfill a seminar, individual research, or class paper requirement by submitting materials substantially similar to materials prepared for the *Natural Resources Journal*, *New Mexico Law Review*, or the *Tribal Law Journal*.

Policy on Academic Retention And Suspension.

THE CURRENT POLICY IS UNDER REVIEW BY THE FACULTY. IF THE POLICY CHANGES, ALL CHANGES BECOME EFFECTIVE IMMEDIATELY.

Maintenance of Grade Point Average

1. To be in good academic standing with the law school, a student must maintain a cumulative grade point average of 2.00.
2. Any student whose cumulative grade point average falls below 2.00 shall either be placed on probation or suspended.

Automatic Probation

1. A student whose cumulative grade point average falls within any of the following categories shall be placed on probation without further action:

<u>Credit Hours</u>	<u>Cumulative Grade Point Average</u>
0 - 18	1.30 - 1.99
19 - 36	1.75 - 1.99
37 - 54	1.90 - 1.99

2. No student whose grade point average falls below 2.00 after he or she has attempted 55 credit hours shall be granted automatic probation under this section. Such student must petition the Committee on Student Suspension, Retention, and Readmission (hereinafter "Committee") for relief from suspension in order to be granted probation.
3. A student placed or continued on automatic probation shall receive notice in writing from the Dean that he or she has been placed or continued on probation.
4. Students on probation shall be offered appropriate academic support.
5. Any student placed on academic probation is not allowed to work.

Suspension

1. Any student whose grade point average falls below 2.00 and who does not qualify for automatic probation under the provisions, or who withdraws, or has been withdrawn by administrative action from law school, or fails to return for a new semester while on probation, shall be placed on suspension.
2. The Dean shall notify in writing any student who has been placed on suspension. Such notice shall specify the student's right to petition for relief from suspension and shall contain a copy of this policy.
3. The suspension shall become effective if no petition for relief from suspension is received within the time specified herein, or upon final action of the Committee, the Dean, or the faculty as provided herein, whichever is later.

Committee on Student Suspension, Retention and Readmission

1. At the beginning of each academic year, or as soon thereafter as practicable, the Dean shall appoint a Committee on student Suspension, Retention and Readmission (hereinafter "Committee").
2. The Committee shall be comprised as follows:
 - A. Five full-time members of the faculty;

- B. Two students. The Dean shall appoint the student members of the Committee after consultation with the president of the Student Bar Association, student representatives, and leaders of student organizations. A student must be in good academic standing (2.00 cumulative g.p.a.) to serve on the committee.
3. Any student who petitions for relief from suspension as provided herein shall have the right to disqualify the student members of the Committee and to have his or her petition considered by the faculty members of the Committee.

Petition for Relief from Suspension

1. Any student who has received notice of suspension may submit a written petition to the Dean requesting that he or she be placed on probation.
2. The petition shall be submitted to the Dean within ten days from the date of the notice of suspension. The Dean may, for good cause, extend the time for submitting the petition.
3. Any student who fails to file such a petition within the foregoing time limits may thereafter submit such a petition no later than 45 days prior to the beginning of any semester in which he or she desires to be placed on probation.
4. The petition shall set forth the following:
 - A. Any factors that the student believes may have contributed to his or her unsatisfactory performance;
 - B. The student's assessment of the likelihood that such factors will continue in the future;
 - C. Any contemplated changes in the student's study, work or extracurricular activities which might affect his or her law school performance.
5. The student shall sign the petition.
6. Any willful misrepresentations contained in the petition will be deemed violations of the law school honor code.

Consideration of Petition

1. Upon receipt of a petition for relief from suspension, the Dean shall forward it to the chair of the Committee who shall convene a meeting of the Committee as soon thereafter as practicable. The chair shall notify the student in writing of the time and place of such meeting. In addition, such notice shall advise the student that he or she may:
 - A. make a personal appearance before the Committee;
 - B. submit any additional written or documentary evidence that he or she considers relevant to the matter; and,
 - C. bring any person before the Committee who it feels can provide relevant information concerning the matter.
2. A quorum of the Committee shall consist of five members, at least one of whom shall be a student, unless the petitioning student has disqualified the student members of the Committee pursuant to paragraph three under the Committee on Student Suspension, Retention and Readmission, in which case a quorum shall consist of four members.

3. In the event the chair is unable to assemble a quorum for the consideration of the petition, the Dean shall appoint, on a *pro tempore* basis, as many additional members as is necessary to constitute a quorum.
4. Prior to the meeting the members of the Committee shall endeavor to consult with as many of the student's professors as possible in order to determine, *inter alia*: the student's classroom performance, attitude and attendance record, and the professors' general impressions of the student's probability of successful completion of law school.
5. The Committee shall consider the following, in addition to any other information deemed relevant by any member:
 - A. The information set forth in the student's petition;
 - B. Any additional information submitted by the student;
 - C. Any written or oral statement of any person offered by the student;
 - D. Information provided by any professor pursuant to paragraph four, *supra*;
 - E. The student's grades in all law school courses attempted;
 - F. The extent to which the student's grades have improved or declined compared to previous semesters;
 - G. Any relevant information contained in the student's application for admission to law school, including LSAT score(s) and undergraduate record.
6. If, at the conclusion of the presentation of the foregoing information, a majority of the Committee determines that additional information is necessary to resolve the matter, the meeting will be continued pending the receipt of such additional information.

The Committee Decision

1. Following receipt of all relevant information, the Committee shall meet in executive session to make its decision.
2. The Committee's decision shall be made by a majority of members present.
3. If a majority of Committee members present determines, on the basis of all the information presented, that the student if placed on probation is likely to complete law school successfully within a reasonable period of time, the student shall be placed on probation. The Committee shall specify that such probation shall be unconditional or subject to such conditions as the Committee deems appropriate.
4. If a majority of Committee members present determines, on the basis of all the information presented, that the student if placed on probation is not likely to complete law school successfully, the student shall be suspended. The Committee shall either suspend the student indefinitely or for a specified period of time not to exceed one year.
5. In the event of a tie vote the student shall be placed on probation either unconditionally or subject to such conditions as the Committee deems appropriate.
6. The factors that have traditionally been discussed in connection with student petitions are to be considered only if they are relevant to the ultimate question of the student's successful completion of law school. The following summary of relevant

considerations from past faculty deliberations on suspension questions are offered as a guide to the Committee and student petitioner:

- A. An improvement or decline in the student's academic performance may be relevant to the extent that it indicates the cause of the student's difficulties. Improvement may in an individual case show that the student has overcome impediments in the form of inadequate preparation for law school or the adverse effects of personal difficulties encountered in an earlier semester. Conversely, a marked decline in performance from that of previous semesters may indicate that personal difficulties which are on the record were the cause in fact of the student's academic performance.
- B. The Committee's determination of the student's successful completion of law school will require it to explore and evaluate the causes of the student's difficulties. Personal difficulties should be taken into account to the extent that the Committee is persuaded that such difficulties were a cause of the student's academic performance. The Committee must also consider whether such personal difficulties are likely to present similar problems in the future.
- C. An explanation by the student that the inadequate performance was caused by poor study habits, poor attitude, or external commitments, presents factual questions which must be resolved by the Committee. The Committee must determine whether it is likely that such a change will be sufficient to allow the student to raise his or her grades to a passing average.
- D. The student's academic ability is always relevant to the issue of ultimate completion of law school.
- E. Use of preadmission predictors must be carefully circumscribed so as not to undercut the admissions policies of the law school. Those predictors may be relevant to a determination of whether the student has had sufficient time to adjust to the demands of law school.

Review of the Committee Decision

- 1. A student aggrieved by the decision of the Committee may appeal such decision by filing a petition for review with the Dean within five days after notification of the Committee's decision.
- 2. The petition for review shall allege that the Committee's decision is clearly erroneous and shall specify the manner in which the decision is clearly erroneous.
- 3. The Dean shall consider the decision of the Committee to be presumptively correct. If the Dean determines that the Committee's decision is not clearly erroneous, he or she shall affirm the decision as final. If the Dean determines that the Committee's decision is clearly erroneous, he or she shall either remand the matter to the Committee for reconsideration or present the matter to the faculty for decision.
- 4. The faculty shall apply the standard set forth in Section 5, under Consideration of the Petition, and Section 6, under the Committee Decision in making its decision.

ATTENDANCE AND CLASSROOM STANDARDS

Class Attendance Policy

The Faculty reaffirms that it is the policy of UNM School of Law that students must be in "regular and punctual class attendance" in courses in which the students are registered, including Clinic Office hours. Each faculty member is authorized to enforce this rule in any manner that the faculty member deems appropriate (including but not limited to assigning a failing grade in the course, assigning a

lower grade for the course, or requiring a student to withdraw from the course with a grade of "WP" or "WF"), so long as the attendance requirements, the manner of taking attendance, and the penalties for excessive absences are clearly stated by the faculty member during the first week of class.

In the case of an illness or emergency, students should contact the law school Assistant Dean for Registration or the Associate Dean for Academic Affairs, who will notify the student's instructors. The student is responsible for arranging for missed assignments, etc.

Under certain circumstances of prolonged illness, or emergencies of a personal nature of a month or more in duration, a student, in good academic standing, may be encouraged to take a leave of absence.

Weather Policy

Should the weather become bad enough to cause a delay or school closure, the University will provide information to the local media, and place on UNM's "Snow Hotline," 277-SNOW. During the regular semester, if the University is on a two-hour delay, then all law classes will commence on a two-hour delay. As the law school operates on a different time schedule than main campus, a two hour delay declared by the University means that law school classes will commence two hours later according to the **law school time frame**. Morning classes (a whole class or a portion of the class) affected by the two hour delay will be cancelled. Classes will begin starting at the next regularly scheduled time block on the law school schedule. For specific times on the snow day or any other announced delay, call the law school front desk at 277-2146 or check the law school web site. If a school closure should occur, all law classes will be cancelled.

Examination Period: if there is a delay or closure during examinations, the following procedures will be observed:

Delay: if on a two-hour delay, morning examinations **will begin at 10:00 a.m.** The afternoon examinations will begin at the regularly scheduled time of 1:30 p.m.

School Closure: If a school closure should occur, the exams scheduled for that day will be rescheduled as "Self Scheduled Exams". The student will schedule the exam with the law school Assistant Dean for Registration. The exam may be scheduled during the time remaining in the examination period and/or up through the first two weeks of school of the following semester.

Jury Duty

Occasionally a student is summoned for jury duty. If the summons is for a time period which is inconvenient (e.g., during final exams), the Assistant Dean for Career and Student Services may request that the court excuse the student from that particular panel and reassign the student to a later panel at a more convenient time. See the Assistant Dean for Career and Student Services for assistance.

Leave of Absence or Reduction in Course Load

It occasionally becomes necessary for a student to interrupt or reduce his or her legal studies because of illness, financial, or other personal problems. A student finding himself or herself in such a situation should consult the Associate Dean for Academic Affairs or the Assistant Dean for Registration to identify various alternatives and possible actions which would assist the student. The permission of the Associate Dean for Academic Affairs is necessary to either reduce a semester course load below 12 hours (unless it is the student's final year) or to take a leave of absence from the School of Law.

Classroom Conduct

The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited.

Classroom Use

Use of School of Law classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the front desk receptionist of the School of Law. UNMSOL is a non-smoking facility.

Smoking Policy

Bratton Hall, the location of UNM School of Law, is a smoke-free building.

Tape Recording of Classes

A student may record a class solely at the discretion of the faculty member teaching the class.

EXAMINATION INFORMATION

Scheduling

Final examination schedules are normally finalized the beginning of each semester. For fall semester a final exam schedule is typically available by September 1st. Spring semester schedules are usually prepared by February 1st.

Reading Period

Before examinations, a period of time is devoted to study and review. Faculty will be available during this time to consult with students and to conduct optional review sessions.

Examination Procedures

The UNM School of Law uses an anonymous grading system. Every semester each student receives a unique number that is used in lieu of the student's name on all exams. When taking exams students may opt to type or write in designated classrooms. The *Student Code of Conduct* governs all aspects of this process (see Appendix A).

Exams are administered by the law school Assistant Dean for Registration.

First-Year Practice Exams

These fall semester exams are designed to familiarize new law students with testing procedures and give first-year course instructors the opportunity to give students feedback on their classroom performance to date. These exams are typically scheduled in early October and do not count toward final course grades unless so designated by the professor.

Mid-Term Examinations

Occasionally a faculty member may structure a course such that interim or mid-term examinations are administered and the exam grades earned are included in the calculation of the final course grade. If such mid-terms are given, regular examination procedures will be followed. It is recommended that faculty make sure that mid-terms do not conflict with other student obligations or courses.

Take-Home Examinations

1. Faculty shall be able to use take-home examinations.
2. The deadline for the decision on whether to give a take-home examination should be when the examination schedule is set.

3. Students shall be informed during the first week of the semester of the possibility of eventual administration of a take-home examination.

In-House Examinations

1. All in-house examinations are administered by the law school Assistant Dean for Registration. Strict examination rules are followed for all examinations. These rules will be distributed to all students by email prior to the examination period. **Ignorance of any rule or procedure will not be accepted as an excuse for violations.**
2. Students may elect to write (bluebooks) or type (use of laptop computer or typewriter) examinations. To qualify to use personal laptop computers, an exam software will be installed on the computer, and students are required to attend a training session on the use of the software prior to the exam period. **The law school does not provide laptop computers for examinations.**
3. No electronic devices of any type (such as, but not limited to, cell phones, I-pods, blackberries, walkman radios or tape recording equipment) are allowed in the examination rooms. The use of earplugs or cotton are permitted.
4. No food of any type will be allowed in examination rooms. Only drinks in sealed containers will be allowed in examination rooms.
5. Students qualifying by medical documentation for special examination accommodations should see the law school Assistant Dean for Registration prior to the examination period.
6. Any examination not falling within the examination period will be deemed a paper. Such papers must have a completion or due date prior to the reading period or the examination period.

Procedures for Late Examinations

It is the policy of the law school that examinations are taken at the time specified. The Assistant Dean for Registration may permit a student with sufficient reason to take an examination at a later date. Sickness of the student or death in the immediate family is presumed sufficient reason.

A student who cannot take an examination on the specified dates should notify the Assistant Dean for Registration immediately. **DO NOT DIRECTLY CONTACT THE INSTRUCTOR SINCE THIS MAY JEOPARDIZE THE ANONYMITY OF THE EXAM PROCESS.** Notice should be given as soon as the student realizes an emergency or problem and, if possible, prior to the day on which the particular examination is given.

A student shall receive the grade of "Incomplete" for an examination that is missed after obtaining permission to do so. The examination shall be taken within 10 calendar days of the missed examination, whether or not the student has remained enrolled. In exceptional circumstances, a student may petition the Assistant Dean for Registration for a later examination date, and at which time the student and Assistant Dean will set a time for the examination to be taken by the student but the time period shall not exceed 30 days. Failure to remove the "Incomplete" by the specified time will result in the grade of "F" for the course. All late examinations are graded on a "Credit", "C-", "D+", "D", "D-", "F" basis. A student who misses an examination without first obtaining permission shall receive the grade of "F" for that course. The student shall have the right to petition the Dean or Associate Dean for Academic Affairs and to show cause why he or she should be given the grade of "Incomplete". The Dean or Associate Dean shall decide whether the reason for missing the examination was serious enough to allow the student to receive the grade of "Incomplete" instead of "F".

Release and Reuse of Examination Questions

1. Release of examination questions: All examinations, following their administration, shall be released by the faculty member through the Registrar's Office to the Law Library where they shall be compiled and made available for inspection, provided, however, that the faculty member may decline to release any multiple-choice question.
2. Reuse of examination questions: No faculty member may use, on any subsequent examination, any question released pursuant to paragraph 1.
3. Unauthorized possession of examination questions: No student shall be in possession of or have access to any examination question that has not been released pursuant to paragraph 1.
4. Unauthorized disclosure of examination questions: No student shall disclose the specific contents of any examination question to any other person without the express consent of the instructor.

Retention of Examinations and Student Access

The School of Law retains all student examination materials for a period of one and a half years. Students are encouraged to review their own exams and may review them in the Registrar's Office. Please note that each individual professor determines the conditions under which the examinations for their course are made available to students (e.g., some exams may be checked out only if the student has made an appointment with the professor to go over his/her exam). In addition, some professors make prior semesters' "A" answers available for student review for a limited time before the final examination period. "A" answers released by a professor are posted on the law school web site prior to the examination period. This process is administered by the Registrar's Office.

STUDENT GRIEVANCES

There are a variety of policies that address student issues. This section is designed to identify some of them. Matters of concern to students that do not fall under the provisions of the Student Honor Code or other specific processes described in this publication should be brought to the attention of the Dean or one of the Associate Deans.

Rights and Responsibilities at The University of New Mexico

The purpose of this statement is to help clarify relationships between the Regents and the Administration, Faculty, and Students of the University. It is a statement of the kinds of conduct that will lead the University into disciplinary action. This refers to behavior which adversely affects the University's educational function, disruption of community living on campus, or interference with the rights of others to the pursuit of their education or to conduct their University duties and responsibilities. This specific policy may be found in the current *UNM Pathfinder*.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. The purpose of this policy is to foster dialogue, and take action to prevent, correct, or discipline behavior as delineated in the policy. This specific policy may be found in the current *UNM Pathfinder*.

Student Employee Grievance Procedure: This policy provides a due process mechanism for all student employees when a grievance results from a violation of University policy which adversely affects a student employee (termination without correct procedure, etc.). This specific policy may be found in the current *UNM Pathfinder*.

Student Grade Grievance Procedure: This School of Law policy describes the procedure to be followed when a student objects to a grade. See *Student Objection to Grade* (page 32).

Student Standards and Grievance Procedure: This policy is used for resolution of disputes between students and faculty or staff of the University as well as procedures for handling disciplinary matters. This includes academic disputes, disciplinary matters brought against students, academic record disputes such as grades, dishonesty, enrollment or disenrollment or withdrawal. This specific policy may be found in the current *UNM Pathfinder*.

Exceptions: Academic dishonesty disputes involving students of the School of Law are handled either by administrative action (page 31) or by the *Student Code of Conduct* found in Appendix A.

Academic record disputes involving students of the School of Law are handled by the policy on Student Objection to Grade (page 32).

In cases of disciplinary violations that violate the law school's *Student Code of Conduct*, the law school *Student Code of Conduct* shall apply (see Appendix A).

Discrimination Complaint Procedure: provides a mechanism by which all members of the University community can have allegations of discrimination heard, investigated and resolved with fairness and objectivity and without fear of reprisal. This specific policy may be found in the current *UNM Pathfinder*.

Additional University Policies. These additional University policies may be found in the Appendix of the current *UNM Pathfinder*:

- Policy on Illegal Drugs and Alcohol
- Resolution on Alcohol Marketing on the Campus
- Ethics Code and Policy for Computer Use
- Demonstrations and Assemblies
- Policy on Academic Dishonesty
- Facilities Use
- I.D. Card and Student I.D. Number
- Mall Use/Time, Place and Manner of Public Expression
- Mall Amplification Policy
- Policy on Outdoor Vendors
- Student Union Building: Prohibited Conduct
- Off-Campus Speakers Policy
- Outdoor Entertainment
- Resident Status in New Mexico
- Military Withdrawal
- Telephone Policy
- Smoking Policy
- Weapons Policy

FINANCIAL AID AND EMPLOYMENT

Sources of financial aid include **loans, grants, and work/study employment**. Most financial aid is need-based and must stay within a cost-of-education budget that is determined by the UNM Financial Aid Office. Detailed information on financial aid procedures and answers to frequent questions may be received from the UNM School of Law Financial Aid Office or the Assistant Dean for Admissions & Financial Aid.

The law school's policy regarding student financial aid and employment is as follows:

Grants

The Law school shall award grants on the basis of need.

Applications for grant assistance will be made on line at the Need Access website (www.accessgroup.org). This application requires a detailed disclosure of a student's financial circumstances. The application also requires a financial statement from the applicant's parents. In making financial aid awards, the Financial Aid Committee will consider parents' financial resources and ability to assist the applicant.

Financial Aid for Extra-Curricular Activities

Students participating in extra-curricular activities such as the *Natural Resources Journal*, the *New Mexico Law Review*, and the Moot Court and Mock Trial teams, and the student serving as President of the Student Bar Association, who believe their part-time employment earnings will be substantially reduced because of these law school activities, may apply to the Financial Aid Committee to be treated as if they would not earn any income during the semester of participation.

Employment During Law School

Law students will be permitted to hold employment during the academic year only within the following limitations:

First-Year Students: No more than fifteen hours a week per semester so long as the student is in good academic standing. Due to the intensity and importance of the first semester curriculum, UNMSOL strongly recommends that students refrain from any employment during this semester. Students who decide to work must attend a counseling session with Career & Student Services prior to the second week of law school.

Second-and Third-Year Students: no more than twenty hours a week so long as the student is in good academic standing. Students participating in the Flexible-Time Legal Education Program are not bound by the work rules.

At the beginning of law school, all law students must file a certification form, which acknowledges the School's employment policy. Violation of the policy can result in administrative sanctions including a formal entry into the student record, reduction in credit hours, and suspension.

Short-Term Loans

Short-term loans are available in small amounts to meet emergency needs. If a student needs a loan or has questions or problems about any aspect of financial aid, the law school Assistant Dean for Admissions & Financial Aid, should be consulted.

LAW STUDENT SERVICES

Academic Support Programs

There are a number of academic support programs designed to help students adjust to the first year of law school. Tutorials in each substantive course are available to first-year students. Tutors are chosen from among outstanding upper-class students. Also, Career & Student Services coordinate the advisement program and assist all students with making course selections while in law school. For assistance with advisement or counseling on any aspect of your law school experience, contact one of two attorney-counselors in the Student Services office, located in the northwest corner of the Fred Hart Wing or call 277-0028.

Career & Student Services

Career & Student Services supports students and graduates of the UNM Law School with their professional development. The office does this through confidential direct, one-on-one career counseling. It also sponsors programs throughout the academic year to enhance job interviewing, resume and other writing skills. It offers opportunities for students to connect with attorneys and judges through mentoring, programs in particular legal practice areas, career fairs and on-campus interviews.

The office has information about clerkships, advanced legal education, summer programs, fellowships, moot court competitions and writing competitions. The Career & Student Services staff is also available to help students with academic concerns while in law school, and provides administrative support to student organizations.

Sometimes UNM Law Students find themselves in personal difficulties that can interfere with their law school experience. Such things as financial, emotional, legal and family difficulties can be addressed if students will approach the school to seek assistance. Students are encouraged to contact the Office of Career and Student Services whenever they have need for any type of counseling. Students can speak in confidence to Career and Student Services staff, who will assist the student directly or to refer that student to the appropriate resource inside or outside the law school.

Stress Management

University Mental Health Services at the Student Health Center on Main Campus provides assistance with problems, such as stress management and anxiety that interfere with successful functioning. They also provide other psychological services. Students may make arrangements for services by calling 277-4537, Monday through Friday, 8:00 AM - 4:00 PM.

Enrollment Certification

Individuals, institutions or organizations request enrollment certifications for information related to a student's past or current enrollment. Information requested normally takes the form of validation of confirmed degrees, dates of attendance or future enrollment or whether a student is part-time or full-time.

UNM School of Law Registrar's Office will produce a standardized enrollment certification letter validating a student's status for the current semester and any past semester upon written request. UNM does not certify enrollment prospectively, but only retroactively. Courses taken in Audit status are not included in total course load for purposes of enrollment verification.

Bookstore

Bookstore: Booklists are prepared prior to each semester and are available in the law school's main office and on the law school web page. The UNM Bookstore has a Medical/Legal Branch that stocks all law textbooks and materials. The Medical/Legal Bookstore (277-5827) is located directly south of the law school on the Medical School campus. In addition to those items on hand, the Bookstore can special-order books for students. The Main Campus Bookstore (277-5451) carries additional supplies, and non-law books. It is possible to arrange, in advance, a Bookstore charge for those students who are waiting for financial aid checks. If arranging credit, it is best to stop by the Medical/Legal Bookstore before school begins to complete a credit application.

Computer Use

Computers: Use of the law school computer equipment is subject to UNM Business and Regents' policies, New Mexico State Law and United States Federal Law. The University Business Policies and Procedures Manual, provides guidelines for computer use by students, faculty and staff. Section 2500 documents overall acceptable computer use and includes "Computer User Guidelines" (Policy 2510) and "Computer Security Controls and Guidelines" (Policy 2520). The manual in its entirety is located on the UNM web site at: <http://www.unm.edu/~ubppm>.

The following are summaries from the guidelines:

- The use of University computing services is a **privilege**. Users who have been granted this privilege must use the services in an appropriate, professional, ethical, and lawful manner. **Any use of email deemed to violate University or Law School policies by the administration may result in loss of computer privileges.**
- If a user violates federal or state law or University policy by misusing University computing services, the user may lose the privilege of computer use
- Examples of misuse include but are not limited to:

- * attempting to defeat or circumvent any security measures
- * using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications
- * invading the privacy rights of anyone
- A password is a security measure designed to prevent unauthorized persons from logging on with another person's computer account. Users should create passwords carefully and handle them with care and attention.
- Electronic communications include information in any form such as data, audio, video, and text that is conveyed or stored electronically, for example, by email, web pages, and in files. The following types of communication are prohibited:
 - * chain letters, pyramid schemes, and unauthorized mass mailings
 - * fraudulent, threatening, defamatory, obscene, harassing, or illegal materials
 - * non-work or non-class related information sent to an individual who requests the information not be sent
 - * copyright law violation
 - * commercial or personal advertisements, solicitations, promotions, destructive programs, or any other unauthorized use

In summary, UNM computer networks, systems and computers cannot be used for personal gain that includes spamming (sending email to get business) or creation of a web page for commercial use. Access to computing and networking resources, including email, is a privilege and not a right. The privilege can be suspended or revoked in the event of misuse or abuse of resources. Any action that is illegal without a computer is also illegal with a computer, such as harassment, copyright violations, theft or fraud.

Specific law school computer account guidelines can be found on the law school intranet:

<http://lawschool.unm.edu/lobolaw/it/accounts/index.php>.

Law School Computer Accounts: An account is created automatically for every law student upon entry into law school. It is a violation of the law school computer use policies for anyone except the authorized account holder to use a law school account. Don't use another person's account or give another person access to your account. Giving your password to anyone poses a security breach for the entire network. Such a breach may result in administrative disciplinary action, such as but not limited to professional probation, or expulsion from the law school.

Accounts are deleted upon termination of employment, graduation, or students not enrolled. Graduates are given a grace period to study for the bar. May graduate accounts are deleted on August 1st. December graduate accounts are deleted on March 1st. Summer graduate accounts are deleted on November 1st. Dual degree students do not retain their law school accounts past these dates.

Required Laptop Computers: All incoming first-year law students are required to purchase a laptop computer. Students are required to see the Assistant Dean for Information Technology for specific information on the laptop specifications. For further information, go to: <http://lawschool.unm.edu/students/IT/Laptop-specifications.php>.

Network Printing Policy: All currently enrolled students, who have paid the computer/duplicating fee, are given a print account credit of 600 pages per semester to the lab network laser printers.

Students are charged \$.05 per page for each page printed over the allotted 600 pages.

Students are not charged for poor quality print outs that are the result of printer/computer malfunction, low toner, or damaged paper. Students are not charged for printing in connection with various exemptions, such as research for a School of Law faculty member, clinic work, and similar tasks. The Information Technology department provides detailed information about policy and procedures for printing each semester.

Student Computer Lab: The Library Lab is open during regular library hours; check with the Law Library for additional information.

Laptops and Network Access: Wired and wireless networking is available throughout the law school building. Students with laptops may access the law school network and shared resources such as network printers but must be running antivirus software with current virus definitions to do so. Laptops exhibiting virus activity may be blocked from use on the law school network. Instructions for accessing the law school's wireless network can be found on the lobo law intranet.

Email Quota: Students are allocated 50 MB of email storage and will be notified via an email from the system administrator when the mailbox becomes close to the email quota. If a mailbox reaches 45 MB, no email can be sent and at 50 MB, no email can be sent or received.

Email Lists

Official Law School Announcements: Students are automatically enrolled in a moderate listserv, Students, used to communicate information about official law school activities i.e., student organization event announcements, official law school notices, and law school deadlines. Email addressed to "students" will automatically be sent to the list administrator for approval. Messages are approved and sent within 24 hours if the content is appropriate for the list. Students may not opt out of the Students listserv and are responsible for reading any message originating from the Students listserv.

Informal or Unofficial Notices: An optional listserv, Student_forum, is dedicated for use by students to post commentary, publicize non-official gatherings, or make other general announcements to other students. The only non-student with access to this list is Assistant Dean of Information Technology, Cyndi Dean, the listserv administrator. Student_forum is an "opt out" distribution list; all students are automatically enrolled and may email to the list. Students may request removal from the list. Only students may post to this list; faculty, staff, and off-campus access is restricted. University and Law School email policies apply to the student_forum listserv. (see page 43)

Emergencies

If an emergency arises and a law student must be located, the law school Assistant Dean for Registration is the appropriate person to initially contact. Please use the main law school telephone number (277-2146) as your emergency contact number. Someone in the Registrar's Office will look up the student's class schedule and attempt to locate the necessary individual as quickly as possible. Obviously, if the location of the student is already known, the caller should let us know. If we are unable to locate the student, a message will be left in the student's mailbox as well as an email message will be sent to the student. Please do not contact the Circulation Desk of the Law Library in emergency situations during business hours (8:00 AM - 5:00 PM). Law Library personnel do not have the information required to determine a student's potential location.

Health Care

The Student Health Center is located on Main Campus. For students taking over six credit hours medical visits are prepaid from an allocation from student fees. Students with fewer than six hours pay a fee for office visits. Fees for lab tests, x-rays, and procedures are less than community rates. An urgent care clinic is available, but most visits are by appointment. A student I.D. is required. The SHC is open from 8:00 am-5:00 pm, Monday-Friday, for appointments. The urgent care clinic operates from 8:00 am-8:00 pm, Monday-Friday and 10:00 am-6:00 pm on weekends. There is also a pharmacy in the Student Health Center. The pharmacy fills prescriptions from all New Mexico licensed physicians. The pharmacy will call your out-of-state physician for some prescriptions. Also in the same facility is the Student Mental Health Service. Mental Health offers counseling, psychotherapy and referral services for individuals, couples and groups. Any student taking at least six credit hours may use the services. The first two visits are without charge; additional visits are low cost. Counseling is provided on both an appointment and emergency basis. The Crisis Center at

2600 Marble NE (843-2800) may be used for emergencies past 5:00 pm and on weekends. Visits are confidential.

Law School Communication

The law school communicates with students through email and the student mailboxes. Student messages and official law school notices are distributed by email. However, student mail, and some messages and notices are placed in the student mailboxes located in the back hallway (across from classroom 2405) of the law school. Thus, it is important that students check both their email and student boxes on a regular basis. **Note:** Confidential information (such as academic records, returned class papers, returned in-class exams, and exam numbers) are **not** sent by email or delivered to student mailboxes. The student is notified that the information is available from the Registrar's Office.

Parking

Parking: All weekday University parking requires a paid UNM parking permit. A few metered spaces are also available. Permits for disabled students can be secured with a letter from the Student Health Center for special zone parking. Cars parked illegally will be ticketed and/or towed. Motorcycle permits are also available for special zone parking. Additional information is available from Parking Services at 1621 Central Ave. NE (277-1938).

Veterans Affairs

Veterans Affairs: UNM is approved for certification of students eligible to receive educational assistance from the Veterans Administration. If you are eligible, please report to the UNM Veterans Affairs Office, Student Services Center, Room 263 after registration is completed and you have verification of your classes so that your educational benefits can be started or continued. For more information call 277-3514.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

UNM is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

AFFIRMATIVE ACTION POLICY

UNM is committed to providing equal educational and employment opportunity regardless of sex, marital and parental status, race, religion, sexual preference, age, national origin or handicap. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin, and section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons.

APPENDIX A

Student Code of Conduct

(Adopted March 1983, Amended 2001, Amended 2002)

The student body, like the practicing bar, governs itself in matters of professional conduct. A student-authored code of conduct outlines standards of conduct UNM law students are honor-bound to follow. The code's provisions cover all phases of law school life, including the taking of examinations without proctors, conforming to law school and law library rules and regulations, professional conduct in all matters, and correctness of applications, forms, and other papers submitted to the law school and University.

Elected student leaders constitute an honor board that reviews all charges of code infractions. When an investigation warrants it, the honor board conducts a hearing for the accused person or persons. Sanctions for code violations range in severity from verbal reprimands to permanent expulsion from the law school.

Preamble

We, the students of the University of New Mexico School of Law, recognize that integrity of the highest order is expected of each of us, and as members of a self-governing student body do hereby adopt the following document, which states the minimum standards of honesty to be followed by students in this institution.

I. Persons Subject to this Code

Any person enrolled in the University of New Mexico School of Law is subject to the provisions of this Code. When any person is accused of violating this code while a student, but has since disenrolled, transferred, taken a leave of absence, graduated or otherwise ceased to be enrolled as a student, the accuser shall notify the Dean of this Law School. The Dean shall notify appropriate authorities for an appropriate investigation. This notification shall go to any school in which the person is enrolled, and any State Bar Association or other relevant professional licensing office or association in which the person is a member or is applying for membership.

II. Standard of Conduct

Every student shall be honest and candid with students, faculty, staff, and administrators, and shall conduct himself/herself in a professional manner.

III. Substantive Provisions**A. Examinations**

1. Every student shall abide by the principle that each examination shall be the product of his/her own knowledge, unless the instructions explicitly and unequivocally provide that students may work co-operatively, in which case every student shall abide by the limitations, if any, on cooperative work which are set by the professor.
2. Every student assumes the burden of compliance with the provisions of this Code.

APPENDIX A

3. It shall be a violation of the Code for a student:

- a. To obtain or use prior to an examination any information concerning the content of the examination, unless such information is authorized by the faculty member concerned.
- b. To bring into the examination room books, papers, or other materials of any sort, unless explicitly authorized by the instructor, which could be used to aid one's self or any other student in any way during the examination.
- c. To refer to, or be in possession of unauthorized books, papers, or other materials during the course of the examination, whether inside or outside the examination room.
- d. To communicate during the examination in any manner with another student concerning the examination.
- e. To display one's examination paper with the intent to aid another student, or to look at the examination paper of any other student with intent to copy or use information from it.
- f. To fail to turn in all examination materials at the appointed time.
- g. To take more time to complete an examination than is allowed.
- h. To have an examination in one's possession at any time or place not authorized by a faculty member.
- i. To discuss an examination already taken with another student who will take the examination at a later time.
- j. To prepare, to encourage, to counsel or to combine with another to violate the above provisions.

B. Papers

1. Every student shall abide by the principle of academic honesty in all written work.
2. Plagiarism is a violation of the Honor Code. Plagiarism is the knowing use of the ideas or words of another as your own without indicating such use fully and accurately.
3. It shall be a violation of the Code if a student fails:
 - a. To cite fully and accurately the source of an idea taken from another;
 - b. To place in quotations material used from a source and to cite fully and accurately such material; or
 - c. To cite fully and accurately material paraphrased from a source.
(See section on Dishonesty, Page 33)

APPENDIX A

C. Law Library

1. Every student shall respect the integrity of our library's collection and facilities and shall respect the rights of others in their use of the library.
2. It shall be a violation of the Code for a student:
 - a. To intentionally damage or destroy library property (including, but not limited to: books, microforms, equipment or furniture).
 - b. To hide or secrete library materials within the library.
 - c. To violate library rules concerning checkout procedures for library materials with the knowledge that such violations may deprive others of those materials.

D. School Activities

1. Every student shall be honest in his/her every action with regard to all Law School-related activities. Such activities include, but are not limited to:
 - a. Moot Court competitions;
 - b. Client Counseling competitions;
 - c. Clinical Law programs;
 - d. Any Law Journal activity;
 - e. All other academic activities or co-curricular or extra-curricular activities directly or indirectly related to the educational mission of this school of law.
2. It shall be a violation of the Code for a student to lie, cheat, steal, be dishonest, or otherwise act contrary to the provisions of this Code while participating in, or preparing for, the above-mentioned activities.

E. Property

1. Every student shall respect the property rights of every member of the faculty, staff, student body, and of the University and its employees.
2. It shall be a violation of the Code for a student:
 - a. To take University property with the intent to permanently deprive the University of the property.
 - b. To take property belonging to students, or to any member of the faculty or staff without the owner's permission with intent to temporarily or permanently deprive the owner of the property.

APPENDIX A

- c. To intentionally deface, destroy or otherwise abuse University property or property belonging to a student, faculty or staff member at the University.

F. Honesty

1. Every student shall be honest and candid in his/her every action.
2. It shall be a violation of the Code for a student:
 - a. To lie.
 - b. To represent someone else's work as his/her own.
 - c. To use any unauthorized research materials.
 - d. To intentionally misrepresent material information in applying for financial aid, work-study, relief from academic suspension, or school-related programs, activities and benefits.

G. Compliance with Code Procedures

1. An effective code depends for its enforcement on the professional responsibility and individual integrity of those functioning under it.
2. It shall be a violation of the Code for a student:
 - a. To witness, know of, or have a reasonable basis to believe that a person subject to this code has violated this code, and not to report the violation, the names of the offender(s), and all relevant circumstances of the violation, as provided in section IV herein.
 - b. To refuse to appear when requested as a witness at an Honor Board hearing.
 - c. To disclose any fact concerning an Honor Board Hearing except as provided by this Code.

H. The specific provisions enumerated above do not preclude disciplinary action for other violations of the spirit of the Code.

IV. Confidentiality

All Honor Board proceedings, records, and actions shall be considered confidential in nature. No person other than the accused having knowledge of such proceedings or actions shall reveal anything concerning them except as provided in this Code, or as required by existing law.

V. Procedure for Reporting an Honor Violation

A. A student who sees or learns of an apparent violation is encouraged to confront the suspected person and ask for an explanation. If an explanation is given that clears up the

APPENDIX A

matter, i.e., the witnessing student is *convinced* there was no violation, this should end the matter.

B. A student who sees or learns of an apparent violation who prefers not to confront the suspected person, or who has confronted the suspected person, or who has confronted him/her and been given no explanation or an inadequate explanation, shall report the incident to the SBA president. This report should be made within 48 hours of the incident or as soon as possible if good reason exists for a longer period of time. If the student prefers, he/she may consult with a faculty member for advice prior to reporting to the SBA President. This faculty member shall not be in any way involved in the alleged violation nor in any resulting investigation or Honor Board hearing.

C. A faculty or staff member who sees or learns of an apparent violation normally should report the incident to the SBA president within 48 hours of the incident or upon gaining knowledge of the incident or as soon as possible.

D. The SBA president, with the reporting witness, shall write a brief report of the alleged violation. The report shall include the following:

1. The nature of the alleged violation;
2. The time and date of the alleged violation;
3. The name of the accused;
4. The name of the reporting witness;
5. The names of any other witnesses.

E. The SBA president shall deliver a copy of his report to the investigator to facilitate the investigation.

F. The accused shall be notified by the SBA President that allegations against the accused have been presented to the SBA President at the time that the SBA President completes the report described in paragraph D above. At this time, the SBA president shall provide the accused with a copy of the applicable Code of Conduct. The SBA President shall inform the accused that he/she must read the code prior to speaking to any one about the matter and also that the accused is not required to speak to the Investigating Officer if he/she does not wish.

VI. Investigation

A. An investigation will be conducted by the Third Year Faculty Representative, unless the Third Year Representative is not available, or is involved with or reasonably potentially involved with the allegation, or reasonably may be perceived to be biased or prejudiced in the matter, in which case she must decline to serve as Investigator. If the Third Year Faculty Representative is not available or must decline to serve, a Third Year class member shall be nominated to act as investigator by the SBA President and approved by a majority vote of the SBA Executive Committee.

APPENDIX A

The Third Year Faculty Representative may serve as Investigator in the Spring and Summer prior to beginning his/her third year, once elected or appointed. The Investigator may ask the Executive Committee to be excused from duty, and any person under investigation may also ask the Executive Committee to excuse the Investigator from duty, and replace the Investigator. The Executive Committee may consider these requests, but is not required to follow them, unless good cause for change in investigator is shown.

B. The Investigator will evaluate the circumstances of a case to determine whether the apparent violation should be considered by an Honor Board.

C. An investigation should not interfere with the accused's examinations. measures, though, should be taken to insure a timely investigation.

D. The investigation will consist of the following:

1. The Investigator shall talk to the reporting witness, the accused (if the accused consents), any other witnesses, and all other persons, including faculty and staff, who may have relevant information. Written statements should be taken from all witnesses.

2. After all witnesses have been interviewed and the investigation is complete, the Investigator shall convene an Honor Board hearing, according to paragraph three if the investigator concludes that there is a reasonable probability that the accused has violated this code as charged by the reporting witness.

3. If the Investigator calls for an Honor Board hearing, he/she shall notify the SBA President, who shall then convene it in a timely manner. If the Investigator calls for further investigation by another investigator, all records shall be turned over to that second investigator. If the Investigator calls for further investigation by a University or Police Authority, the Investigator shall make a report to that authority and preserve evidence for that investigation. If the Investigator does not call for further investigation nor for a Board hearing, the case will be dismissed and all records generated by the investigation will be destroyed immediately by the SBA President.

4. If the Investigator decides to convene an honor board hearing pursuant to paragraph 2 above, he/she shall write a detailed report consisting of the following:

- a. The nature of the alleged violation;

- b. The time and date of the alleged violation;

- c. The name of the accused;

- d. The name of the reporting witness;

- e. The names of any other witnesses;

- f. A summary of the information gained from the investigation;

- g. All written statements;

APPENDIX A

h. A summary of all oral statements not recorded;

i. The recommendation of the Investigator.

E. The Investigator shall deliver his report to the Senior Officer (see Paragraph VI (A)). The Senior Officer shall provide the accused with all of the information in the Investigator's report.

VII. Honor Board

A. The SBA president is the Senior Officer and shall act as an advisor to all parties to the hearing. He/she shall preside at the hearing and make all decisions that are necessary for its proper functioning.

B. The Honor Board shall consist of the SBA Executive Committee, plus one faculty member. The Senior Officer will not participate in the deliberations of guilt or innocence or sanction, and will not cast a vote. The Executive Committee shall select the faculty member from a list of three recommended by the Dean. If a member of the Honor Board is excused by the Senior Officer from serving for any reason, the Executive Committee of the SBA shall approve by majority vote a replacement nominated by the Senior Officer and who shall be selected from the excused party's academic class.

C. In the event that there is a change in personnel among the SBA Board due to election, and a possible violation has been reported to the SBA President, the Honor Board convened to adjudicate that allegation, including the faculty member, shall have the duty and the authority to adjudicate that allegation through to its completion notwithstanding the termination of that SBA Board's tenure due to election, except that for good cause shown and with the approval of the Dean, this provision need not apply. Furthermore, an SBA Board so effected shall be bound by the confidentiality provisions herein from informing any member of a board-elect of the proceeding, unless that member would otherwise be properly made aware of the proceeding.

D. The accused has a right to *voir dire* all Honor Board members and challenge any of them for cause.

E. The Honor Board itself will make all decisions on the accused's challenge(s) for cause. Removal as a result of a challenge for cause shall be by a majority vote of the Honor Board, excluding the vote of the person being challenged. The Senior Officer has a vote for these purposes. In the event of a tie vote, the person challenged shall be removed.

F. In the event the SBA president cannot participate as Senior Officer he/she shall be replaced by the next highest ranking SBA officer. That person shall then be the acting Senior Officer.

G. The Honor Board shall convene elsewhere than on the campus of the University of New Mexico School of Law.

H. The Honor Board hearing shall be closed to all persons except the Senior Officer, the Honor Board members, the accused, the accused's counsel, the reporting witness, any other witnesses called, a hearing reporter and the Investigator.

APPENDIX A

- I. The Honor Board hearing shall never be held during a Law School examination period.
- J. The Senior Officer shall notify the Honor Board members, the Dean, and all parties and witnesses of the date, time, and place of the Honor Board hearing no later than six days prior to the hearing.
- K. The Senior Officer shall require all members of the Honor Board to give him/her their assurance that each member supports this Code of Professional Conduct.
- L. The Senior Officer shall keep the Dean informed of the general nature of the Honor Board proceedings. The names of the reporting witness and accused will not be revealed unless and until there has been a determination of guilt and then only if such revelation is necessary for the imposition of the sanction.
- M. The accused and the person reporting the alleged honor violation and all witnesses called by the accused, the reporting witness, or the Honor Board shall appear at the Honor Board hearing.
- N. Prior to the Honor Board hearing, the Senior Officer shall deliver to the accused a copy of the report described in V (D)(4) which shall include the time, date, and place of the Honor hearing. The accused shall be instructed in writing, of his/her rights, which are in Section VII of this Code.
- O. The accused may petition the Senior Officer for any documents needed in his/her defense. Once such requests are received in writing by the Senior Officer, the Senior Officer may direct the production of documents or tangible things that the Senior Officer deems relevant or necessary to the accused's defense, and which are not privileged.
- P. Pre-hearing interviews by the defense of any witness shall not normally be allowed.

APPENDIX A

VIII. Honor Board Hearing

A. The Senior Officer shall read the nature of the alleged violation, the time and date of the alleged violation, the names of the accused and reporting witness, and the conclusion of the Investigator. The Senior Officer shall also explain to all parties the procedures to be followed in the hearing.

B. A record of the proceeding shall be kept for the purpose of facilitating proper review by the Dean should such review be requested by the accused. The record may be taken by a court reporter or it may be in the form of a tape-recording of the entire hearing. If a taped record is created, the Senior Officer will ensure prior to the hearing that the equipment is functioning properly and that all parties will be able to be clearly heard on the tape-recording.

C. The Investigator shall present the case against accused.

D. The procedure followed for the hearing shall consist of the following:

1. The Investigator shall make an opening statement.
2. The accused shall have an opportunity to make an opening statement.
3. The Investigator shall present all witnesses, testimony, and other information and evidence relevant to the investigation of the accused. Formal rules of evidence shall not apply to the Honor Board hearing; however, hearsay shall normally not be admitted as evidence in the proceeding.
4. The accused may cross-examine all witnesses against him/her. The investigating officer may cross-examine all witnesses presented by the accused.
5. The accused shall have the opportunity to refute the testimony against him/her or to explain the circumstances which led to the charge. The accused shall have full opportunity to present witnesses in his/her behalf. The accused shall not be required to testify. The accused has the right to confront the reporting witness and other witnesses. The accused may be represented by counsel or faculty member.
6. The Honor Board may call witnesses and hear further evidence relevant to the circumstances under investigation. The Board may question any witnesses and review any evidence.
7. The Senior Officer has the discretion to grant recesses and to stay the proceedings if the circumstances require it.
8. The accused shall have an opportunity to make a closing statement.
9. The Investigator shall make a closing statement.

E. At any point prior to or during the hearing the accused may plead "guilty" or "*nolo contendere*" and waive the right to a hearing as to guilt/innocence. At that point, the Senior Officer shall convene a hearing as above except that such a hearing shall include only such

APPENDIX A

evidence and witnesses that are necessary to explain to the board the factual circumstances of the allegation or are relevant to the imposition of sanction.

F. At the conclusion of the presentation of evidence the Honor Board shall retire to deliberate.

IX. Determination of Honor Code Violation

A. Prior to its deliberations the Senior Officer shall instruct the Honor Board that:

1. Determination of guilt or innocence of the accused shall be without consideration of any sanction under this Code; and
2. The accused shall not be found guilty unless members of the Honor Board unanimously agree that there is clear and convincing proof that the accused is guilty of the charge, or the accused pleads guilty or *nolo contendere*.

B. If the accused is found to be not guilty, all records of the hearing shall be destroyed immediately by the Senior Officer.

C. If the Honor Board finds the accused guilty, it shall then consider the sanction to be imposed.

X. Sanctions

A. The sanction shall be determined by a majority vote of the Honor Board.

B. The sanctions which may be imposed by the Honor Board include, but are not limited to, the following:

1. verbal reprimand;
2. written reprimand;
3. written reprimand to individual with copy to remain in individual's file until graduation;
4. written reprimand to individual with copy to remain permanently in individual's file;
5. recommendation to professor for grade change;
6. removal from related activity, e.g., Moot Court competition;
7. suspension from school;
8. permanent expulsion from school;
9. any combination of the above.

XI. Imposition of Sanction

APPENDIX A

- A. When the Honor Board has decided upon a sanction, it shall, in the presence of the accused and the Senior Officer, announce its decision, informing the accused of his/her sanction.
- B. If the sanction includes a verbal reprimand it shall be immediately given by the Senior Officer. All other sanctions will be administered within 72 hours or as soon as possible.
- C. Within 72 hours of its decision the Honor Board shall express its decision in a written statement to the Senior Officer. This statement shall be written by the First Vice President, or ranking member of the Honor Board other than the Senior Officer or faculty member. The Senior Officer shall deliver copies of the decision to:
1. The accused, and
 2. The Dean. The names of the accused and/or the reporting witness will be excised prior to delivery to the Dean unless the First Vice President deems that such information is necessary for the imposition of any sanction. Included with the copy of this written statement to the Dean, the Honor Board shall also include the original record of the proceeding.
- D. After a majority of the Board has determined a sanction, the accused may appeal only the sanction to the Dean. The accused must inform the Dean of such an appeal by writing a statement petitioning such a sanction appeal, and briefly stating the reasons therefor. The statement must be received by both the Dean and the Senior Officer within 72 hours of the publication of the Board's written decision statement described in paragraph C above.
- E. Upon receiving the accused's sanction appeal, the Dean normally shall announce a sanction appeal decision in writing within 72 hours. The Dean's decision shall be based only upon the documents viewed by the Honor Board during the hearing and the taped or written transcript of the proceeding. The Dean may not increase the severity of the sanction imposed by the Honor Board, but may reduce it for good cause.

XII. Administrative and Judicial Review

This Code in no way limits the availability of existing administrative and judicial review.

APPENDIX A

NOTES

- A. When the Board or Board member is accused of a violation of the Code of Ethics, the Board shall determine the appropriate action to be taken. The Board shall determine the appropriate action to be taken.
 - B. If the action includes a verbal reprimand, it shall be immediately given by the Board. All other actions shall be administered within 15 days or as soon as possible.
 - C. Within 15 days of its decision, the Board shall express its decision in a written statement to the Board member. The statement shall be signed by the Board President or ranking member of the Board. The statement shall be given to the Board member. The Board member shall deliver a copy of the statement to the Board member.
 - D. The Board shall determine the appropriate action to be taken. The Board shall determine the appropriate action to be taken.
 - E. Upon receiving the accused's appeal, the Board shall determine the appropriate action to be taken. The Board shall determine the appropriate action to be taken.
- XII. Administrative and Judicial Review
- The Code in no way limits the authority of the Board to review and modify its policies and procedures.
1. The Board shall determine the appropriate action to be taken.
 2. The Board shall determine the appropriate action to be taken.
 3. The Board shall determine the appropriate action to be taken.
 4. The Board shall determine the appropriate action to be taken.
 5. The Board shall determine the appropriate action to be taken.
 6. The Board shall determine the appropriate action to be taken.
 7. The Board shall determine the appropriate action to be taken.
 8. The Board shall determine the appropriate action to be taken.
 9. The Board shall determine the appropriate action to be taken.
 10. The Board shall determine the appropriate action to be taken.

APPENDIX B

Standard of Character and Fitness

A lawyer should be one whose record of conduct justifies the trust of clients, adversaries, courts and others with respect to the professional duties owed to them. A record manifesting a significant deficiency in the honesty, trustworthiness, diligence or reliability of an applicant may constitute a basis for denial of admission.

Relevant Conduct: the revelation or discovery of any of the following should be treated as cause for further inquiry before the bar examining authority decides whether the applicant possesses the character and fitness to practice law:

- Unlawful conduct
- Academic misconduct
- Making of false statements, including omissions
- Misconduct in employment
- Acts involving dishonest, fraud, deceit or misrepresentation
- Abuse of legal process
- Neglect of financial responsibilities
- Neglect of professional responsibilities
- Violation of an order of court
- Evidence of mental or emotional instability
- Evidence of drug or alcohol dependency
- Denial of admission to the bar in another jurisdiction on character and fitness grounds
- Disciplinary actions by a lawyer disciplinary agency or other professional disciplinary agency of any jurisdiction

Footnote: Comprehensive Guide to Bar Admission Requirements 2007, Code of Recommended Standards for Bar Examinee: Standard 12 & 13, page viii.

INDEX

- Academic Advisement, 22
- Academic Dishonesty, 35
- Academic Good Standing, 28
 - While on Probation, 28
- Academic Probation, 36
- Academic Records, 20, 21
 - Faxing, 22
- Academic Regulations, 27
- Academic Retention, 35
- Academic Support, 22
- Add Courses, 24
- Address Changes, 21
- Admission Changes, 6
- Advanced Writing Requirement
 - Deadlines, 9
 - Means of Compliance, 9
 - Non-Complying Writing, 10
 - Purpose, 8
 - Requirement, 8
 - Research Paper Guidelines, 10
 - Standards, 9
- Advisement, Academic, 22
- Affirmative Action Policy, 50
- Alcohol and Drug Policy, 28
 - Alcohol, 28
 - Drugs, 28
 - Prevention Programs, 29
- Attendance Policy, 39
- Audit, 31
- Awards and Prizes, 16
- Bar Graph/Rank, 32
- Bookstore, 47
- Career Services, 46
- Certificates, 11
- Classroom Conduct, 41
- Classroom Use, 41
- Clinical Requirements, 8
- Code of Honor, 1
- Collection Agency, 26
- Commencement, 16
- Compensation, 35
 - Coursework, 35
 - Externship, 33
 - Team Competitions, 14
- Computers, 47
 - Computer Accounts, 48
 - Computer Use, 47
 - Email Lists, 49
 - Email Quota, 49
 - Joint Degree Student Account, 6
 - Laptops and Network Access, 49
 - Network Printing Policy, 48
 - Required Laptop Computers, 48
 - Student Computer Lab, 49
- Conduct
 - Classroom, 41
 - Rights and Responsibilities, 44
 - Student Code of, 1
- Course Enrollment, 6, 34
 - Changes in, 24
 - Enrollment Certification, 47
 - Failure to, 23
 - Flexible Time, 7, 46
 - Limited Enrollment, 23
 - Outside Law School, 6, 34
 - Reduction, 24
 - Summer, 25
- Course Load
 - Reduction, 40
 - Semester, 5, 25
 - Summer, 25
- Credit Hours, 7
- Dean's List, 17
- Definitions of Good Standing, 27
- Delinquent Accounts, 26
- Discrimination, 44
 - Affirmative Action Policy, 50
 - Complaint Procedure, 44
 - Equal Educational Opportunity Policy, 50
- Disenrollment, 24
- Dishonesty, Academic, 35
- Dropping Courses, 24
 - Exceptions, 24
- Dual Degree, 6
- Educational Records, 20, 21
 - Access to, 20
 - Confidentiality of, 20
- Email, 50
- Emergencies, 49
- Employment, 45
 - While on Probation, 36
- Enrollment, 34, 47
 - Changes in, 24
 - Failure to, 23
 - Flexible Time, 7, 46
 - Limited Enrollment, 23
 - Outside Law School, 6, 34
 - Reduction, 24, 40
 - Summer, 25
- Enrollment Certification, 47
- Equal Opportunity Policy, 50
- Examinations, 41
 - First-Year Examinations, 41
 - In-House Examinations, 42

- Laptop Examinations, 42
- Late Examinations, 42
- Mid-Term, 42
- Procedures, 41
- Reading Period, 41
- Release/Reuse, 43
- Retention of, 43
- Scheduling, 41
- Special Accommodations, 42
- Take Home, 42
- Weather Delay, 40
- Exchange Programs, 15
- Externship
 - Compensation, 33
 - Repetition of, 33
- Extra-Curricular Activities, 13
 - Academic Credit, 13
 - Eligibility, 13
 - Financial Aid, 45
 - Journals, 12, 13
 - Natural Resources Journal, 12
 - New Mexico Law Review (NMLR), 13
 - Tribal Law Journal, 13
 - Mock Trial, 14
 - Moot Court, 14
 - Reimbursement, 14
 - Special Programs, 15
- Fees
 - Computer/Duplicating, 27
 - Health/Accidental Insurance, 26
 - Malpractice Insurance, 27
 - Parking, 50
 - Service Charge, 26
 - Student Bar Association, 27
 - Tuition, 25
- Fees & Charges, 11
- Financial Aid, 45
 - Short-Term Loans, 46
- Flexible-Time, 7, 46
- Franklin Pierce Law School Exchange Program, 16
- Full-Time, 5
 - Semester Course Load, 5, 25
 - Summer, 25
- Good Standing
 - Definitions, 27
- Good Standing
 - Professional Good Standing, 27
- Good Standing
 - Academic Good Standing, 28
- Good Standing
 - Academic Good Standing
 - While on Probation, 28
- Grade Change Deadline, 32
- Grade Point, 7
- Grades, 29
 - Bar Graph/Rank, 32
 - Change Deadline, 32
 - Computation of, 29
 - Definition of, 29
 - Grade Point Average, 30
 - Maintenance of, 35
 - Grading Option, 30
 - Grievance, 44
 - Incomplete, 31
 - Limited Grading Option, 30
 - Maintain, 35
 - Notification, 32
 - Objection to, 32, 44
 - Practices, 30
 - Review of, 32
 - Submission of, 32
- Graduation Requirements, 7
 - Completion of Degree
 - Joint Degree, 6
 - Credit Hours and Grade Point, 7
 - Required Courses, 8
- Grants, 45
- Grievance, 43
 - Objection to Grade, 32, 44
 - Procedure, 44
 - Student Employee, 44
- Guanajuato Summer Law Institute, 15
- Health Care, 26
- Hold on Records, 22
- Honor Code. Appendix-1
- Honor Roll, 17
- Honors, Awards and Prizes, 16
 - Academic Awards, 16
 - Scholarships, 17
 - Semester Honors, 16
 - Top Grade, 16
 - Graduation Awards and Honors, 17
 - Academic Excellence, 18
 - Additional Awards and Prizes, 18
 - Order of the Coif, 17, 18
 - Thesis Honors, 18
- Incomplete Grade, 31
 - Papers, 31
 - Time Table for Completion, 32
- Independent Research, 34
 - Limitations, 34
- Indian Law Certificate, 11
- Insurance
 - Health and Accident, 26
 - Malpractice, 27
- Jessup International Law Moot Court, 14
- Joint Degree, 6
 - Completion of Joint Degree, 6
- Jury Duty, 40
- Late Examinations, 42

- Leave of Absence, 5, 40
- Limited Enrollment, 23
 - Courses, 23
 - Flexible Program, 7, 46
- Limited Grading Options, 30
- Loans, Short-Term, 46
- Mailboxes, 50
- Malpractice Insurance, 27
- Memory Typewriters, Use of, 42
- Messages, 50
- Mid-Term Examinations, 42
- Mock Trial, 14
- Moot Court, 14
- Name Changes, 21
- Natural Resources Certificate, 11
- Natural Resources Journal, 12
- New Mexico Law Review, 13
- Non-Enrollment, 23
- Non-law Classes, 6, 34
- North American Student Exchange Program, 15
- Objection to Grade, 32, 44
- Order of the Coif, 17, 18
- Orientation, 7
- Other Law Schools
 - Visiting, 16
- Papers
 - Use of, 35
- Parking, 50
- Payments, Tuition and Fees, 25
- Placement (Career Services), 46
- Practice Examinations, First-Year, 41
- Probation, Academic, 36
 - Good Standing
 - While on Probation, 28
- Professional Good Standing, 27
- Professional Responsibility, 8
- Public Information, 21
- Rank/Bar Graph, 32
- Reading Period, 41
- Readmission, 5
- Records, Student, 20, 21
 - Access to, 20
 - Confidentiality of, 20
- Reduction in Course Load
 - Changes in Enrollment, 23
- Registration, 22, 23
 - Academic Advisement, 22
 - Academic Support, 22
 - Failure to, 23
 - Limited Enrollment Courses, 23
 - Procedures, 23
 - Sanctions, 26
 - Schedule of Classes, 22
 - Support for Students with Disabilities, 22
 - Withdrawal, 24
- Repetition of Classes, 33
- Class Room Courses, 33
- Externships, 33
- Required Courses, 8
 - Clinic, 8
 - First-Year, 8
 - Professional Responsibility, 8
 - Second-Year, 8
- Residency
 - In-State, 22
 - Out-of-State, 22
- Retention, Academic, 35
- Review of Grades, 32
- Schedule
 - Changes, 23
 - Classes, 22
 - Examinations, 41
 - Practice Examinations, 41
 - Schedule Changes, 22
 - Tuition and Fees, 25
 - Weather Delay, 40
- Semester Course Load, 5, 25
- Semester Honors, 16
 - Honor Roll, 17
- Service Charge, 26
- Services, 46
 - Academic Support, 46
 - Bookstore, 47
 - Career, 46
 - Computers, 47
 - Email, 50
 - Emergencies, 49
 - Enrollment Certification, 47
 - Health Care, 26
 - Parking, 50
 - Placement, 46
 - Restrictions, 26
 - Stress Management, 47
 - Student, 20
 - Tutors (Academic Support), 46
 - Veterans Affairs, 25, 50
- Sexual Harassment Policy, 44
- Short-Term Loans, 46
- Smoking Policy, 41
- Social Security Number, 21
- Student
 - Address Changes, 21
 - Bar Association, 27
 - Full-Time, 5
 - Grievance, 43
 - I.D. Card, 23
 - Name Changes, 21
 - Objection to Grade, 32, 44
 - Readmitted, 5
 - Records, 20, 21
 - Schedule Changes, 23
 - Transfer, 5

Visiting, 5, 23
 Student Bar Association, 27
 Student Grievance
 Objection to Grade, 32, 44
 Procedure, 44
 Student Employee, 44
 Student I.D. Card, 23
 Summer Course Load, 25
 Summer Law Institute (Mexico), 15
 Support for Students with Disabilities, 22
 Support, Academic, 22
 Support, Students with Disabilities, 22
 Suspension, 35
 Committee Decision, 38
 Committee on, 36
 Committee on (Failure to Enroll, 23
 Committee on (Leave of Absence), 6
 Consideration of Petition, 37
 Petition, 37
 Policy, 35, 36
 Reviewing the Committee Decision, 39
 Take-Home Examinations, 42
 Tape Recording Classes, 41
 Tasmania Exchange Program, 15
 Transfer, 5
 Credits, 5
 Student, 5

Tribal Law Journal, 13
 Truthfulness and Disclosure, 6
 Tuition, 24, 25
 Deadlines
 Payment, 25
 Refunds, 25
 Financial Aid, 45
 Financial Holds, 26
 Payment, 25
 Refunds, 25
 Restriction of Services, 26
 Tutors (Academic Support), 46
 University of Tasmania Exchange Program, 15
 Use of Papers, 35
 Veterans Affairs, 25, 50
 Visiting
 Limited Enrollment Classes, 23
 Other Law Schools, 16
 Students, 5, 23
 Transfer of Credits/Grades, 5
 Weather Delay, 40
 Withdrawal
 From Courses, 24
 From Law School, 24
 From UNM, 24
 Withholding Services, 26